

Beaufort County Community College



College Catalog
2024-2025

Beaufort County Community College

5337 Highway 264 East, Washington, NC 27889

Telephone 252-946-6194

www.beaufortccc.edu

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



Member of

Association of Community College Trustees

General Catalog 2024-2025

Last Update:

Refer to the BCCC website for the official and most current information.

Go to www.beaufortccc.edu and click on Catalog.

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Welcome from the President



Welcome to Beaufort County Community College! Congratulations on joining our diverse student population, who come from all across our four-county service area. Some are starting with us with the goal of transferring to a university, while others may have a specific career goal in mind. Some of

them are part of the Early College High School. Still others are returning to college, changing careers, or joining us for additional training. Whatever their intention, our students come to BCCC with shared journeys and shared dreams, seeking to build a solid foundation for life and career.

While you're with us, I ask that you engage with our faculty and staff. Ask questions from our financial aid staff or our faculty. In all likelihood, someone who came before you has faced a similar challenge, and our faculty and staff are here to help make your experience at BCCC as accessible and affordable as possible.

Engage with your classmates. Form study groups and share tips for success. Share rides and leads on jobs. Check in on each other. This is not a journey you make on your own!

And, finally, relax! You've made a great decision by choosing BCCC! You are closer than ever to achieving your professional and personal goals. Remember: YOU BELONG HERE, and the BCCC faculty and staff are here to help you along the way. I wish you all the best as you build your future with us.

David R. Loope, Ed.D.

President

Academic Calendar



INSTRUCTIONAL CALENDAR 2024-2025

AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
				1	2	3	1	1 HOL		3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7 SFV	8 FWD	9	10	11	12	3	4	5	6	7	8	9	
11	12 FWD	13 FWD	14 REG	15 FDC	16	17	15	16	17	18	19	20	21	13	14 LS	15	16	17	18	19	10	11 HOL	12 LDW	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27 SFV	28 HOL	29 HOL	30	

DECEMBER 2024							JANUARY 2025							FEBRUARY 2025							MARCH 2025							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
1	2	3	4	5	6	7				1 HOL	2 FWD	3 REG	4							1							1	
8	9	10	11	12		13 (*EXAM)	14	5	6 FDC	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4 LS	5	6	7	8
15	16 EXAM	17 FWD	18 SFV	19 SFV	20 SSFV	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10 FWD	11	12	13	14	15	
22	23 SSFV	24 SSFV	25 HOL	26 HOL	27 HOL	28	19	20 HOL	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
29	30 SSFV	31 SSFV					26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29			

APRIL 2025							MAY 2025							JUNE 2025							JULY 2025							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
		1 LDW	2	3	4	5					1	2	3	1	2	3	4	5	6	7							1	
6	7	8	9	10	11	12	4	5	6	(*)	7 EXAM	8 EXAM	9 FWD/GRAD	10	8	9	10	11	12	13	14	6	7	8	9	10 LDC	11 LDC	12
13	14	15	16	17	18	19	11	12 SFV	13 REG	14 FWD	15 FDC	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21 HOL	22 SFV	23 SFV	24 SFV	25 SFV	26	18	19	20	21	22	23	24	22	23	24	25	26 LDW	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26 HOL	27	28	29	30	31	29	30						27	28	29	30	31			

*Denotes the 80th day of instruction

FDC	FWD	LS	SSFV	SFV	REG	LDW	HOL	FWD/GRAD	LDC
First Day of Classes	Faculty Work Day	Late Start Classes Begin	Staff Student Faculty Vacation	Student Faculty Vacation	Registration (*No Classes)	Last Day to Withdraw	Holiday	Faculty Work Day/Graduation	Last Day of Classes

Important Dates

Fall Semester 2024

August 12, 2024	Faculty Work Day
August 13, 2024	Faculty Work Day
August 14, 2024	Late Registration Begins
August 15, 2024	First Day of Class
September 2, 2024	Holiday
October 7, 2024	Student/Faculty Vacation
October 8, 2024	Faculty Work Day
October 15, 2024	Late Start Classes Begin
November 11, 2024	Holiday
November 12, 2024	Last Day to Withdraw from 16-week Courses
November 27, 2024	Student/Faculty Vacation

November 28-29, 2024	Holiday
December 13 & 16, 2024	Exams
December 17, 2024	Faculty Work Day
December 18-19, 2024	Student/Faculty Vacation
December 20-24, 2024	Student/Staff/ Faculty Vacation
December 25-27, 2024	Holiday
December 30-31, 2024	Student/Staff/Faculty Vacation

Spring Semester 2025

January 1, 2025	Holiday
January 2, 2025	Faculty Work Day
January 3, 2025	Late Registration Begins
January 6, 2025	First Day of Class
January 20, 2025	Holiday
March 4, 2025	Late Start Classes Begin
March 10, 2025	Faculty Work Day
April 1, 2025	Last Day to Withdraw from 16-week Courses
April 21, 2025	Holiday
April 22-25, 2025	Student/Faculty Vacation
May 7-8, 2025	Exams
May 9, 2025	Faculty Work Day/Graduation

Summer Semester 2025

May 12, 2025	Faculty Work Day
May 13, 2025	Late Registration Begins
May 14, 2025	Faculty Work Day
May 15, 2025	First Day of Classes
May 26, 2025	Holiday
June 11, 2025	Last Day to Withdraw MM1
June 19, 2025	Last Day of Classes MM1
June 23, 2025	First Day of Classes MM2
July 4, 2025	Holiday
July 16, 2025	Last Day to Withdraw MM2
July 24, 2025	Last Day of Classes MM2

General Information

History

Beaufort County Community College began with the operation of a practical nursing program in 1949, under the direction of the State Vocational and Adult Education Department. From 1962 to 1968, the College operated as extension units of Pitt and Lenoir Community Colleges.

In December 1967, the College was officially chartered as Beaufort County Technical Institute. The vocational and technical programs of the College were complemented by a college parallel program which opened in 1968 in conjunction with East Carolina University. In 1979, community college status was granted, and, since then, Beaufort County Community College has functioned as a comprehensive community college offering continuing education and awarding associate degrees, diplomas, and certificates.

Accreditation

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

Medical Laboratory Technology Program Accreditation

The Beaufort County Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018.

Non-discrimination Statement

USDA Non-Discrimination Statement in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all information requested in

the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Commitment to Equity and Inclusion

Diversity, equity, and inclusion are foundational elements of our institutional mission. As an open-enrollment, public, community college, Beaufort County Community College works each day to provide educational opportunities designed to enhance economic and social mobility for the residents of our diverse service region. Our faculty and staff will continue to teach content and engage students in a manner that emphasizes the basic rights and responsibilities of citizenship in a complex, pluralistic society. At Beaufort, we like to say, “You Belong Here!” And By “You,” we mean everyone, regardless of race, gender, creed, ethnicity, sexual orientation, or socioeconomic status. This is our promise to our students, now and in perpetuity.

BCCC Vision

Beaufort County Community College will be an innovative community leader that promotes economic and social mobility through educational opportunities linked to workforce development, public service, and cultural and personal enrichment.

BCCC Mission

Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties.

BCCC Values

- Teaching and learning as the means for improving individual lives and the communities we serve.
- Individual human worth and the expression of the individual human spirit.
- Community as the fellowship of local individuals, families, businesses, and other organizations through and for which the college seeks to make a positive impact.
- Diversity as a pathway to gaining the multiple perspectives necessary for understanding our world.
- Access to higher education by people from all backgrounds as critical to individual success and to the viability of a self-governing, democratic republic.
- Quality as the measure of individual and institutional success in student attainment of relevant knowledge, skills, and abilities.

- Affordability as an essential requirement for an open door community college and a necessity for ensuring access from all segments of society.
- Civility as the medium in which individuals from all backgrounds may engage without fear of retribution in dialogue about issues ranging from the future of the college to the state of the world at-large.

Aspirational Goals

- A. Break the cycle of poverty:
 - Create hope and human dignity through access to post-secondary education and greater access to gainful employment.
- B. Grow the middle class:
 - Collaborate with business and industry to train and retrain workers for the local and regional economy.
 - Collaborate with local economic development agencies to recruit and retain business and industry that will provide sustainable employment and a living wage in the service region.
 - Collaborate with universities to strengthen transfer agreements and the overarching on-ramp to the baccalaureate.
 - Collaborate with school systems and other organizations to enhance the social capital of school-age children and parents.
- C. Promote self-sufficiency and economic independence
 - Reduce dependence on public and private social programs through gainful employment.
 - Increase expression of individual human will through entrepreneurship and fiscal self-reliance.
- D. Improve quality of life for all citizens
 - Provide life-long learning opportunities for residents of Beaufort, Hyde, Tyrrell, and Washington Counties.
 - Enhance public schools, transportation, and health care through economic development based on college-led workforce development (i.e., increased tax base).
 - Serve as a cultural and wellness resource for the region.

Strategic Goals

1. Offer relevant, high quality academic programs that result in student success.
2. Enhance student accessibility.
3. Meet the educational needs of business and industry.
4. Promote the college's mission through fundraising, targeted marketing, and effective public relations.
5. Operate the college in an effective and efficient manner.

Admissions

Beaufort County Community College (BCCC) maintains an open-door admission policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. High school student applicants who are 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the State of North Carolina. Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Placement in certain programs is limited, and admission into certain programs of study is based on guidelines developed to ensure student success. Applicants are admitted regardless of race, gender, age, religion, national origin, disability, or political views. International students may not be eligible for admission to BCCC. The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or a disruption of the educational process.

General Admission Requirements

1. An applicant must be a high school graduate or have a high school equivalency certificate. Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the College and Career Readiness Office in the Division of Continuing Education. Please note: The College does not offer the Ability to Benefit test. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must complete the online application for general admission to the College.
3. Each applicant must have an up-to-date residency status.
4. Each degree-seeking applicant must submit an official high school/high school equivalency transcript to the Admissions and Records Office.
5. Official college transcripts from regionally accredited institutions are required if the applicant requests transfer credit from a previous college/university (See Advanced Standing in BCCC Catalog).

Exceptions to Requirements for General Admission

1. A student may enroll as a special credit student without specifying an educational objective. To be admitted, special credit students must submit the online application for general admission to the College and have an up-to-date residency status. It is to the student's advantage to declare an educational objective and to complete the admissions process as soon as possible after enrollment. Special credit students are not eligible to receive financial aid nor Veteran's benefits. Verification of prerequisites, as applicable, is required for special credit students.
2. A student may enroll in associate degree courses under special admission without meeting all requirements for admission to the College. However, no more than 12 credit hours may be earned without complying with the College's general admission requirements.
3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate unless required by a specific program. However, students applying for financial aid/veterans' affairs benefits must submit an official high

school/high school equivalency transcript regardless of their program of study. In all cases, the final entrance eligibility of the applicant is determined by the appropriate division Dean.

4. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:
 - a. The minor applicant left the public schools no less than six calendar months prior to the last day of regular registration for the College term.
 - b. The application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
 - c. Such admission does not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
5. Exceptions not addressed in items 2-4 are considered on a case-by-case basis in accordance with the Career and College Promise Program guidelines. High school students should discuss their interest in enrolling in the College with their principal before contacting the College. High School students may not enroll as a traditional college student for the same term in which they graduate.
6. Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals or for any reason consistent with the BCCC Prohibition of Sex Offenders Policy. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following:
 - a. Detailed facts supporting the rationale for denying admission;
 - b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
 - c. The conditions upon which the applicant that is refused is eligible for admission to the College.
 - d. Applicants denied may appeal this determination through the BCCC student appeals process.

7. There is an open-door policy UNLESS BCCC is enrolling students from a state the college is not authorized to deliver instruction. BOT approved August 5, 2014.
8. Students who have not graduated from high school but meet the criteria for admission under Education Services through Career and College Promise (1D SBCCC 400.11) may be admitted as a dually enrolled high school student.

Requirements for Home School Graduates

Home school graduates must complete the following procedures prior to their enrollment:

1. Home schooled students must provide evidence of attendance of a state approved home school program. For North Carolina home school students, this means that the home school administrator must have a school approval number, a charter for the school, or other documentation that denotes approval from the NC Department of Non-Public Instruction. Copies of the aforementioned documentation are required with the application.
2. The home school administrator must submit an official transcript from the home school.
3. If the home school does not have the proper certification, the student cannot register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the High School Equivalency. The student may arrange to take the High School Equivalency examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education at 252-940-6298 or 252-940-6325.

Requirements for Transfer Students

1. Complete general admission and graduation procedures.
2. Refer to "Advanced Standing" for instructions on transferring credit from other institutions. BCCC does not penalize a transfer student who is on probation from another institution nor does the College practice provisional admission.

Additional Requirements for Allied Health Programs

Allied health programs have additional admission requirements because these programs are limited in the number of students admitted each year. Students are enrolled in pre-allied health AGE programs until accepted into the RN, LPN, or MLT program.

Note: Clinical sites may require a criminal background check and/or drug testing prior to your participation in clinical training. If denied access to a clinical site, the student shall not progress in the program due to the inability to complete the clinical portion of the program.

Specific guidelines and requirements for admission into allied health programs may be obtained from the Allied Health Admissions Coordinator.

Minimum Requirements for Allied Health Applicant Evaluation

1. Applicants must provide an official high school transcript or high school equivalency report. Official college transcripts are also required, if applicable.
2. A minimum GPA of 2.5 is required in allied health general education courses from all colleges.
3. Students applying to the Associate Degree Nursing program, Practical Nursing program, or LPN to RN Transition program must complete the Assessment Technologies Institute (ATI)

TEAS test with a minimum proficiency score of 58.7. TEAS scores must be submitted by the published application deadline.

4. Students have *TWO* attempts during the application cycle to obtain a proficiency composite score of 58.7 on the TEAS test. Students are encouraged to prepare for the TEAS test prior to their testing date. As well, remediation services are offered through ATI should a student score less than the required minimum composite (overall) score. Students completing TEAS testing at other facilities may have an official ATI TEAS transcript sent to the Allied Health Admissions coordinator, provided the scores are within three (3) years of the application deadline. LPN to RN transition applicant's scores are valid for ten (10) years.

Allied Health Application Deadlines

In addition to the general application to the College, a separate application packet for an allied health program is required. Completed application packets are reviewed by the Allied Health Admissions Coordinator. Incomplete application packets are not considered.

Allied Health Evaluation Criteria

Admission into an Allied Health Program is competitive and based upon the selection of those candidates who possess the ability to succeed in a demanding academic program. Each student must complete a program application and meet all admission requirements in order to be ranked for admissions. For nursing programs, the number of available seats is determined by NC Board of Nursing guidelines, the number of available faculty, and the number of available clinical facilities. Each fall, the ADN program accepts up to 60 students and the PN program accepts up to 30 students. This number may be less due to the aforementioned factors. The MLT program generally accepts up to 15 students and the LPN to RN transition program accepts 15-20 students based on availability of seats.

At the end of the application period, each qualified applicant is evaluated and awarded points for ranking. If two or more students have the same rank, the highest GPA is the deciding factor. The application date is the determining factor if overall rank and GPA are the same. Individuals with the highest points are offered admission to the program. Progression through the admissions process is contingent on completion of onboarding activities, including, but not limited to: Physical and mental health exam by a physician or healthcare provider, immunization compliance record, CPR requirements, and completion of a criminal background check and urine drug screen. Please note, these activities, along with other onboarding costs, are not covered by financial aid. Therefore, applicants need to plan and prepare to pay for these expenses out of pocket. Please see the associated program's expense sheet. Students that are offered admission are required to attend a mandatory program orientation session, which will provide direction on the onboarding process. Again, students must attend this mandatory session to maintain their admission status in the program.

Admission to Programs Designed for College Transfer

The Associate in Arts (AA) and Associate in Science (AS) degrees follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA).

The CAA was developed by the North Carolina Community College System and the University of North Carolina System to create a seamless transfer program within the North Carolina higher education system. The CAA ensures that courses in the AA and AS programs are all approved for transfer between the state colleges without question upon completion of the general education core requirements with a minimum grade of a C in each course.

Readmission

Persons who have not attended for three (3) consecutive semesters or who have an expired residency status and an expired continuous enrollment date no longer enjoy the benefits of student status. Persons who fit this criterion must submit a new application for admission and update their residency status.

Curriculum students who have withdrawn in good academic standing may apply for readmission through normal registration procedures. If the application for readmission is for a different curriculum, standard admission requirements for new students apply.

There are specific additional guidelines for re-entry into allied health curricula. These guidelines may be obtained from the Allied Health Admissions Coordinator.

To be eligible for readmission in Allied Health programs, students must meet the following requirements:

1. Update admissions application and residency status.
2. Interview with an admissions counselor.
3. Satisfy all outstanding obligations to the College.

Readmission applications for students who have been suspended for disciplinary reasons are not considered until the period of suspension is completed. After the suspension period, readmission is secured as stated in the requirements above.

Applicant to Student Status

An applicant to Beaufort County Community College officially becomes a student of Beaufort County Community College 24 hours after their application is processed. Students who have not attended for three (3) consecutive semesters or who have an expired residency status and an expired continuous enrollment date no longer have an active student status.

Placement Guidelines for Students Based on GPA

Students are placed into curriculum courses based on their unweighted high school GPA. Most students are also eligible to take the RISE Placement Test for placement into curriculum courses. The following table specifies the placement of students based on unweighted high school GPA.

Unweighted High School GPA	Placement
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2.199 and below	Transitions courses
2.2-2.799	Gateway Math and/or English with Co-requisite support coursework
2.8+	Gateway Math and/or English

Additional placement measures are available. Please see the Office of Admissions and Records for more information.

Fees and Expenses

Beaufort County Community College receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition rates are set by the North Carolina General Assembly and the State Board of Community Colleges, and other fees are established by the Board of Trustees of Beaufort County Community College. The total expense consists of tuition, student activity fee, student insurance fee, textbooks, technical fee, supplies and materials, uniforms, and malpractice insurance, if applicable. The cost of textbooks, supplies and materials, and uniforms varies according to the curriculum. All tuition and fees must be paid in full on registration day. Students who will be attending school on a scholarship or are being assisted by a private individual, company, club, or state agency should consult the section on College Expenses Paid By Outside Agencies to determine the information that must be furnished to the Business Office prior to registration. Students who are in need of financial assistance should consult the section on Financial Aid. The tuition schedule and all other fees are explained below.

Tuition

All students are charged tuition according to the following schedule, 2023-2024:

N.C. Resident:

1 to 15 Semester Credit Hours \$76.00 per semester hour
16 Semester Credit Hours and Over \$1,216.00 per semester

Out-of-State:

1 to 15 Semester Credit Hours \$268.00 per semester hour
16 Semester Credit Hours and Over \$4,288.00 per semester

Note: These rates are subject to change by action of the General Assembly.

Student Residency Classification Policy

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. Out-of-state students are admitted under the same regulations as others except for tuition charged

To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. To be eligible for such classification, the individual must establish that his or her presence in the state during such 12-month period was for the purpose of maintaining a bona fide domicile rather than for purposes of mere temporary residency incident to education. Regulations concerning residency classification for tuition purposes are set forth in North Carolina G.S. 116-143.1(a). Each enrolled student must complete a residency determination package online at the North Carolina

Residency Determination Service. Contact the BCCC Admissions Office for additional information or assistance with residency determination.

Student Activity Fee

The Student Activity Fee is based upon the number of credit hours for which a student is enrolled (\$1.00 per credit hour) with a maximum of \$16.00 per semester. The funds collected by the activity fee are used to support social and athletic functions, special academic projects, cultural events, clubs, health- and diversity related activities, graduation, and other student-related activities.

Student Insurance Fee

The Student Insurance Fee is a flat \$2.00 per semester; the funds collected by the Student Insurance Fee covers accident insurance.

Technology Fee

The Curriculum technology fee is based upon the number of credit hours for which a student is enrolled (\$4.00 per credit hour) with a maximum of \$36.00 per semester. The Continuing Education Technology fee is based upon a flat fee of \$5.00 per Occupational Extension computer course. The funds collected by the technology fee are used to support the cost associated with technology initiatives on our campus including computer labs, student email, and other related student technology initiatives.

Graduation Fee

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a diploma or degree and/or attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before applying.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the curriculum but averages about \$300 per semester for a full-time student. Textbooks may be purchased from the bookstore on campus.

Uniforms

Uniforms are necessary for the Associate Degree Nursing, Nursing Assistant, Medical Laboratory Technology, Practical Nursing, Cosmetology, and BLET programs. Uniforms are purchased by the student.

Malpractice Insurance

Students enrolled in Associate Degree Nursing, Human Services Technology, Practical Nursing, Nurse Aide, Emergency Medical Tech, or Medical Laboratory Technology must purchase malpractice insurance. These students are billed once, annually, through student fees at a minimum cost. The College then submits these fees to The Student Liability Insurance Program for malpractice coverage.

Refund Policy

The following definitions apply to this policy:

1. "Academic period" - An academic term or subdivision of an academic term during which a college schedules a set of course sections.
2. "Non-regularly scheduled course section" - A non-regular scheduled course section may include any or all of the following:
 - a. A course section where a definitive beginning and ending time is not determined;
 - b. A course section offered in a learning laboratory type setting;
 - c. A course section self-paced in that the student progresses through the instructional materials at the student's own pace, and can complete the class as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
 - d. A course section in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
 - e. Any course section not meeting all criteria for a regularly scheduled class.
3. "Off-cycle course section" - A regularly scheduled course section that is not offered consistent with an academic period.
4. "Officially Withdraw" - The removal of a student from a course section by one of the following methods:
 - a. The student notifies the authorized college official, as defined by the college's published procedures for withdrawal, of the student's intent to disenroll in a course section as outlined in the college's published procedures for withdrawal; or
 - b. The college removes the student from the course section because the college cancels the course section or for any other reason authorized by written college policy.
5. "On-cycle course section" - A regularly scheduled course section that is offered consistent with an academic period.
6. "Regularly scheduled course section" - A course section is considered to be regularly scheduled if it meets all of the following criteria:
 - a. Has an assigned definite beginning and ending time;
 - b. Has specific predetermined days and times the course section meets;
 - c. Students may enroll during the initial college registration period or at any time prior to the census date of the course section.
 - d. The course section shall be consistent with courses maintained in the Combined Course Library; and

e. Times and dates are the same for all students registered for the course section excluding clinical or work experience. This may include in-person or synchronously online, as long as the instructor and student are engaged in live interactions. Course sections which have a regularly scheduled lecture section and a non-regularly scheduled laboratory or clinical section, or online asynchronous option will satisfy the criteria.

Curriculum

In accordance to State Board of Community College Code 1E SBCCC 200.2, if a student registers on or before the first date of a course section, tuition, registration fees, and other fees required for enrollment are due by the tuition deadline before the first date of the course section. If a student registers after the first date of the course section, tuition, registration fees, and other fees required for enrollment are due at the time of the student's registration. A student may satisfy the requirement for payment due through one or more of the following methods:

1. Directly paying the college.
2. Demonstrating to the college's satisfaction that the student is eligible for financial aid or other third-party payment.
3. Entering into a deferred payment plan authorized by 1E SBCCC 200.2(b).
4. Providing evidence of eligibility for a tuition or registration fee waiver consistent with 1E SBCCC 800.

In accordance to State Board of Community College Code 1E SBCCC 900. 1 Curriculum Tuition Refunds, unless otherwise required by law, a refund shall not be made except under the following circumstances:

1. On-Cycle Course Sections:
 - a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.
 - b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
 - c. After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar:
 - i. The 10 percent point of the academic period, or
 - ii. The 10 percent point of the course section.
2. Off-Cycle Course Sections:

- a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the off-cycle course section.
 - b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
 - c. After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.
3. Non-Regularly Scheduled Course Sections:
- a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the non-regularly scheduled course section.
 - b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
 - c. After a non-regularly scheduled course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the non-regularly scheduled course section prior to or on the 10th calendar day after the start of the course section.
4. Notwithstanding section (b), if the State Education Assistance Authority makes a final validation determination prior to the 10 percent point of the course section or academic term, as determined by local college policy and noted on the college calendar, a college shall provide a 100 percent refund using State funds if all of the following conditions apply:
- a. At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a).
 - b. After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).
 - c. The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.
 - d. If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10 percent point of the course section or academic term, as determined by local college policy and noted on the college calendar, the college shall apply the nonresident tuition determination to the following term.

5. If a final residency determination effective date is validated after the 10 percent point of the course section or academic term, whether to "in state" or to "out of state", the College shall apply the new tuition determination to the following term.

Miscellaneous fees are non-refundable, including gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

Continuing Education

In accordance with State Board of Community College Code 1E SBCCC 400.1 Continuing Education Registration Fee Refunds, students are required to pay a registration fee, or have a third-party pay on their behalf, to enroll in a continuing education course, unless waived by law. All registration fees and course fees must be paid in full at time of registration.

In accordance with State Board of Community College Code 1E SBCCC 900.2 Continuing Education Registration Fee Refunds and College policy, unless otherwise required by law, a refund shall not be made except under the following circumstances:

1. The college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first course section meeting.
2. The college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
3. After a regularly scheduled or independently scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the census date, as defined in 1G SBCCC 200.94(b)(C)(i) or 1G SBCCC 200.94(d)(C)(i), of the course section. This sub-section applies to all course sections except those course sections that begin and end on the same calendar day. Colleges shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.
4. After a non-regularly scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student withdraws or is withdrawn by the college from the course section prior to or on the 10th calendar day after the start of the course section.

Miscellaneous fees are non-refundable, including gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

In accordance with State Board of Community College Code 1E SBCCC 900.3 Refund Due to Death of Student, a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

College Expenses Paid by Outside Agencies

Students who will have their expenses paid by a private individual, company, club, state agency, etc., must provide the Business Office with a letter of authorization prior to registration. Until the Business Office has this authorization in writing, the student will not be allowed to charge his/her fees. The authorization should contain the following:

1. Name and address of the sponsor,
2. Person to contact,
3. Name of the recipient,
4. Period of time covered,
5. Names of students and what is covered by the authorization (tuition, activity fee, books, graduation fee, uniforms, malpractice insurance, etc.), and
6. Method by which payment will be made to the College.

If the sponsor makes payment directly to the recipient, the Business Office does not need a letter of authorization.

Financial Aid

Beaufort County Community College (BCCC) provides assistance to students who are in need of financial aid to meet their educational expenses. The financial aid program consists of three major types of aid: grants and scholarships, loans, and student employment. An eligible student may receive one or more types of financial aid. Interested students should contact the Financial Aid Office. BCCC does not participate in the federal direct loan program.

In making award decisions, the Financial Aid Office first determines the student's financial need for attending college. A student's financial need is the difference between the resources of the student (and his or her parents if a dependent or spouse if married) and the costs of attending the school. Any student who has completed the Free Application for Federal Student Aid (FAFSA) is considered for all types of financial aid without regard to the student's sex, race, age, religion, national origin, or disability. In all financial aid awards, the student has the right to accept, reject, or appeal the aid offered. To receive financial aid under these procedures, a student must be enrolled as a curriculum student in an eligible program of study. Students must have a high school diploma from a high school recognized by the Department of Education or a recognized high school equivalency certificate, be a U.S. citizen or an eligible non-citizen, have a valid social security number, demonstrate financial need via completion of the FAFSA, maintain satisfactory academic progress, not be in default on an educational loan, not owe an overpayment on a federal grant, and be registered with the selective service, if required to do so. The student must certify that he/she will use financial aid for educational-related expenses.

Applying for Financial Aid

Students should first apply for admission to BCCC. Then, to be considered for all need-based aid, including institutionally administered scholarships, students must complete the Free Application for Federal Student Aid (FAFSA) on the Internet at www.fafsa.ed.gov. The FAFSA requires listing an institutional code for the school that the student plans to attend. BCCC's school code is 008558. The application process is completed when the Financial Aid Office receives an Institutional Student Information Report (ISIR) for the student. Electronic ISIR's are transmitted to the Financial Aid Office from the Federal processor for students who list BCCC on their aid application. Because of the time involved in processing applications, a student must have a completed file in the Financial Aid Office by June 1 to be assured of receiving financial aid by the beginning of Fall semester. Awards for students starting in the Spring, require a completed file by November 1.

Special Circumstances

If a student has experienced a change in financial circumstances since completing a financial aid application, an appeal for professional judgment may be submitted to BCCC's Financial Aid Office. The student must complete and submit an appeal for professional judgement for reconsideration of financial aid awards explaining the circumstances affecting the student and/or family's contribution towards college expenses for the current academic year. The student's application will be re-

evaluated and if the Financial Aid Office deems the circumstances warrant, the Office will make an adjustment to financial aid awards.

Verification Process

Federal regulations stipulate that certain ISIRs, as selected by the Federal Processor, be verified. BCCC verifies the required ISIRs and any additional ISIRs that appear to have conflicting information or are believed to be incorrect (and corrected ISIRs if necessary) as per the Department of Education verification regulations. Applicants are responsible for providing requested documentation within two weeks of notification. Should information on an application need correcting, the corrections are made electronically by the Financial Aid Office. No financial aid awards are made until all verification procedures required by federal guidelines are met.

Award Decisions

In developing a financial aid award for a student who has a completed application on file, the financial aid officer will derive the financial need of the student by: 1. Assigning a cost of attendance; 2. Subtracting the expected family contribution; 3. Subtracting assistance awarded to the applicant by other agencies, organizations, and private donors. This process will generate the financial need for the student. The Financial Aid Office will make every effort to help meet that need by utilizing the various aid programs for which the applicant qualifies.

The table below lists approximate budgets that have been established by the Financial Aid Office as reasonable budgets for typical students. When budget adjustments are requested, the financial aid officer can make these adjustments with the appropriate approved documentation from the student.

Financial Aid Cost of Attendance 24-25 Academic Year

	Living at Home	Living Away	Military/Mil Dep On Base or BAH
In-State Tuition/Fees	\$2,540	\$2,540	\$2,540
Books/Supplies	\$1,450	\$1,450	\$1,450
Housing/Meals	\$4,774	\$9,547	\$1,000
Personal Expenses	\$6,188	\$6,188	\$6,188
Transportation	\$1,945	\$1,945	\$1,945
Total	\$16,897	\$21,670	\$13,123

	Living at Home	Living Away
OUT - of - State Tuition/Fees	\$8,684	\$8,684
Books/Supplies	\$1,450	\$1,450
Housing/Meals	\$4,774	\$9,547
Personal Expenses	\$6,188	\$6,188
Transportation	\$1,945	\$1,945
Total	\$23,041	\$27,814

Based on Full Time Enrollment (12 Credits) individual budgets will differ per enrollment.

Students will be notified of the award soon after the SAR (Student Aid Report) is received by the Financial Aid Office if:

1. The College has received its official allocation from the U.S. Department of Education.
2. The Payment Schedule, from which the size of the award is determined, has been published by the U.S. Department of Education.

Award Disbursements & Book Purchases

*Remedial Courses and Late Start Classes (Modules and Mini-mesters) - Students enrolling in developmental courses and classes with irregular start dates are awarded aid based on the credit hours actually attended at the beginning of the semester. The student will not receive the balance of their grant until after attending the class (usually midsemester). Financial aid funds may be used to hold these classes: however, the student must register for the class prior to the term census date. Books may be charged to the student's award account approximately two weeks prior to the beginning of the semester in the Follett Bookstore and during the first week of classes. After tuition/fees and bookstore purchases, checks for any remaining award balance will be disbursed to students. Check release dates are listed on the College website under financial aid disbursements. Refund checks will be mailed unless otherwise posted.

NOTE: Any delay in the receipt of award letters or of financial aid checks to students because of an incorrect address is not the responsibility of the Financial Aid Office. The student is responsible for completing the Information Change Form with the Admissions Office.

Withdrawals, Refunds, and Repayments

Federal and state regulations specify how BCCC must determine the amount of Title IV program assistance and state funds that can be earned if a student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Student Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). The state programs that are

covered are the North Carolina Community College Grant and the North Carolina Education Lottery Scholarship.

When withdrawing during a period of enrollment, the amount of Title IV program assistance and/or state funds that have been earned up to that point are determined by a specific formula. If a student receives (or the College or their parent received on their behalf) less assistance than the amount that has been earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the College and/or the student.

The amount of assistance that a student earns is determined on a prorata basis. Once the student has completed more than 60% (Federal) and 35% (State) of the payment period or period of enrollment, the student earns all the assistance that was scheduled to be received for that period.

If the student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. The College will automatically apply the post-withdrawal disbursement of grant funds against any outstanding balance of tuition, fees, and books. The school must have permission to use the post-withdrawal grant disbursement for all other school charges.

If the student does not give permission, the student will be offered the funds. If the student receives (or the College or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of (1) the institutional charges multiplied by the unearned percentage of the funds, or (2) the entire amount of excess funds. The College must return this amount even if it did not keep this amount of the student's Title IV program funds. If BCCC is not required to return all of the excess funds, the student must return the remaining amount.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or that were scheduled to be received. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when withdrawing are separate from the refund policy of the College. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. BCCC will also charge for any Title IV program funds that it is required to return. You may contact the College Cashiers Office for information on the school's refund policy. The Registrar's office can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.gov/>.

Pell Grant

The Pell Grant is a federal aid program providing funds for qualified students enrolling in an eligible program in an eligible institution of higher education. The law requires that financial need for Pell Grants be assessed by a formula, which

is reviewed by Congress each year and is applied uniformly to all applicants. This formula takes into account such indicators of family financial strength as income, assets, family size, and family educational expenses. Students with bachelor's degrees are not eligible.

*Federal
Supplementary
Educational
Opportunity Grant
(SEOG)*

The Supplemental Educational Opportunity Grant Program is designed specifically for students with exceptional financial need. Priority is given to Pell Grant recipients. Selection is based on financial need, enrollment status and application date. The program is federally funded, and the institution is responsible for selecting eligible students.

*BCCC Foundation
Scholarships*

Many students are assisted each year with scholarship funds contributed to the College by friends, corporations, and organizations and by the BCCC Foundation. Awards are based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (county of residence, program of study, GPA requirement, etc.) The BCCC Scholarship Committee selects recipients based on the parameters defined by the donor. To be considered for a scholarship, students must complete a BCCC Foundation General Scholarship Application in addition to the Free Application for Federal Student Aid (FASFA). Students must apply each semester for scholarship consideration. Scholarships are awarded in accordance with the policy and procedures listed on the BCCC website. Additional scholarship information can be found at www.beaufortccc.edu/foundation/scholarship-applications

Satisfactory Academic Progress Policy (SAP)

To be eligible for financial aid, you must make satisfactory academic progress (SAP) toward your degree. At the end of every semester, we determine your SAP status using the following criteria:

- Grade Point Average: Maintaining the minimum cumulative grade point average as published in the GPA section below
- Pace: Earning credit for at least 67 percent of the credits you attempt
- Maximum Timeframe: Graduating with less than 150 percent of the credits required to complete your degree

Regaining Eligibility

There are two ways to regain eligibility for federal student aid if you become unsatisfactory:

- Improve your academic performance until you meet the minimum SAP requirements
- Submit an appeal (see Appeal Process below) for review

Elements of SAP

SAP standards measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement,

Completion Rate requirement, and a Maximum Timeframe requirement. Evaluation of GPA and completion rate is separate from Maximum Timeframe.

Grade Point Average

To maintain satisfactory academic progress, students must earn a cumulative GPA according to the number of semester hours for which they have attempted as indicated in the table below to receive assistance.

Hours Attempted Grade Point Average

0 - 12	1.00
13 - 24	1.50
25 - 36	1.75
37 and above	2.00

Maximum Timeframe (150% Credit Limit)

To be eligible for financial aid, students must complete their degree within maximum timeframe. This means graduating before accumulating 150 percent or one and one-half times the total number of program credit hours published in the catalog of record. If the program is not completed within the maximum allowable time, then satisfactory progress is not being maintained and financial aid will be terminated.

Your timeframe begins when you first attend the college and continues until you successfully complete a program of study, regardless of the number of years that may lapse between enrollment periods. Since the timeframe is cumulative, you may lose financial aid eligibility by switching programs before successfully completing a program of study. Once you complete a program successfully, you become eligible for a new timeframe if you plan to pursue a second certificate, diploma, or degree.

Transferable credit from other institutions under the completed program are counted toward the new timeframe for a new program of study. Grades of "W," "F," "I," "R," do not count as successfully completed but will count as attempted credits and are used in the determination of a student's enrollment status for financial aid purposes. Credit hours for incomplete courses, withdrawals after the 10% point of the semester, or repeated courses will be counted as hours attempted towards maximum timeframe. Credit for developmental coursework by placement testing is not counted toward the maximum timeframe.

If you do not graduate within the maximum timeframe or our office determines that it is mathematically impossible for you to graduate within the maximum timeframe, your financial aid will be terminated. If your financial aid eligibility is terminated, termination will continue until you meet the

minimum standards to achieve satisfactory academic progress. If you have extraordinary special circumstances and want to find out more about regaining eligibility for financial aid, please contact our office.

Pre-Screening SAP Status for Maximum Timeframe

Students who have a Warning or Exceeded Maximum Timeframe SAP status will be reviewed by the Financial Aid Office at the end of each semester. Students who have completed one degree previously at BCCC will have a pre-SAP screening to determine if graduating from an eligible program has resulted in the student achieving satisfactory academic status. Exceeded maximum timeframe students will also be referred to the BCCC Counseling Office to determine if they are eligible to graduate from a degree program. Once the SAP status screening is complete, the Financial Aid Office will send notification to students via their BCCC email.

Completion Rate (67%)

Completion rate is a percentage calculated by dividing the total number of credits you have earned by the total number of credits you have attempted. Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, to maintain satisfactory academic progress. Successful completion includes grades of A, B, C, D, CE, and P (passing). No other grades are considered for the successful completion of coursework.

Incompletes, Withdrawals, Repeated Coursework and Transfer Credit

Withdrawals (W) and Incompletes (I) are not included in GPA computation. According to institutional policy, incomplete grades not removed by the student by the end of the following semester (excluding summer session) will revert to an "F". Grades "W" and "I" are considered in determining completion rate and count toward the maximum time frame for completing a program of study.

You are permitted to repeat courses and only the most recent course grade is counted in the GPA calculation. All repeated hours are counted as attempted. However, completed hours are counted only once as completed, unless the program requirements make retaking a previously passed course mandatory. (e.g., Nursing degree students).

Transfer credits from other post-secondary institutions will be used to determine quantitative satisfactory academic progress for both completion rate and maximum timeframe.

Financial Aid Academic Warning

At the end of each semester the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured. Students failing to make academic progress receive a Financial Aid Academic Warning.

Financial aid recipients on academic warning will be granted a one semester period, following their first semester of failure, to regain satisfactory progress. During this warning period, students can continue to receive financial aid, provided they are otherwise eligible.

To regain aid eligibility, the student must achieve the minimum required standards during the warning period: the minimum required grade point average according to the Satisfactory Academic Progress scale and a 67% overall completion rate. If, at the end of the financial aid warning period, the student is able to re-establish satisfactory academic progress, the warning is lifted. Students who fail to regain satisfactory progress during the warning semester are ineligible for aid until their progress is again satisfactory.

Appeal Process

Students not making satisfactory academic progress will receive a notification via their BCCC student email. Students can review which SAP requirements are not being met by logging into Self-Service and opening the "Financial Aid Menu".

Students may appeal the suspension of their financial aid by submitting a SAP appeal form to the Financial Aid office. SAP appeal forms are available on the BCCC Financial Aid website and Financial Aid office. Students are required to meet with an academic advisor to complete the SAP appeal form. Once complete, students can submit the form to the Financial Aid office. The Financial Aid office will review all SAP appeals to ensure appropriate documentation and completion of the form. All SAP appeals will be scanned and sent to the Financial Aid Appeals Committee.

Students may appeal only for "special circumstances." Examples of special circumstances include but are not limited to extended illness, hospitalization, accident, or death of immediate family member. Appeals must be accompanied by appropriate documentation.

Appeals will be limited to a total of three (3) per student during their time at BCCC. SAP appeals will be reviewed once each semester, after final grades for the term have been submitted. *If you desire to submit an appeal, the SAP Appeal MUST be submitted to the financial aid office PRIOR to the 10% point of the term for which you are seeking reinstatement of financial aid.* Late appeals will NOT be accepted.

Outcome of Appeals

The SAP Appeals Committee will review all appeals to determine if the reinstatement of aid is justified. Your approval or denial will be sent to your BCCC student email. Committee decisions are final and cannot be appealed further at the college.

Here are some possible outcomes of SAP appeal reviews:

- **Academic Probation** - You may be placed on academic probation for one semester and will be eligible for financial aid during that probationary period. If more than one semester is required for you to achieve the minimum policy standards to remain on probation, you must

meet with a Counselor and develop an academic success plan. A copy of the success plan must be included in the appeal submitted to the Financial Aid Office and the success plan must follow guidelines for probationary SAP status.

- **Denial** - Your appeal may be denied based on insufficient detail, documentation, or evidence of academic or personal difficulties being addressed or resolved.

All appeal decisions are final.

If you fail to meet SAP standards again after being granted an appeal, you will be ineligible for financial aid and placed on financial aid termination. If your financial aid eligibility is terminated, termination will continue until you meet the criteria for satisfactory academic progress. If you have extraordinary circumstances and want to find out more about regaining eligibility for financial aid in the future, please contact our office.

Once satisfactory academic progress is met, eligibility is reinstated for the sequential academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld. Retroactive payments of financial aid for terms when students were on suspension are prohibited by federal regulations.

Guidelines for Probationary SAP Status

Maximum Timeframe Appeals:

- Student must complete 100% of courses registered for each semester with a cumulative semester GPA of 2.0.
- Student will be placed on probation for up to 4 semesters.
- Financial aid will be terminated if a student fails to meet the required standards.
- If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

Unsatisfactory GPA and/or Completion Rate Appeal:

- Students must complete 75% of courses registered for each semester with a cumulative semester GPA of 2.0.
- Students can be on academic probation for up to 4 semesters.
- Financial aid will terminate if a student fails to meet the required standards.
- If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

Grants, Scholarships, Loans

North Carolina Forgivable Loans for Service (FELS)

Established by the North Carolina General Assembly in 2011, the Forgivable Education Loans for Service provides financial assistance to qualified students enrolled in an approved education program and committed to working in critical employment shortage professions in North Carolina. The North Carolina State Education Assistance Authority provides administration for the program. For each academic year the approved degree programs and approved institutions can be found via the Scholarship Resource Section on their website. Students interested in receiving assistance through the FELS Programs should read the loan forgiveness eligibility requirements for the educational programs and the FELS Program rules prior to submitting an application. Additional information and applications may be found at www.cfnc.org/fels.

BCCC Scholarships

Many students are assisted each year with scholarship funds contributed to the College by friends, corporations, and organizations and by the BCCC Foundation. Awards are based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (county of residence, program of study, GPA requirement, etc.) The BCCC Scholarship Committee selects recipients based on the parameters defined by the donor. To be considered for a scholarship, students must complete a BCCC Foundation General Scholarship Application in addition to the Free Application for Federal Student Aid (FASFA). Students must apply each semester for scholarship consideration. Scholarships are awarded in accordance with the policy and procedures listed on the BCCC website. Additional scholarship information can be found at www.beaufortccc.edu/foundation/scholarship-applications.

Loans

The College does not participate in any loan programs. Students who are seeking financial loan assistance may reach out to Finaid.org/loans or other alternative sources for loan opportunities.

Student Employment

Part-time jobs on campus are available for students who wish to earn money for part of their college expenses. Employment includes jobs in the library, laboratories, supply room, offices and other areas of campus as needed. Funds for these student jobs are provided by the federal government through the Federal Work-Study Program (FWS). The FWS pay must also meet the requirements of the state or local law. This means that when the state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. The average student job requires about 12 hours per week, and average yearly earnings are approximately \$2700. Priority is given to students with the greatest financial need and employment is the result of an approved interview process. Students

should consider academic responsibilities before assuming the obligation of part-time work. Students can learn more at <https://www.dol.gov/agencies/whd/minimum-wage>.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act with a wide bipartisan majority; it is the first legislative reform of the public workforce system since 1998. WIOA is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. More information can be found at www.dol.gov/agencies/eta/wioa. Students should visit their local NC Works Center to apply for education assistance (<https://www.ncworks.gov/>).

Vocational Rehabilitation

The Division of Vocational Rehabilitation Services (DVRS) helps people with disabilities achieve their goals for employment and independence. If you have a disability that prevents you from achieving career success or independence in the community of your choice, DVRS can connect you to services and resources to help you meet your goals. Additional information may be obtained by contacting the Vocational Rehabilitation Office nearest the student's home, or contact the NC Division of Vocational Rehabilitation Services by visiting NC DHHS: Vocational Rehabilitation Services. The local office is located at 953 Washington Square Mall, Washington, NC and phone (252)623-5430.

Beaufort Promise

The Beaufort Promise Scholarship is a "last-dollar" scholarship program, which means that after the College expends all federal and state financial aid for which a student is eligible, Beaufort Promise will cover the remaining tuition and fees for a maximum of six consecutive semesters for credit programs or three consecutive semesters for non-credit programs.

Beaufort County will cover Beaufort Promise Scholarships for Beaufort County residents through at least May 2026. The College Foundation or other sources will cover Beaufort Promise Scholarships for students from Hyde, Tyrrell, and Washington Counties.

As of May 12, 2023, students must meet the following criteria to receive Beaufort Promise Scholarships:

1. All credit students must enroll in at least nine (9) or more credits.
2. All non-credit students must enroll in a program requiring 50 or more contact hours that leads to an initial workforce credential.
3. All students must complete the Free Application for Federal Student Aid (FAFSA).

4. All students must prove residency in Beaufort, Hyde, Tyrrell, or Washington Counties.
5. All students must possess an unweighted, cumulative 2.0 GPA (credit) or the equivalent in non-credit coursework in order to initially apply for Beaufort Promise.
6. All students who receive the Beaufort Promise Scholarship must retain a cumulative 2.0 GPA (credit) or the equivalent in non-credit coursework in order to retain the scholarship.
7. All students who fall below a cumulative 2.0 GPA (credit) or the equivalent in non-credit coursework will lose the scholarship for at least the succeeding semester. Such students may obtain re-eligibility for the Beaufort Promise Scholarship upon regaining a 2.0 GPA (credit) or the equivalent in non-credit coursework.
8. Students or prospective students must resolve all debts to the College prior to obtaining or maintaining eligibility for Beaufort Promise.
9. The College will provide the Board of Trustees and the Beaufort County Commission with an annual update on the number of students served by the Beaufort Promise Scholarship.

Students should contact the BCCC Office of Financial Aid at finaid@beaufortccc.edu or 252-940-6222 for more information on the Beaufort Promise Scholarship

Veterans Benefits

Beaufort County Community College is extremely proud of the men and women in uniform who bravely serve this Country. Our goal is to enhance the education experience of veterans and eligible family members by providing access to education benefits within a supportive environment. We support Veteran Affairs (VA) education programs to ensure our service members, veterans, and your family have the information needed to make informed decision concerning your well-earned educational benefits.

Education Benefits & Eligibility Requirements

Beaufort County Community College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veteran Affairs.

Benefits

- [Chapter 30](#) Montgomery GI Bill®, Active Duty
- [Chapter 31](#) Veterans Affairs Vocational Rehabilitation and Employment (VR&E)
- [Chapter 33](#) Post-9/11 GI Bill®
- [Chapter 35](#) Survivors and Dependents Assistance
- [Chapter 1606](#) Montgomery GI Bill® Selected Reserve
- [Chapter 1607](#) Reserve Education Assistance Program (REAP)

Chapter 35: Eligible Dependent

Benefits

The purpose of this program is to provide educational assistance for the eligible dependents of veterans with VA established disability of 100%, or less than a 100% but totally disabled for work purposes, or due to service-connected deaths, or death after release or discharge from active duty of service-connected disability, or having been listed as missing in action, captured, detained or interred in line of duty by a foreign government or power for more than 90 days. Eligibility and period of eligibility will be determined by the VA Regional Office.

Chapter 30: Montgomery GI Bill The Montgomery GI Bill, Chapter 30, (which also provides for an educational entitlement program for members of the Selected Reserves, Chapter 1606 Title 10, United States codes) provides Educational Assistance Benefits to individuals who just became members of the Armed Forces or first entered on active duty after June 30, 1985. Eligibility will be determined with the Veterans Administration. The VA will determine entitlement and amounts of educational assistance to be paid.

Chapter 1606: Educational Assistance for Members of Selected Reserve and National Guard Units

The purpose of Chapter 1606 is to provide educational assistance and to encourage membership in selected Reserve and National Guard Units. The Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard are included. Eligible reservists are entitled to 36 months of educational assistance based upon full- time training.

Chapter 1607: Educational Assistance for Members of Selected Reserve and National Guard Units (REAP)

The purpose of Chapter 1607 is to provide educational assistance for National Guard and Reservists called or ordered to active duty in response to a war or national emergency as declared by the President or Congress. This program makes certain those activated for at least 90 days after September 11, 2001 are either eligible for education benefits or eligible for increased benefits (based on time deployed).

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Scholarships for Children of Certain Deceased, Disabled, or POW/MIA Veterans

The North Carolina Division of Veterans Affairs provides scholarships for the children of certain categories of deceased or severely disabled war veterans. For additional information and an application, write to N.C. Division of Veterans Affairs, 1315 Mail Service Center, Raleigh, NC 27699-1315.

Chapter 33: Post-9/11 GI Bill

The purpose of the Post-9/11 GI Bill is to provide educational assistance for individuals who served on active duty after 9/10/01. To be eligible, the individual must have either served on active duty for an aggregate period of at least 90 days or served at least 30 continuous days and received a service-connected disability discharge.

Requirements

Students electing to use Veteran Affairs education benefits must meet requirements as outlined by both the Veterans Affairs office and the North Carolina State Approving Agency. For additional information regarding VA benefits contact:

Financial Aid Specialist & VA Certifying Official
Beaufort County Community College
Building 9, Office 902
P: (252)940-6327 | F: (252)940-6393

How to Apply for VA Educational Benefits

Step 1: Apply for VA Educational Benefits

To start the application process to use your GI Bill® or to use the GI Bill ® of your spouse or parent, you first need to apply with the VA for the appropriate application for benefits. This process may be completed at any VA Office, by calling 1-888-442-4551 or by visiting www.gibill.va.gov.

To use VA benefits at BCCC, students must complete a [Memorandum of Understanding](#). Students who are changing program of study or has used benefits within the past year, [VA Form 22-1995](#) must be completed.

Please review the groups (A or B) below to for additional information needed to accompany your application:

Group A:

Individuals under the following categories:

- Chapter 30 Montgomery GI Bill®, Active Duty
- Chapter 31 Veterans Affairs Vocational Rehabilitation and Employment (VR&E)
- Chapter 33 Post 9/11 GI Bill® or Transfer of Eligibility (TOE)
- Chapter 1606 Montgomery GI Bill® Selected Reserve
- Chapter 1607 Reserve Education Assistance Program (REAP)

Individuals applying for benefits under Group A are required to submit a copy of their DD-214 (Member 4), a copy of the application submitted for benefits and their Notice of Basic Eligibility (NOBE).

Group B:

Individuals under the following categories:

- Chapter 35 Survivors and Dependents Educational Assistance Program

Individuals applying for benefits under Group B are required to submit a copy of their birth certificate (dependents) or their marriage certificate (spouses) in addition to completing the application.

Step 2: Apply for Admission to BCCC

Complete and submit an online admission application at www.beaufortccc.edu/apply

Step 3: Submit all Official Transcripts

Prior to being certified for VA benefits, students must submit all official transcripts from their high school/GED equivalency and from any college/universities they have attended, and a copy of their military transcript to the Admissions Office. To verify received transcripts, contact BCCC Admissions Office at (252)940-6237.

Step 4: Register & Pay for Classes

Once you have registered and paid for classes, *each academic term* you must submit a copy of your current schedule and a copy of your receipt of payment to the BCCC VA School Certifying Official located in the Financial Aid Office, Student Services, Bldg. #9 Office 902.

****Students receiving GI Bill® benefits must submit a copy of their schedule and receipt of payment, if required, each semester they wish to be certified.**

You may qualify for federal aid. Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>. BCCC's federal school code: 008558.

Important Things to Know about Using your GI Bill® at BCCC

You can only receive VA funds for approved curriculum programs. Most degree programs are approved by VA, but if you are unsure, contact the BCCC VA School Certifying Official. Continuing education courses are not approved by VA.

VA will only pay for courses in your program of study. VA will not pay for independent study, audited classes, or credit by exam.

It can take up to 60-90 days for VA to process your claim for benefits.

If you decide to change your program of study, you must notify the BCCC VA School Certifying Official prior to changing/updating your program of study with the Admissions Office.

Any change in personal information (address, name, etc.) must be reported to the BCCC School VA Certifying Official and the Admissions Office immediately.

The Veterans Administration regulations require students must maintain Satisfactory Academic Progress (SAP) in order to remain eligible for VA educational benefits. BCCC's financial aid SAP policy can be obtained on BCCC website.

It is your responsibility to notify us of any changes in your schedule - dropping a class, adding a class, withdrawing from a class(es), etc.

If you withdraw from classes or do not report changes when verifying your enrollment, you may owe funds to VA. Contact the BCCC VA School Certifying Official before making changes to your schedule or if you have any questions.

Regional VA Office
(888) 442-4551

Veterans Crisis Line
(800) 273-8255

Academic Policies

Academic Advising

Students who have earned 16 or fewer credit hours, from Beaufort County Community College or by transfer, are advised by the Centralized Advising Center. Students who have earned more than 16 credit hours, from Beaufort County Community College or by transfer, are advised by advisors appointed by the Vice President of Academic Affairs in conjunction with the Dean of each academic division. Changes in advisor assignment may occur when an advisor leaves the College, a student changes their program of study, or upon written request to the Director of the Centralized Advising Center or an academic Dean. In the event of a student conduct issue, the Vice President of Student Services may recommend an advisor reassignment.

Academic Forgiveness

A student who has not been enrolled in curriculum courses at the College for 60 consecutive months may request the registrar to reevaluate his or her academic record. Under this policy, the student may request that his or her previous grade(s) of "F" not be used in calculating the GPA.

Prior to the reevaluation:

- the student must be readmitted to the College,
- register for courses, and
- complete at least 12 credit hours of course work with a minimum quality point average of 2.0.

At the request of the student, the registrar will reevaluate his or her cumulative quality point average as provided above. A reevaluation is provided only once for each student.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits. Grades will still show on the transcript.

Academic Probation Policy

The policy governing academic performance at Beaufort County Community College is intended to assist students in successfully completing a chosen program of study. Since a 2.0 grade point average is required for graduation in all programs, a student is expected to maintain this cumulative average to be considered in good academic standing.

A period of adjustment is sometimes necessary for entering students. In recognition of this adjustment period, the following scale will be used to determine satisfactory progress toward an acceptable academic standing:

Hours Attempted in Program	Grade Point Average
0-12	1.00
13-24	1.50
25-36	1.75
37 and above	2.00

Any student who fails to achieve the necessary cumulative grade point average as prescribed above will be placed on academic probation for the following semester. Grade (quality) point calculations for probation are made at the end of each semester and each summer term. A student shall be placed on academic probation if the minimum academic requirements are not met.

At the conclusion of each semester, the Registrar's office will determine the Academic Standing of curriculum students. Students determined to be on Academic Probation in accordance with the Academic Probation Policy will be invited to have a conference with a counselor, with the exception of Career and College Promise (CCP) students, who will be referred to their respective CCP liaison for advising. During the drop-add period of the semester the student will meet with his/her faculty advisor and/or counselor to review the student's program of study. The counselor may recommend a reduced course load, remedial work, or solutions to address the academic deficiency. Additionally, the counseling department will request a meeting with the student to discuss strategies and make recommendations for improved academic performance.

Students who fail to raise their cumulative grade point average to the prescribed average at the end of the semester of academic probation may be asked to register as a part-time student and/or change to an alternate curriculum.

Some curricula and students receiving financial aid require academic standards in addition to the BCCC Academic Probation Policy. The standards are published and distributed to students upon entry into that curriculum. It is the student's responsibility to become familiar with written policy.

Advanced Standing and Transfer Credit

All requests for transfer credit should be made before enrolling at Beaufort County Community College. Students desiring to have credits transferred from another postsecondary, regionally accredited institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other postsecondary institutions should be submitted no later than six weeks into the term in which they are enrolled. Only courses with a grade of C or higher, or courses with grades of passing (P) implemented through a Pass/Fail option during an emergency situation, will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from regionally accredited

institutions will be reviewed by the Registrar's Office and evaluated for possible transfer credit. In some cases, students may be required to submit course descriptions. Any transfer student who possesses an Associate in Science or an Associate in Arts or baccalaureate degree from a regionally accredited college or university will have satisfied the general education and student success/orientation requirements for all programs of study and will have satisfied developmental education pre-requisites for all courses requiring such prerequisites. Transfer credit for specific majors is accepted to the extent that acceptance of the credits would not conflict with discipline-specific requirements from accrediting agencies, licensure bodies, or competitive admission programs. The decisions as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed, and how such transfer credit will be applied, are discretionary on the part of the College. In general, courses will be considered for transferability regardless of their age; however, with approval from the Vice President of Academic Affairs, some programs may restrict the age of courses used for program admission, prerequisite purposes and/or program completion.

Attendance Policy

Beaufort County Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Beaufort County Community College requires that attendance be taken for all meeting dates of courses. Course-specific attendance requirements are communicated to students via course syllabi on the first day of class and disseminated electronically through Blackboard.

Audit Credit

Persons wishing to attend classes without earning credit may do so by registering as an audit student. The normal application and registration procedures must be followed. The level of an auditor's participation in a class will be determined by the instructor and student at the beginning of the semester. Students auditing courses will be charged according to the published tuition rates.

Catalog of Record

A student with an active student status may graduate under the provisions of the catalog in effect on the date of entry or choose the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on the last re-entry date, or a subsequent issue. Students who change their program of study will be under the catalog of record at the time of the change.

Change in Program of Study

Students who wish to change their program of study must complete appropriate forms from the Admissions Office. These changes will be effective the following semester. The dean of the receiving division has the prerogative to stipulate conditions for approving change. These stipulations will be communicated to the student and Vice President of Student Services. Students are allowed to change their Program of Study two times in one academic year. If a student wants to change their program of study more than two times in the same academic year, they will be referred to the director

of counseling for educational and/or career counseling. No student may enroll in more than two majors at the same time.

Computation of Grade Point Average (GPA)

The letter grade in each curriculum or developmental course will be converted to a quality point equivalent. The quality points are then multiplied by the semester credit hours. The total quality points are then divided by the total hours to give the grade point average.

Example:

Class	Grade	Quality Points		Credit	Quality
ENG 111	A	4.0	X	3	12
BIO 163	B	3.0	X	5	15
PSY 150	C	2.0	X	3	6
Total				11	33

Divide 33/11 = 3.00 (GPA)

The following table assigns quality points to specific letter grades. Letter grades not associated with quality points do not count towards calculation of GPA.

Letter	Grade Points
A	4
B	3
C	2
D	1
F	0
AU*	
CE*	
I	
P	
R	
W*	
NA*	
TR*	
XT*	
NC*	

*Only assignable by the Registrar's Office.

Continuing Education courses are not included in calculations of Grade Point Average.

Course Substitution

Students may substitute comparable higher-level general education courses in A.A.S. degree programs if the faculty advisor and placement tests indicate success potential. Students desiring to

substitute higher-level general education A.A.S. courses should inform their advisor at the time of registration.

Substitution of one course for another may be considered when the action is in the best interest of the student and the substitution supports the educational goals and objectives of the student. Course substitutions must be approved by the lead instructor, Dean, and Vice President of Academics.

Credit for Prior Learning

Where appropriate, the College grants credit for knowledge and skills acquired outside the classroom as outlined in the College's [CPL handbook](#).

Credit by Examination

Under certain conditions, a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course. A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use [Request for Special Examination form](#).)
2. Obtain approval of instructor and dean.
3. Register and pay fees for the course.
4. Take the examination by the census date for the course consistent with 1D SBCC 800.8. If the student successfully passes the course, the course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is nonrefundable. A student who has registered for a course (including for audit) and has been a member of the class beyond the census date of the course will no longer be eligible for credit by examination for that course.

Military Credit

The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and the College's [Credit for Prior Learning \(CPL\) handbook](#). Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Admissions Office to determine the appropriate military document required. Upon receipt of the required document, Admissions will forward the information to the Registrar's Office. Questions concerning credit for military schools should be directed to the Registrar's Office. Any student who has completed Basic Training may present certification by **DD 214** or **DD 295** and receive credit for [HEA 110](#) - Personal Health/Wellness and PED 111 - Physical Fitness I. Certification must be presented to the registrar's office.

College Level Examination Program (CLEP) Credit

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. See the College's [CPL handbook](#) for more CLEP information.

Advanced Placement (AP) Credit

The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. The CEEB examinations are offered in high schools by the Educational Testing Service (ETS). Questions concerning score requirements and credit should be directed to the Registrar and the College's [CPL handbook](#).

Tech Prep Advanced Placement

Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors. To receive articulation credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

1. Final grade of B or higher in the high school course.
2. Score of 93 or higher in the standardized CTE post-assessment.

Details concerning specific requirements are available from high school counselors, the Registrar's Office, and the College's [CPL handbook](#).

Credit Hour Load Policy

Students registering for more than 21 credit hours (more than 16 credit hours for summer term) must have a cumulative GPA of 2.5 or higher and the permission of their advisor and the Vice President of Academic Affairs.

Developmental Education

Prerequisite Procedures

Beaufort County Community College adheres to the prerequisite/corequisite requirements of the North Carolina Community College System's Combined Course Library (CCL). The college also requires students to meet any locally added prerequisite/corequisite requirements. Exceptions to these requirements may be allowed in the following circumstances:

Developmental prerequisites for curriculum level courses may be waived if:

1. A student receives transfer credit for appropriate developmental course work.

2. A student receives transfer credit for ENG-111 and or the first required curriculum mathematics course.
3. A student provides documentation of SAT scores that meet minimum requirements (See Admissions).
4. A student provides documentation of ACT scores that meet minimum requirements (See Admissions).
5. A student holds a bachelor's degree or higher from a regionally accredited institution in which English was the language of instruction.

Note: Reference also should be made to the [Credit for Prior Learning Student Handbook](#), which will assist students by introducing the various methods available at BCCC for obtaining credit for college-level work obtained outside the traditional classroom experience.

Placement Testing

If a student has not successfully completed a college-level math and/or English course, he/she may opt to take the RISE Placement Test. To be eligible to take the RISE Placement test, the student must have an admissions application on file. Students have a lifetime maximum of two attempts on each part of the RISE placement test. Testing attempts must be at least two weeks (14 days) apart. Most students with an unweighted high school grade point average less than a 2.2 will be required to take the placement test.

Drop/Add/Withdrawal

Courses may be added and dropped only during the period designated in the College calendar. To add or drop a course, students must submit a completed Drop/Add form to the Registrar's office. To withdraw from a course, students must submit a completed Withdrawal form to the Registrar's office. Students who withdraw from a class after the census date and prior to the withdrawal deadline receive a grade of W and are not be eligible for a refund. Students who do not complete a class and do not officially withdraw receive the grade they earn for the class. Students are responsible for initiating the withdrawal process. Students who register early for classes requiring pre-requisites must drop those classes if they do not meet the pre-requisites (e.g., students must pass BIO168 to remain in BIO169).

To add or drop a course:

The student must:

1. Complete all required information on the drop-add form.
2. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
3. Return the completed Drop/Add form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

To withdraw from course(s) after the drop/add period:

1. Student initiated withdrawal:

The student must:

- Complete all required information on the [Withdrawal form](#).
- Obtain the instructor signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). Once the instructor provides the LDA, the student must forward the email with the LDA to registrar@beaufortccc.edu.
- Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
- Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

2. Instructor initiated administrative withdrawal:

The instructor must:

- Record the last date of attendance (LDA) in Self Service and remove any attendance for the student taken after the LDA.

To withdraw from school:

The student must:

1. Complete all required information on the Withdrawal form.
 2. Obtain the instructor(s) signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). Once the instructor provides the LDA, the student must forward the email with the LDA to registrar@beaufortccc.edu.
 3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
 4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.
 5. Settle outstanding debt (i.e., tuition, bookstore, library, parking, laptops, calculators, etc.)
- *The Registrar's Office will notify all instructors as necessary when a student drops a course or withdraws from a course.

*A student may not drop a class after the published last day to drop without academic penalty for reasons other than those of documented medical or another emergency.

Withdrawal Policy

Beaufort County Community College adheres to [State Board Code 1E SBCCC 900.1\(a\)\(4\)](#) that a student can officially be withdrawn by student, faculty, or staff from a course for the following reasons:

1. The student notifies the Registrar's Office of their intent to disenroll by completing the [Withdrawal form](#) and submitting it to the Registrar's Office within the appropriate time.
2. If a course is canceled.
3. If a student fails to meet the financial obligation required to remain in the class in good standing at the census date.
4. An instructor initiates an administrative withdrawal as set forth in the Last Date of Attendance Recording Procedure for Instructors.
5. Withdrawal of a student for reasons other than attendance (e.g. discipline, lack of academic performance, etc.) may be completed by recording the last date of attendance in Self Service signifying the student's last date of enrollment and immediately contacting the Vice President of Student Services.
6. The college reserves the right to grant a medical withdrawal to any student who presents appropriate documentation validating a severe medical condition that prohibited the student from successfully completing their course(s). The college reserves the right to provide financial assistance from local or foundation funds, pending availability, to hold the student financially harmless.

Grading System

Curriculum

Final course grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual faculty members or instructor of record. Specific grading procedures, including a numerical scale, will be stated in each course syllabus. Deans are responsible for ensuring that grading policies are consistent within each division.

A	Excellent
B	Very Good
C	Satisfactory
D	Poor
F	Failing
AU*	Audit

CE*	Credit By Examination
I	Incomplete
P	Pass
R	Re-enroll
W*	Withdrawal
NA*	Never Attended
TR*	Transfer Credit from NCCCS
XT*	Transfer Credit outside NCCCS
NC*	Non-course Credit

*Only assignable by the Curriculum Registrar's Office. Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next semester becomes an F. The R grade is used only for developmental classes.

Co-requisite curriculum English and Math courses offered under RISE are graded using letter grades of P and F.

Grades earned in continuing education courses are not included in GPA calculations.

Graduation Requirements

Students must apply for graduation one semester prior to the semester in which they expect to complete their work. The application must be made through the Registrar's Office. To be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum program grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and additional courses/substitutions approved by the appropriate lead instructor, Dean, and Vice President of Academic Affairs. Students must complete a minimum of 25 percent of the hours required for a degree, diploma, or certificate in residence at Beaufort County Community College. To graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees must be paid prior to graduation.

Licensing of Graduates

Beaufort County Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

Religious Observance

Beaufort County Community College shall authorize two excused absences each academic year for religious observances required by the faith of a student, faculty, or staff. BCCC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence. The student shall work with the instructor and be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Repeating Coursework

A student who has previously passed a curriculum course with a grade of D or better may repeat that course once within five years. Additional repeats of courses must be approved by the appropriate chairperson and the Vice President of Academic Affairs. No course may be counted more than once in determining the total number of semester hour credits for graduation. In all cases of repeated courses, the highest grade achieved will be the grade of record. Any required course in which an F is received must be repeated and passed before the student can graduate.

1. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

As required by our accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), if the institution decides to close an educational program, site, branch campus, or the entire institution, it must consider the following options:

- The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a site or a branch campus, or the operations of an institution after students have graduated. The institution must submit to the Commission a teach-out plan for approval.
- If the institution enters into a contractual teach-out agreement for another institution to teach out the educational programs or program, the teach-out agreement requires Commission approval in advance.

A teach out-plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 50 percent of at least one program, ceases to operate before all students have completed their program of study, and may include a teach-out agreement between institutions. In such cases and in accord with Federal regulation 602.24 (c), the institution is required to submit the teach-out plan to the office of the Commission on Colleges for approval prior to its implementation. The institution may include a teach-out agreement as part of its teach-out plan. A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides

50 percent of at least one program offered, ceases to operate before all enrolled students have completed their program of study. If an institution includes a teach-out agreement as part of its teach-out plan, the agreement should be submitted to the Commission office for approval prior to its implementation.

2. National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

A general plan must be provided to NAACLS, addressing temporary and permanent program closure. In the event of such closure, a detailed plan must be submitted to NAACLS within 30 days of the official announcement.

3. North Carolina Board of Nursing (NCBON)

Process for program closure: (a) When the controlling institution makes the decision to close a nursing program, the Administration of the institution shall submit a written plan for the discontinuation of the program to the Board and shall include the reasons for program closure, the date of intended closure, and a plan for students to complete this or another approved program. (b) When the Board closes a nursing program, the program director shall, within 30 days, develop and submit a plan for discontinuation of the program for Board approval. The plan shall address transfer of students to approved programs. (c) The controlling institution shall notify the Board of the arrangement for secure storage and access to academic records and transcripts.

Transfer and Course Credit

Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students. The CAA provides certain assurances to the transferring student; for example:

Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy).

Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of The University of North Carolina of North Carolina Systems to transfer with junior status.

Transfer Credit Appeal Procedure

If a student from a North Carolina Community College System (NCCCS) college believes the terms of the Comprehensive Articulation Agreement (CAA) have not been honored by a University of North Carolina System (UNC) institution to which the student has been admitted, the student may invoke the CAA Transfer Credit Appeal Procedure.

Transfer of Associate in Arts and Associate in Science Degree Programs

- a. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina System to transfer with junior status.
- b. Requirements for admission to some major programs may necessitate additional courses not available at the community college. Time to baccalaureate degree may be impacted for students entering such programs, and students should plan accordingly.
- c. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
- d. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower division general education requirements.
- e. Each UNC campus will establish and publish a campus policy/guideline outlining the campus decision on whether a student who receives an Associate in Arts or Associate in Science degree through reverse transfer will have fulfilled the UNC institution's lower-division general education requirements.
- f. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
- g. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
- h. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
- i. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a "C" will not negate the provisions of the CAA.

Students Not Completing the Associate in Arts or Associate in Science Degrees

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit

Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion

Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

Baccalaureate Degree Plan (BDP) Four-Year Degree Plan for Community College Transfer Students

Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC institution will develop, publish, and maintain Baccalaureate Degree Plans (BDPs) identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower-division general education and other degree requirements.

Other Associate Degree Programs

Students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit.

Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AAS degree programs to baccalaureate degree programs.

The Transfer Advisory Committee (TAC) encourages the development of new bilateral articulation agreements among institutions; however, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

Transfer of Advanced Placement (AP) Course Credit

Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the

CAA. Students who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy. Please visit the registrar's office for a complete listing of approved AP credit.

Student Services

Academic Dishonesty

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty by any member of the institution.

Academic Dishonesty is the use of unauthorized assistance in an attempt to deceive an instructor or other person who is assigned to evaluate the student's work in meeting course or degree requirements; or actions that interfere with the ability of the instructor to judge the work of the students or other students fairly. Academic Dishonesty includes cheating, plagiarism, and presenting assignments that are created or generated, in whole or in part, by an artificial intelligence tool, platform, or software and presented as one's work. Attempts at academic dishonesty will be viewed as an attempt to defraud the College and may result in permanent expulsion.

Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in part or in whole) and handing it in as one's own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript from another person, including another student, without proper attribution. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the administrator or instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than zero on the work.
- The instructor will submit a written report of the incident using the [Academic Dishonesty Report Form](#) to the Vice President of Student Services.
- The Vice President of Student Services will determine whether further disciplinary action is warranted.
- All decisions may be appealed for review by the Student Appeals Committee.

Alcohol/Drug Abuse

Education Group:

1. Information will be provided during the "Health" segment of [ACA 111](#) and [ACA 122](#)
2. Workshops will be offered each semester.

Individual:

Information will be available through the counseling staff in the Student Services Office.

Alcohol Controlled Substance Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of alcohol and illegal use of controlled substances on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to establish policies addressing drug and alcohol use pursuant to 23 NCAC 02C.0210.

Therefore, Beaufort County Community College has set the following campus policies:

Illegal use or possession of controlled substances is prohibited by students, employees, and visitors:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored, conferences, meetings, activities, cultural events, trips or activities representing the College.

Use of alcohol is prohibited by employees, and visitors except as outlined in the provisions of the Facility Use Policy:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;

Use of alcohol is prohibited by students:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored conferences, meetings, activities, cultural events, or trips

Animals on Campus Policy

The Animals on Campus Policy addresses the college's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) with regard to reasonable accommodations for individuals with qualifying disabilities to ensure equal access to all college programs, activities and facilities. Animals on Campus are permitted on college grounds; however, all animals brought onto college grounds must be under the control of the owner/handler at all times, and must be restrained by a leash or other appropriate device that does not exceed 6 feet in length. There are occasions when an animal may need to be brought on campus to meet an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus. There are 4 categories pertaining to animals on campus:

- Service Animal
- Service Animal-in-Training
- Emotional Support Animal (An Emotional Support Animal is not a "Service Animal")
- Pet

Emotional Support Animals, Service Animals, and Service Animals-in-Training are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and

safety reasons. Please reference [Procedure 6.2401](#) for procedures related to each identified category.

Awards

Each year at the Graduate Recognition Ceremony students who have outstanding achievements in the areas of scholarship, service to the school and community, and extracurricular activities are recognized.

During the graduation exercises, the above outstanding achievements, in addition to the highest academic averages in a degree program, are recognized.

Bookstore

The College operates a bookstore for the convenience of its students and faculty. All textbooks, instruments, and supplies necessary in the academic programs of the College are available for purchase. The bookstore is operated under the direction of the Vice President of Administrative Services. A schedule is posted on the door to show when the bookstore is open.

Campus Police

The BCCC Campus Police protects and serves the college by providing professional law enforcement services and actively promoting community involvement through progressive community policing strategies and a commitment to education. BCCC Police Department is a full-service law enforcement agency sanctioned and certified through NC Criminal Justice Training and Standards via General Statute (G.S. 115D.21.1). Campus Police officers have full powers of arrest within the jurisdictional area of the campus and adjoining streets. Campus Police officers provide many services to the campus community that promote safety and security awareness. The Campus Police office is located in Building 10, Room 10-02, and can be reached by phone at (252)940-6444 or (252)943-8721.

Campus Regulations

Electronic Devices in Classroom Policy (Cell Phones, Bluetooth Headsets, etc.)

All personal electronic devices (cell phones, Bluetooth headsets, etc.) must be turned off and put away during class. If there is a compelling reason why you must have access to your cell phone or other device during class, you must obtain prior permission from the instructor. Students who disregard this policy may be asked to leave the classroom, and continued abuse of this policy may lead to being dropped from the class.

Children on Campus

Minors under age sixteen (16), unless enrolled as BCCC students, must not be left unattended on campus at any time. Without prior authorization from a college administrator (e.g., Vice President or Director), minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas. This policy also applies to BCCC off-campus sites.

Conduct

Students enrolled in Beaufort County Community College (BCCC) are expected to conduct themselves as responsible adults. Failure to do so may result in expulsion. The campus police will make initial investigations of all non-academic breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College. All incidents will be referred to the Vice President of Student Services for review and disposal. Sanctions will be imposed on the student by the Vice President of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the initial investigation. The campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with operations of the College.
2. [Academic Dishonesty Procedure](#) cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
3. Destruction, damage, or misuse of College property.
4. Possession, use, or distribution of illegal drugs/controlled substances, or alcoholic beverages inconsistent with the [Drug and Alcohol Abuse Policy](#).
5. Possession, use or distribution of weapons inconsistent with North Carolina General Statutes and/or the [Weapons on College Property Policy](#).
6. Physical abuse of another person.
7. Theft of another's property.
8. [Violation of Campus Sexual Violence Act/Violence Against Women Act](#) (SaVE Act/VAWA).
9. Lewd or indecent acts on College premises, at College sponsored or College supervised activities or functions.
10. When there is an articulable, imminent, and significant threat to the student or other individuals.
11. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.
12. Individuals having questions may contact the Vice President of Student Services at (252)940-6417 or the Vice President of Administrative Services at (252)940-6213

Campus Watch

Campus Watch is a program designed to alert the campus community that a formal process for reporting crimes and safety hazards exists on campus. Individuals can report incidents to the Campus Police in person or by phone at (252) 940-6444 and remain anonymous if they desire.

Change of Name or Address

Students are responsible for notifying the Admission's Office immediately of any change of name or address. For name changes, students must present a government issued ID to the Admissions Office in building Student Services Building (9) and complete the Information Change form. For address changes, students may complete the online Information Change form.

College Colors

The official school colors are blue and white.

College Standing Committees

[Standing committees](#) recommend policies and procedures that affect the institution and the students we serve. The committees are composed of faculty, staff, and students. Any student interested in serving on one of these committees should contact the Vice President of Student Services in Building 9. In addition to student involvement in these committees, the Student Government Association president serves as a member of Leadership Council and the Board of Trustees (non-voting).

Communicable Disease Procedure

1. Persons infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the College's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or the welfare of other members of the institution.
2. Persons who know that they are infected with a communicable disease are urged to share that information, on a confidential basis, with the Vice President of Student Services so the institution can respond appropriately to their health and educational needs.
3. Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of other members of the community.
4. Students in programs which require bodily contact when performing services must follow Standard Precautions. These programs include:

ADN	Associate Degree Nursing
PN	Practical Nursing
MLT	Medical Laboratory Technology
NA	Nursing Assistant
EMT	Emergency Medical Technician
COS	Cosmetology
	Registered Barber
	Advanced Emergency Medical Technician and Paramedic
	Phlebotomy Technician and Registered Medical Assistant

1. Students in the above curricula are required to receive the hepatitis vaccine series or sign a declination form which will be kept in the student's record. Additional communicable disease screening and vaccines are required for the ADN, PN, and MLT programs. Note - Communicable diseases may include, but are not limited to: Chicken Pox, Hepatitis, Measles, Tuberculosis, Meningitis, Mononucleosis, Whooping Cough, AIDS (Acquired Immune Deficiency Syndrome), AIDS-Related Complex Zero-positive to AIDS and other sexually transmitted diseases.

Computer Use Guidelines for Students/Patrons

- Individuals shall not create, display, transmit or make accessible any threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, including broadcasting unsolicited messages and sending unwanted mail.
- The primary purpose of the Internet connection on the BCCC campus is to support research, education, and life-long learning.
- The use of Internet access provided by BCCC for illegal, actionable, or criminal purposes is prohibited.
- The use of the Internet for product advertisement, commercial activities, or political lobbying is also prohibited.
- BCCC shall not be liable for any damages of any kind, including consequential or incidental damages, arising from the submission, installation, maintenance, transmission, copying, modification, distribution, or any use of any materials via the Internet.
- The College affirms the rights and responsibility of parents of underage children to determine and monitor children's use of materials and resources accessible on the Internet.
- The use of the Internet is a privilege, not a right.
- Users are not to tamper with computer hardware or software configurations.
- Students are not allowed to copy, install, or save anything to the hard disk of a PC without approval. Any unauthorized copies are subject to periodic deletion.
- Malicious actions are subject to criminal and/or civil prosecution regardless of the official status of the offender.
- Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
- Individuals shall not monopolize or misuse system resources.
- Computer users shall not intentionally interfere with the normal operation of the computer network.
- Individuals shall not engage in activities that damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
- Individuals are responsible for the proper use of their accounts.
- Children are not permitted in computer labs unless enrolled in a Continuing Education computer class.

- All users who utilize the College's computing and information resources must do so responsibly, respecting the integrity of the College, as well as the integrity of the physical facilities.
- Users must respect the privacy and usage privileges of others.
- Food and drinks are not allowed in computer labs.
- Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Failure to follow this policy may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

Counseling Services

The counseling department provides professional assistance to all curriculum and continuing education students. Counselors are available each workday and Monday through Thursday evenings by appointment to assist students in assessing and understanding their abilities, aptitudes, interests, and personal characteristics. Counselors are informed of current employment trends and have information available concerning job opportunities in order that students may make more informed career decisions. As the career direction is determined, counselors are able to assist students in understanding programs of study which will facilitate the achievement of long-range goals. Counselors specialize in the areas of financial assistance, career planning and placement, admissions and assessment, academics, and personal concerns.

Distance Education Statement of Privacy

Beaufort County Community College is committed to protecting your privacy through technology that gives you a powerful and safe online experience. This Statement of Privacy applies to Beaufort County Community College's website and governs data collection and use at all Beaufort County Community College sites and services. Please read the complete Statement of Privacy to learn additional details about how some of these sites and services protect your personal information.

Personal Information

Beaufort County Community College will not disclose your personal information, except as required to do so by law, or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Beaufort County Community College; (b) protect and defend the rights or property of Beaufort County Community College or (c) act under exigent circumstances to protect the personal safety of users of Beaufort County, its website, or the public. Under the Federal Family Educational Rights and Privacy Act of 1974, a student's academic and financial files at Beaufort County Community College will not be released to any third party without the written consent of the student.

Use of Cookies

Cookies may be used to identify a user, and they may be used to track individual preferences and other information about a web user. Blackboard products use this technology to provide secure learning experiences, track usage and manage application performance. Beaufort County Community

College will not use cookies to run programs. Content and tools used in conjunction with Blackboard products may install additional cookies on your computer. This third-party content may include cookies from the content issuer. These third-party sites have separate and independent privacy policies. Beaufort County Community College therefore has no responsibility or liability for the content and activities of these linked sites. For your protection, Beaufort County Community College suggests you review the privacy and security policies of the company websites for each link. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to experience fully the interactive features of Blackboard or other websites you visit.

Links to Other Websites

Beaufort County Community College provides links to other websites that may be useful for our students and/or customers. Beaufort County Community College cannot make any guarantee regarding the linked sites, their content, or their security. For your protection, Beaufort County Community College suggests that you review the privacy and security policies of the company websites for each link.

Security of your Personal Information

Beaufort County Community College secures your personal information from unauthorized access, use or disclosure. Beaufort County Community College secures the personally identifiable information you provide on computer servers in a controlled environment protected from unauthorized access, use or disclosure. These measures include Secure Socket Layer (SSL) software during the transmission of your information, which encrypts this data. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure.

Blackboard, email, and the campus network can only be accessed in accordance with the current BCCC login procedure. Students must use the BCCC's naming convention.

Changes to This Statement

Beaufort County Community College may occasionally update this Statement of Privacy and encourages you to review this Statement periodically to remain informed of how Beaufort County Community College is protecting your information.

Distance Learning

Distance Learning at BCCC includes videoconferencing, online and hybrid courses. Continuing Education offers online courses via Education To Go. Beaufort County Community College provides courses for people who want to continue their education but cannot attend classes on a traditional schedule. The admission requirements, placement scores, methods of evaluations and other conditions of eligibility are consistent with the state requirements for curriculum courses.

- Video Conferencing - North Carolina Information Highway classroom (NCIH) - NCIH Teleclassrooms provide a video and audio interactive learning environment between two to five classrooms simultaneously.
- Online Courses - BCCC offers curriculum online courses via the Internet. Curriculum distance learning courses are equivalent to the on-campus sections of the same courses in terms of objectives, contact hours, rigor, and transferability.
- Hybrid Courses - The classes can be defined as instruction that mixes face-to-face classroom learning with distance education methods. Students taking hybrid courses will be required to spend time on campus and will be required to access their course online. A textbook and/or specific course material may be required. A computer lab in the Library is available for online courses.
- Web-Enhanced Courses - Courses that are traditional face-to-face classes that are augmented with online components. For example, students may check grades or view a syllabus online. Unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus.

The goals of distance education at BCCC include:

1. Making educational opportunities more flexible
2. Increasing student access by making courses easily available
3. Increasing student access by making courses available in alternative formats
4. Increasing independence in student learning
5. Meeting the needs of local employers
6. Increasing access to new audiences

The Division of Continuing Education offers online and Alpha Sprout courses through Education To Go. Courses are designed to meet students' needs and interests by enabling learners to take classes in the comfort of their own homes. Easy access to online courses offers the opportunity for adult learners to take courses at their convenience without traveling to campus.

Grade Reports

Final grades can be viewed via your Self-Service account at the close of the term.

Graduation Exercises

Graduation exercises are held once a year. Students are encouraged to participate in graduation exercises.

Guided Tours

Visitors are always welcome at Beaufort County Community College. Tours may be scheduled through the Admissions Office.

Health

Beaufort County Community College provides no health services other than first aid.

Emergency treatment is available at ECU Health Beaufort Hospital.

First Aid Stations are located in the following areas:

- Building 1 Room 118 & switchboard
- Building 2 Suite 111
- Building 3 Room 111 (copier room)
- Building 4 Room 101
- Building 5 Louise R. Lester Library (main desk)
- Building 6 Maintenance Shop (non-academic and non-instructional)
- Building 7 Room 700 (wall to right of entrance door)
- Building 8 Room 804
- Building 8A South Classroom
- Building 9 Room 918
- Building 10 Room 18 (Breakroom)
- Building 11 Room 1105 (Conference Room)
- Building 12 Room 1221 (Entrance to Faculty Suite)

For additional sites or information, contact the Office of Student Services at (252) 940-6259.

Housing

Upon request, the Counseling Office will provide a list of local apartment rental agencies.

Inclement Weather

Weather Emergencies & Inclement Weather - Comprehensive Emergency Management Plan

In case of impending and/or threatening weather:

1. While you are at work/school:
 - a. Listen for broadcasts over the college intercom system.
 - b. Observe postings on the digital sign in front of the college
 - c. Decisions will be made in a timely manner to close the college.
 - d. Deans will be contacted by phone or in person with specific instructions.
 - e. The Leads shall be responsible for notifying their staff.
2. If threatening weather is about to affect the campus with limited advance warning:
 - a. Close all windows and doors in your immediate work area.
 - b. Go to an inner hallway or room as close to the center of the building, as possible.
 - c. Sit on the floor and wait for further instructions.
 - d. Do not attempt to go back to your work area or leave the campus.
3. The following media outlets will broadcast college operational schedules:
 - a. Television
 1. WITN TV- Greenville
 2. WNCT TV-Greenville
 3. WCTI-New Bern

4. WFXI (FOX) 8 & 14-Greenville and Morehead City
- b. Radio
1. FM 107.9
 2. FM 95.1
 3. FM 93.3
 4. FM 103.3
 5. FM 95.9
 6. FM 99.5
 7. FM 101.9
 8. FM 88.5

Information supplied to the above-listed FM stations is automatically relayed and announced on their AM parent stations. Information on our operational schedules is also available via the BCCC website and via email and text communication from the College. Conditions will vary in different parts of our service area. If all media options are out of service, use your best judgement or stay home.

Library and Learning Resources

The Louise R. Lester Foundation Library (Library) at BCCC includes Audiovisuals and North Carolina Information Highway (NCIH) as well as library instruction and resource services. The purpose of the Library is to enrich the teaching/learning process of the College and the community by providing current, quality resources, program-area support, equipment, and programming.

The Louise Lester Foundation Library

The Library, located in the Library and Early College High School building, provides resources and services that support, facilitate, and enhance the information and learning needs of the college community. The collection consists of print, streaming and online materials.

Services Available in the Library

- CCLINC- online access to the combined collection of North Carolina community college library holdings.
- NCLIVE-a statewide library cooperative, provides content, products, services, professional development and technical support to NC Libraries.
- Assistive Technology is available for the hearing and visually impaired.
- ILL (Interlibrary Loan) - BCCC Library has the capability to borrow from and lend to various libraries through-out the United States. Materials available through this service include books and periodicals.
- Streaming Media Collection - Access to over 10,000 audio, TV, movies, e-books, music, and periodicals.
- Computer Labs, Laptop check-out, Virtual Reality and Makerspace items
- A copy machine and scanner are available for patron use.
- Proctoring Services/Lockdown Testing are available in the library. Patrons using the BCCC library must present proper identification when applying for a library card that allows computer

use and material check out. Print reference materials, newspapers, magazines, journals, and makerspace items may be used in the library.

Library Hours:

Monday - Thursday 8 a.m.-8:00 p.m. and Friday 8 a.m.-1:00 p.m. Library hours are subject to change during holidays or summer term. For additional information, call 252-940-6282.

Audiovisual Department

Audiovisual support for faculty, staff, and students is available through the AV Department. Services include:

- Audiovisual equipment needs for the instructional classroom.
- Computer/data projection devices for instruction.
- Technical and AV equipment needs/services for functions held at the College

The Learning Enhancement Center

The Learning Enhancement Center (LEC), located in Building 3 Room 126, is a creative and collaborative learning community designed to assist students with multiple facets of their academic careers. Open by referral to all currently enrolled curriculum students, the center offers a number of skill-building services to complement and supplement student coursework in a comfortable atmosphere and at an individualized pace. LEC services are free of cost to all students. The LEC maintains a weekly schedule of professional, faculty, and peer tutoring in several core disciplines: writing, mathematics, natural and social sciences, technology, humanities, and more. Tutoring is available on a drop-in basis, depending on tutor availability, but appointments can be made in advance via the LEC website. The center is also equipped with an expansive computer lab for students who need extra assistance and practice with current academic technologies and multi-media projects. Proctored testing, in coordination with faculty, is provided in the LEC for traditional and computer-based tests. Finally, the LEC offers periodic workshops, guest speakers, and other development opportunities for both students and faculty alike. For additional information, contact the LEC Director at (252) 940 - 6338.

Lost and Found

The BCCC Campus Police retain lost and found items until they are claimed or returned to the proper owner.

Organizations

Both the administration and the SGA encourage students to initiate and participate in any clubs which relate to their educational activities. Active clubs on campus are the following:

1. BCCC Automotive Club
2. BCCC Environmental Alliance
3. BCCC Mechanical Engineering Club
4. BCCC Study Abroad program

5. BCCC Welding
6. BCCC Write On - Writing Club
7. Beaufort County Association of Nursing Students (BCANS)
8. Club Waves (Cosmetology)
9. Gamma Beta Phi
10. LGBTQ Club
11. Medical Lab Technology (MLT) Club
12. Men of Success
13. Fine Arts Club

Phone Calls

In the case of emergencies or urgent situations, Campus Police will contact the student and deliver the information. Students are asked to notify relatives and close friends that, under such circumstances, they should contact Campus Police and briefly state the nature of the emergency or urgent situation. Campus Police will look up the student's schedule and contact him/her immediately. After 5 p.m., and on Saturdays, contact Campus Police at (252)940-6444 or (252)943-8721.

Presidents and Dean's List

Beaufort County Community College encourages academic excellence by publicly recognizing students who excel in their curriculum requirements. Full-time students who achieve a 4.00 grade point average for the semester are placed on the President's List for that semester. Full-time students who achieve between a 3.50 and 3.99 grade point average with no grade lower than a C are placed on the Deans' List. Students who receive an incomplete are not eligible for either the President's List or the Deans' List. The President's List and the Deans' List are submitted to area newspapers at the end of each semester by the public information officer.

Publications

Student publications are encouraged and developed with assistance from advisors. For instance, *Life on the Pamlico*, a cultural journal, is published as a part of [HUM 120](#)

Registration

Beaufort County Community College offers two semesters and one summer term of coursework during each school year. Students must register at the beginning of each semester in which they plan to attend. Registration is normally held several weeks before the semester begins. Students should meet with their advisor to evaluate progress and plan the courses to be taken during the following semester. Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved the situation.

Services for Students with Special Needs

Beaufort County Community College has a Special Populations Coordinator (SPC) available on a part-time basis to provide consulting and planning strategies for students who have documented special needs. The SPC will coordinate special services such as interpreters for the hearing impaired,

note-takers, auxiliary aids, testing modifications, and academic planning. To receive services students must complete an Accessibility Services application and provide appropriate documentation. The office is in Building 9, Room 923, or call 252-940-6351.

Smoking/Tobacco Free Campus Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Beaufort County Community College has set the following tobacco free campus policy, to be implemented on August 1, 2010.

Use of Tobacco is Prohibited by Students, Staff, Faculty or Visitors:

- in all campus buildings, facilities and vehicles owned by Beaufort County Community College;
- on campus grounds and property owned by Beaufort County Community College;
- at lectures, conferences, meetings, social and cultural events held on school property or school grounds.
- For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Beaufort County Community College also prohibits the use of electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers, or electronic nicotine delivery systems (ENDS). Implemented and Board Approved 10/7/14

Opportunities for Cessation

Administration will consult with county health department and other health organizations to provide faculty, staff, and students with information and access to free programs and services to help them abstain from the use of tobacco products.

Implementation & Compliance

- A campus committee shall develop a plan for communicating the policy with students, staff, faculty, and visitors and will insure appropriate campus signage.
- Smoking waste management products such as ashtrays shall be removed.
- Visitors who repeatedly violate the policy shall be asked to leave campus
- Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action.
- Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written for the second offense. The written warning shall be filed with the Vice President of Student Services. The record shall be purged three years from the date of the last

incident. If a student is observed in violation of this policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the student conduct code.

Social Life

Social, cultural, and educational enrichment is provided throughout the year in a number of activities. Students who pay the activity fee are eligible to participate in these activities.

Student Activities

Student Government Association

The Student Government Association provides an organized avenue of student involvement in the College. The SGA implements and plans activities that provide students with social and service projects, which interest them. Each curriculum/club elects or selects representatives to serve in the SGA. Officers are elected by the student body in a general election during spring semester.

Student Center and Food Service

The Student Center is located in the Student Services/Science Building (Building 9). It offers television and other activities. A food service facility is located in the Library and Early College High School Building.

Student Concern/Complaint Process

Student input regarding the programs, services, and operations of Beaufort County Community College (BCCC) are welcomed by the administration, faculty, and staff.

Step 1

Students with concerns or complaints (either verbal or written) regarding programs, services, and operation of BCCC should contact the following individuals:

Continuing Education

Dr. Stacey Gerard
Building 8, Room 808A
(252)940-6241
stacey.gerard@beaufortccc.edu

Facilities

Sammy Deans
Building 1, Room 211
(252)940-6423
sammy.deans@beaufortccc.edu

Instruction

It is recommended that students discuss issues with their instructor(s) before proceeding to this step.

Allied Health

Dr. Kent Dickerson
Building 12, Room 1237
(252)940-6315
kent.dickerson@beaufortccc.edu

Arts & Sciences

Amanda Stevens
Building 3, Room 106
(252)940-6223
amanda.stevens@beaufortccc.edu

Business, Technology, and Public Services

Ben Morris
Building 2, Room 111C
(252)940-6374
ben.morris@beaufortccc.edu

Library

Paula Hopper
Building 5, Room 104G
(252)940-6243
paula.hopper@beaufortccc.edu

Step 2

Students who feel that their concern/complaint has not been resolved by the individuals listed above may contact the Vice President responsible for that area of the college.

Step 3

Issues unresolved by Step 2 which affect a student's grades, eligibility to take courses, and/ or participation in curricula or extra-curricular programs and events may file an appeal with the Vice President of Student Services following the "Student Rights and Due Process" outlined in the BCCC catalog.

All written concerns/complaints submitted by students to the supervisory level of the College should be forwarded along with a description of the resolution by that supervisor to the Vice President of Student Services to be filed.

Student Incident Procedures

Faculty and staff members are reminded that it is their first responsibility to take such actions as are necessary to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. Argumentative and threatening statements shall not be made. No action should be taken which is

prejudicial to the rights of the student or which may restrict the course of action that may later be taken by the college. Procedures for the handling of student disciplinary matters are listed below.

Reporting Incidents

- A. A Beaufort County Community College student who violates a college regulation or any other policy of Beaufort County Community College is subject to disciplinary action. Any Beaufort County Community College student, faculty, or administrator may submit a complaint against a student accused of infractions of rules applying to student behavior. The complaint should be written on an incident report form as soon as practical but no later than two (2) college working days following the incident. Incident report forms are available on BCCC's web page. An incident reported within two (2) college working days may be investigated by the vice president of student services. The incident report form must also be submitted by the Vice President of Student Services to the following individuals or their designees:
- Incident reports involving Curriculum students shall be submitted to the Vice President of Student Services.
 - Incident reports involving Continuing Education students shall be submitted to the Vice President of Continuing Education.

Student Complaint Against Another Student

- B. The complainant shall submit an incident report form to the Vice President of Student Services that shall include the name of the accused, the date and time of the incident, a specific description of the alleged behavior, witnesses to the incident, and the rules violated by the alleged behavior. The Vice President of Student Services shall immediately schedule an appointment with the complainant and will decide with the complainant:
1. If the complaint can be resolved by a discussion between the complainant and the accused; or
 2. Whether the complaint should be forwarded to the Student Appeal Committee. For complaints to be heard by the Student Appeal Committee, the complainant or the Vice President of Student Services must notify in writing to the appropriate vice president of the complaint and also request that the Student Appeal Committee be convened to hear the charges.

I. Sanctions

A. Reprimand

A BCCC student committing minor misconduct will be counseled and reprimanded by the Vice President of Student Services. A copy of the incident report will be given to the student as an official written notice. The vice president of student services will place a copy of the incident report in a student discipline file.

***The incident report and the reprimand will be recorded on the same form that is placed in the student's discipline file.

B. Conditional Status

A BCCC student who has received a reprimand and then violates a college regulation may be placed on conditional status by the Vice President of Student Services. A student who violates a college regulation as listed under Students' Rights, Responsibilities, and Regulations may be placed on conditional status without having previously received a reprimand. Conditional status may include a restriction from an area or service a student has abused (e.g., computer access in the library) or from the college campus entirely. Conditional status may include other requirements such as specific academic, attendance, or behavioral standards. BCCC Campus Police Department will be notified of and will enforce the student's conditional status. The appropriate dean and vice president of said program shall be notified as well. If any of the conditions of conditional status are violated, the student who is placed on conditional status may be subject to more severe sanctions up to and including dismissal.

C. Restitution

A student who damages, misuses, destroys, or loses college property will be required to pay for the replacement of such property. Campus Police will investigate initially and will complete an incident report. The fair market value of the property will be calculated by Campus Police. The report shall be turned over to the Vice President of Student Services for proper recourse. Other disciplinary procedures and or criminal charges may be applied in addition to restitution. Students with an outstanding monetary balance are not allowed to register at BCCC, receive transcripts, etc.

D. Withdrawal From Class or Program

Responsibility for classroom control and discipline rests with the instructor. Instructors are not expected to tolerate the continued presence of any student whose behavior adversely affects the progress of a class. An instructor who believes it is necessary to withdraw a student because of a serious violation of college policy or other behavior which adversely influences the educational process should report the incident to the dean. If both the dean and the instructor decide that removal of the student from the class or program is necessary, the student will be informed, and a withdrawal form will be completed and processed. The dean will inform the Vice President of Academic Affairs of the student's withdrawal from class and advise the student of his/her right to appeal to said dean or through the Student Appeals Procedure. The Vice President of Student Services will be notified accordingly to determine if additional steps will need to be taken.

E. Suspension/Banning:

A BCCC student who commits an act of misconduct which threatens the health or well-being of any member of the academic community or causes serious disruption at the college will be suspended/banned immediately from the college for no less than one semester. Examples of these incidents include but are not limited to

- Possession of weapon
- Physical Assault
- Violation of court order
- Communication of threats (to campus employees or students whereby the perceived threat of physical harm is evidenced)
- Sexual Assault
- Non-affiliated loitering
- Possession/Consumption of alcohol
- Possession/Sale/Use/Consumption of illegal drugs

An incident report form shall be completed and submitted to the Vice President of Student Services. The Vice President of Student Services is responsible for investigating the incident and for implementing the suspension of a student from Beaufort County Community College's program under his/her respective purview. The student shall be notified of the suspension in writing immediately. Written notice shall be presented in person or by mail, providing the student with a list of the charges, the rules that were violated, the suspension decision, and Disciplinary Appeals Procedures. A student may be notified by phone of his/ her suspension/banning but written notice will also be given.

II. Incident Appeals Procedure

A student who has received discipline from the Vice President of Student Services or has been banned from campus by the BCCC campus police department may appeal their discipline or banning by following the guidelines via [College Procedure 3.2403](#).

Student Records and Privacy Rights

The Family Education Rights and Privacy Act (PL 93-380), commonly referred to as the Buckley Amendment, or FERPA, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted the following: Student records are maintained for academic purposes. The materials therein allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student's written permission to review a student's record. Student directory information may be released without the student's written consent. FERPA release forms are available in the Registrar's Office.

The College has designated some student information as public or directory information. The College may disclose such public or directory information for any purpose: Name, Telephone Number, Student Mailing Address, Email Address, Major Field of Study, Dates of Attendance, Expected Graduation Date, Degrees and awards received, and Student Enrollment Status. The college may

disclose any of these items without prior written consent, unless notified in writing to the contrary. Student names and College generated email addresses may be used and observed by students in any course in which they are enrolled for course participation and attendance verification.

If a student does not want directory information released, a [request to withhold directory information form](#) must be completed and filed with the Admissions and Records office.

Student Responsibilities

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verifications, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting College Work- Study assignments.
7. You must be aware of and comply with the deadline for application for aid.
8. You should be aware of the College's refund policy.
9. All schools must provide information to prospective students about the school's program and performance. You should consider this information carefully before deciding to attend a school.

Student Rights

1. You have the right to know what financial aid programs are available at Beaufort County Community College.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition, fees, room, board, transportation, books, supplies, and personal and miscellaneous expenses are considered in your budget.
5. You have the right to know what resources such as parental contribution, other financial aid, your assets, etc. were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the Financial Aid Office has been met.
7. You have the right to request an explanation of various programs in your student aid package.
8. You have the right to know what portion of the financial aid you received must be repaid and the payment procedures.

9. You have the right to know the refund policy of the College.
10. You have the right to know how the Financial Aid Office determines whether or not you are making satisfactory progress and what happens if you are not.

Student Rights and Due Process

Students of Beaufort County Community College have the right to appeal determinations affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs and events.

Grade Appeal Procedure

Students of Beaufort County Community College have the right to appeal determinations affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs and events via [College Procedure 3.2402](#). Students may appeal final course grades only and under the following circumstances: 1. Capricious or prejudicial grading on the part of the faculty member in which the student is treated differently than other students in the class; 2. A mathematical error in computing the final grade for the course. Students appealing a final course grade that would prevent them from enrolling in a subsequent course and/or continuing in a program will be allowed to enroll and participate in the subsequent course and/or program until the appeals procedure is finalized. The student will be held financially harmless if the appeal is not in the student's favor.

Student Support Services Program

Student Support Services (SSS) is a federally funded TRIO program. The program assists students with academic development, personal and leadership development, and transfer to four-year colleges and universities. The goal of SSS is to increase college retention and graduation rates of its participants and to help students make the transition from one level of higher education to the next.

Student Support Services enriches the college experience by providing these services:

- Tutoring
- Academic coaching
- Transfer support including college and university campus visits
- Assistance with developing an educational plan
- Leadership skills development
- Financial Aid assistance and financial literacy information
- Career planning and professional development
- College success and life skills workshops
- Community service opportunities
- Scholarship opportunities
- Cultural enrichment experiences
- Access to reference materials
- Designated technology center with printing.

These services are available at no cost to students who are accepted by the College and meet the eligibility requirement established by the U. S. Department of Education. Additional information and a

program application may be obtained from the TRIO/ Student Support Services Offices in Building 1, room 120 and Building 9, rooms 914 and 921.

Testing Service

Counselors are professionally qualified to administer and interpret a variety of tests. These tests are administered and interpreted to students as the need arises during the counseling or admission processes.

Traffic Regulations

Parking and Traffic Procedure

All faculty, staff, and students are required to obtain a parking permit from the BCCC Police Department. Each person is required to provide a valid registration card for the vehicle they wish to register. Students are also required to provide a current paper or electronic student schedule displaying their student ID number. The cost of parking permits is \$10.00 per year for students and there is a \$5.00 fee for the replacement of a lost parking permit. Long-term visitors and/or Continuing Education students will be required to obtain a temporary parking permit from the appropriate department.

All vehicles should be parked in designated areas and/or appropriately marked spaces. A campus map detailing parking areas can be found under the [About BCCC](#) on the College website. Employees and/or students shall not park in spaces that are designated for visitors or areas that have been reserved.

The following is a list of traffic offenses that are considered violations of BCCC's policy and [North Carolina General Statutes](#).

- Exceeding posted speed limit.
- Failure to stop at stop sign.
- Reckless driving.
- Seat belt violations.
- Failure to remain at scene of accident.
- Driving without a license.
- Expired vehicle registration.
- Moving barricades or other traffic control devices.
- Blocking or impeding traffic.
- Loud music from vehicles.

The fine for each BCCC moving violation is \$15.00 unless charged on a NC State Citation. Please be aware that this list is not all inclusive and they are the most commonly charged offenses. A full list of laws regarding traffic violations can be found in [Chapter 20](#) of the [North Carolina General Statutes](#).

The following is a list of parking offenses that are considered violations of BCCC's Parking and Traffic policy.

- Failure to display valid BCCC parking permit
- Unauthorized handicapped parking or permit display
- Parking in a designated fire lane or loading zone
- Parking on grass or unapproved surface
- Double parking
- Impeding sidewalk
- Backing into a space with adjoining sidewalk

The fine for each BCCC parking violation is \$5.00 unless otherwise noted on the citation.

Failure to pay fines for a BCCC Citation will result in student and employee accounts being flagged. All NC State Citations are handled at the Beaufort County Court House on the date and time to appear.

Transcripts

Students may obtain copies of their curriculum transcript upon written or electronic request to the Registrar's Office. Transcripts can be ordered electronically on the National Student Clearinghouse website to be sent electronically through email. Cost is reflected on the Select Transcript and Delivery Details in the ordering process of the transcript. Instructions and the Transcript Request Form are available online.

Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student within two business days of the request, excluding registration and end-of-semester processing. All paper/faxed transcripts are \$5.00. Students can obtain a free unofficial curriculum transcript from their Self-Service account if there are no holds on their account.

Transfer to Senior Institutions

Beaufort County Community College offers college transfer programs and selected technical programs with transferability to senior institutions. Students who plan to transfer to a four-year college or university will receive assistance from their advisor and/or counselor in planning a transfer program; however, it is the responsibility of the student to become acquainted with the courses and credits that will transfer to the receiving institution. The acceptance of individual courses from Beaufort County Community College is determined solely by the institution to which the student plans to transfer. The Comprehensive Articulation Agreement addresses the transfer of students between institutions in the North Carolina Community College System and to constituent institutions of the University of North Carolina. Students who wish to transfer should follow these steps:

1. Make an early decision as to which institution to attend and contact the Admissions Office of that institution for recommendations concerning transferable courses.
2. Obtain a current copy of the catalog of the receiving institution and become familiar with the entrance requirements.

3. Meet with an academic advisor and/or counselor at Beaufort County Community College to discuss transfer plans.
4. One or two semesters before the time of transfer, check to see that all necessary steps are being taken to complete the transfer process. By following these steps, the student should have little or no difficulty in completing the transfer process.

Weapons

The possession and concealment of weapons on College property is against North Carolina law and campus policy. The following items are classified as weapons: guns (including shotguns and rifles), stun guns, most knives, bow and arrow, dagger, dirk, throwing star, air rifle and air pistol, slingshot, leaded cane, blackjack, brass knuckles, and crossbow. It is important to remember that possession in any form is illegal. Hunting rifles and shotguns in plain view or concealed are still illegal on College property. With the passage of amendments to NCGS 14-269.2, it is no longer illegal to carry a concealed handgun on College property so long as the following requirements are met:

1. The firearm may be a handgun only.
2. The amendment does not apply to any other weapon or firearm.
3. The person must have a valid concealed handgun permit issued in accordance with Article 54B of Chapter 14 of the North Carolina General Statutes or a permit considered valid under NCGS 14-415.24.
4. The handgun must be in a closed compartment or container within that person's locked vehicle. The person may unlock the vehicle for purposes of entrance/exit, but the vehicle must be locked immediately after entrance/exit.

All individuals in possession of a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

Student Government Association Constitution

Preamble

We, the students of Beaufort County Community College, desiring to be a voice that preserves within the College an atmosphere of free discussion, inquiry, and self-expression; as well as being a voice that promotes leadership, encourages responsibility, and represents the interests of the students of this institution, do hereby recognize this document as our Constitution, to be used as a basis of fulfilling our commitment as a liaison to the faculty and administration for our students.

Article I - Name

The name of this organization shall be the Beaufort County Community College Student Government Association (SGA)

Article II - Purpose

The Beaufort County Community College SGA will serve as the official student body organization representing the best interest of the students and college. The SGA will provide opportunities for students to engage in professional development activities and will serve as a liaison to the administration of the College. The SGA will act as the coordinating body for all student clubs and organizations.

Article III - Membership

The Student Government Association shall be composed of seven executive council members and all curriculum students. Student Government shall not discriminate in its membership. Student Government is committed to the policy of Beaufort County Community College to be an equal opportunity institution.

Article IV - Membership Qualifications

Section I: Executive Council

Executive power shall be vested in SGA officers, who shall be known as the Executive Council. In order for a student to hold an Executive Council position in the SGA he/she must meet the following requirements:

1. Currently enrolled at Beaufort County Community College
2. Taking a minimum of 6 credit hours during fall and spring semesters in which they serve.
3. Maintain a cumulative 2.5 GPA while being an officer.
4. In good faith, be able to serve for the full academic year for which they are elected.
5. Enrolled in the previous semester and earned a minimum of a 2.5 cumulative GPA.

Section II: Club and Curriculum Representatives

Each club and curriculum representative who are returning as a representative must be:

1. Currently enrolled at Beaufort County Community College
2. Represent a Beaufort County Community College club or curriculum
3. In good faith, be able to serve for the full academic year for which they are selected

Article V - Meetings

Meeting of the Student Government Association may be called by the President at any time or upon request of the student body (5 members minimum) or by two-thirds of the Executive Council. The General meeting will be scheduled on the 4th Tuesday during the fall and spring semesters at 12:00 PM. The Student Government meeting shall be open to all Beaufort County Community College students.

Article VI - Student Government Officers

Section I: Executive Council

The Executive Council of the Student Government Association shall consist of the President, Vice President, Secretary, Treasurer, Special Populations officer, Historian/Public Relations Officer, and Parliamentarian.

Section II: Duties of the Executive Council Officers

President:

- A. Serve as chief executive officer
- B. Preside over all Student Government Association meetings
- C. Meet weekly with SGA Advisor
- D. Maintain order in all events hosted in conjunction with SGA Advisor.
- E. Create agendas in cooperation with SGA Secretary and SGA Advisor
- F. Build and maintain a sense of unity and cooperation amongst students, faculty, and staff
- G. Serve as an Ex-Officio member of Beaufort County Community College Board of Trustees
- H. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Vice President:

- A. Assume the duties of the President in his/her absence
- B. Attend all meetings (Closed and General)
- C. Support the President in fulfilling the executive functions of SGA
- D. Assist with elections
- E. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during each year

Secretary:

- A. Attend all SGA meetings (Closed and General)
- B. Keep accurate minutes
- C. Work with the SGA President to form an agenda for each meeting
- D. Type and distributed minutes to the executive officers within four class days following each meeting
- E. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Treasurer:

- A. Attend all SGA meetings (Closed and General)
- B. Report expenditures to the student body
- C. Keep up-to-date record of expenditure
- D. Meet with SGA Advisor before and after events for reporting purposes
- E. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Parliamentarian:

- A. Attend all SGA meetings (Closed and General)
- B. Maintain parliamentary order at the Student Government Association meetings
- C. Have a workable knowledge of Robert's Rules of Order
- D. Oversee attendance roster.
- E. Act as advisor, in coordination with the SGA Advisor, to the Executive Council in the interpretation of the SGA Constitution and Bylaws.
- F. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Historian/Public Relations Officer:

- A. Attend all SGA meetings (Closed and General)
- B. Maintain accurate records of all activities performed by the SGA
- C. Maintain public relations information of events, meetings, etc.
- D. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Special Populations Chairperson:

- A. Attend all SGA meeting (Closed and General)
- B. Assist Historian/Public Relations Officer in maintaining accurate records of activities performed by SGA
- C. Represent the needs and concerns of students
- D. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Section III: Absences

Any Executive Council Officer who is absent for two (2) or more consecutive meetings can be asked to resign. This decision will be made by the SGA Advisor and/or the Vice President of Student Services.

Section IV: Selection of Representatives

The chartered clubs and organizations shall select their representatives. The club advisor shall submit the names of the SGA representatives by the second week of classes in fall semester.

Representatives will also be selected by curriculum lead instructors to ensure representation from all students. The Representatives will meet the same qualifications.

Article VII - Temporary Appointments

Chairpersons of various temporary committees necessary for only a short time shall be appointed by the President of the SGA, subject to the Association's approval. Chairpersons of temporary committees shall appoint the members of their committee from the student body.

Article VIII - Absences of Representatives

Any member absent for more than two (2) meetings per semester can be asked to resign. The organization or curriculum advisor shall be notified of the dismissal within two (2) class days and a new representative shall be appointed.

Article IX - Elections

Section I: Election Procedure

- A. Executive Council members are elected by the student body.
- B. Elections will be held for the Executive Council positions in the spring semester and the results will be publicized by the end of the spring semester of that same academic year.
- C. Requirements for office will be read at February's general meeting
- D. In the case of a voting tie, there will be another vote of the student body. In the case of a double tie, the candidates will interview with the Executive Council and the Executive Council will vote. If a tie remains, the SGA President will have the deciding vote.

Students desiring to run must have been enrolled the previous semester and must have earned a minimum of a 2.5 cumulative GPA. Letters of Intent to run for SGA office are turned in by the first Tuesday in March to the SGA Advisor. Any offices not filled are filled by a majority vote of SGA Executive Council, SGA representatives and alternates at the first fall general meeting.

Section II: Procedures for Replacement of President

In the event the President, after being elected, cannot serve his/her term, the Vice President shall become the President. Then one member of the SGA Executive Board will have the opportunity to move to the Vice-President position. Any member moving from Executive Council position to another will maintain their previous requirements until replacement is found for their previous position.

Section III: Procedures for Replacement of the Executive Council

If any office in the Executive Council shall become vacant, other than that of the President, the position shall be filled by the Executive Council by a unanimous vote. If a unanimous vote is not achieved, an election will be held among the active Student Government Association members electing from the body an active member to office during the next meeting of the Student Government Association.

Section IV - Temporary Replacements

If any office in the Executive Board becomes vacant, then the SGA Advisor reserves the right to appoint a temporary replacement to the office until the office can be filled by a permanent replacement.

Article X - Tuition Assistance

Executive Council officers may receive a stipend at the end of each semester in which they serve if they participate in 80% of scheduled meetings and events. Officers must maintain enrollment in 6 credit hours and meet the academic requirements as stated in Article IV, Section I.

Article XI - Amendments

Amendments to the constitution may be proposed by members of the SGA or by ten (10) members of the student body. The proposed amendment shall be read at two (2) meetings of the SGA, with copies distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified, if approved by a two-thirds majority vote of the members present.

Curriculum Program List

College Transfer (AA, AS, AATP, ASTP)

Associate in Arts

Associate in Arts in Teacher Preparation

Associate in Science

Associate in Science in Teacher Preparation

General Education (AGE)

Associate in General Education

Associate in General Education -Pre-Licensed Practical Nursing

Associate in General Education-Health Information Technology

Associate in General Education-Pre-Associate Degree Nursing

Associate in General Education-Pre-Medical Laboratory Technology

Associate in General Education-Regionally Increasing Baccalaureate Nurses

Associate in Applied Science Degrees (AAS)

Agribusiness Technology AAS - Hyde Correctional

Agribusiness Technology AAS

Associate Degree Nursing - LPN to RN AAS

Associate Degree Nursing AAS

Automotive Systems Technology AAS

Business Administration - Career Track AAS

Business Administration - Transfer Track AAS

Cosmetology AAS

Criminal Justice Technology-Career Entry AAS

Criminal Justice Technology-Transfer AAS

Early Childhood Education-Birth to K Licensure Transfer AAS

Early Childhood Education-Career Entry AAS

Early Childhood Education-Non-Licensure Transfer AAS

Electrical Engineering Technology AAS

Emergency Medical Science AAS

General Occupational Technology AAS

Human Services Technology-Career Entry AAS

Human Services Technology-Transfer AAS

Information Technology-BSIT AAS

Information Technology-Information Systems AAS

Information Technology-Network Management AAS

Information Technology-Software & Web Development AAS

Mechanical Engineering Technology AAS
Medical Laboratory Technology AAS
Medical Office Administration AAS
Office Administration AAS
Welding Technology AAS

Diplomas

Agribusiness Technology Diploma
Automotive Systems Technology Diploma
Boat Building Diploma
Boat Manufacture and Service Diploma-Boat Construction Diploma
Boat Manufacture and Service Diploma-Marine Services Diploma
Business Administration - Career Track Diploma
Business Administration - Transfer Track Diploma
Cosmetology Diploma
Criminal Justice Technology Diploma
Early Childhood Education Diploma
Electrical Engineering Technology-Applied Electrical Principles Diploma
General Occupational Technology -Agricultural Equipment Diploma
Human Services Technology Diploma
Mechanical Engineering Technology-Machinist Diploma
Medical Office Administration Diploma
Office Administration Diploma
Practical Nursing Diploma
Welding Technology Diploma

Certificates

Agribusiness Technology-Agribusiness Economics Certificate
Agribusiness Technology-Agribusiness Management Certificate
Agribusiness Technology-Agribusiness Operations & Welding Certificate
Agribusiness Technology-Agribusiness Regulation & Compliance Certificate
Agribusiness Technology-Agricultural Applications Certificate
Agribusiness Technology-Agricultural Welding Certificate
Agribusiness Technology-Alternative Agriculture Certificate
Agribusiness Technology-Introduction to Agribusiness Technology Certificate
Automotive Systems Technology Certificate
Automotive Systems Technology-Chassis Certificate
Automotive Systems Technology-Drivetrains Certificate
Automotive Systems Technology-Electrical & Electronics Certificate
Automotive Systems Technology-Engines & Brakes Certificate

Automotive Systems Technology-Engines Certificate
Boat Building-Advanced Wooden Boat Building Certificate
Boat Building-Wooden Boat Building Certificate
Boat Building-Yacht Construction, Repair, & Renovation Certificate
Boat Manufacture and Service-Advanced Composite Boat Construction Certificate
Boat Manufacture and Service-Boat Rigging Certificate
Boat Manufacture and Service-Composite Fabrication Certificate
Boat Manufacture and Service-Fiberglass Boat Building Certificate
Boat Manufacture and Service-Introduction to Comp Boat Construction Certificate
Business Administration Certificate
Business Administration-Accounting Certificate
Business Administration-Entrepreneurship Certificate
Business Administration-Human Resource Management Certificate
Business Administration-Management/Supervision Certificate
Business Administration-Marketing Certificate
Community Spanish Interpreter Certificate
Cosmetology 1200 Hour Certificate
Cosmetology Instructor Certificate
Criminal Justice Technology-Basics of Criminal Justice Certificate
Criminal Justice Technology-Corrections Certificate
Criminal Justice Technology-Essential Police Operations Certificate
Criminal Justice Technology-Transfer Certificate
Early Childhood Education Certificate
Early Childhood Education-Administration Certificate
Early Childhood Education-Infant and Toddler Certificate
Early Childhood Education-School Age Certificate
Early Childhood Education-Special Education Certificate
Electrical Engineering Technology-Basic Electrical Wiring Methods Certificate
General Occupational Technology -Industrial Automation Certificate
General Occupational Technology -Nutrien Mechanical Level II Certificate
General Occupational Technology -Production Process Technician I Certificate
General Occupational Technology -Production Process Technician II Certificate
General Occupational Technology -Quality Control I Certificate
General Occupational Technology -Quality Control II Certificate
General Occupational Technology-Industrial Machinery Mechanics Advanced Certificate
General Occupational Technology-Industrial Machinery Mechanics Beginner Certificate
General Occupational Technology-Industrial Machinery Mechanics Intermediate Certificate
General Occupational Technology-Injection Molding Process Technician Certificate
General Occupational Technology-Nutrien General Requirement Certificate

General Occupational Technology-Nutrien Instrumental Electrical Level I Certificate
General Occupational Technology-Nutrien Instrumental Electrical Level II Certificate
General Occupational Technology-Nutrien Mechanical Level I Certificate
Human Services Technology-Career Entry Certificate
Human Services Technology-Transfer Certificate
Information Technology-Cloud Computing Certificate
Information Technology-Computer Repair & Troubleshooting Certificate
Information Technology-Cybersecurity Certificate
Information Technology-Mobile App & Web Programming Certificate
Information Technology-Networking Support Certificate
Information Technology-Programming Certificate
Information Technology-Transfer Certificate
Information Technology-Web Development & Design Certificate
Manicuring/Nail Technology Certificate
Mechanical Engineering Technology-CAD Operator Certificate
Mechanical Engineering Technology-CNC Machinist Certificate
Mechanical Engineering Technology-Industrial Technology Certificate
Mechanical Engineering Technology-Machinist Advanced Certificate
Mechanical Engineering Technology-Machinist Certificate
Medical Office Administration-Basic Medical Office Certificate
Medical Office Administration-Med Coding, Billing & Insurance Certificate
Medical Office Administration-Med. Document Specialist Insurance Certificate
Medical Office Administration-Patient Services Representative Certificate
Office Administration-Basic Office Skills Certificate
Office Administration-Office Finance Certificate
Office Administration-Software Applications Specialist Certificate
Office Administration-Word Processing Specialist Certificate
Welding Technology Certificate
Welding Technology-Basic MIG/TIG (Plate) Certificate
Welding Technology-Basic Pipe Certificate
Welding Technology-Basic Stick and MIG Certificate
Welding Technology-GTAW TIG (Plate/Pipe) Certificate
Welding Technology-SMAW (Stick Plate/Pipe) Certificate

Curriculum Program Requirements

Allied Health Programs

Associate Degree Nursing

Associate Degree Nursing (Registered Nursing)

Associate Degree Nursing (Registered Nursing) - LPN to RN

Associate in General Education - Pre-Associate Degree Nursing

Associate in General Education - Regionally Increasing Baccalaureate Nurses

Medical Laboratory Technology

Associate in General Education - Pre-Medical Laboratory Technology

Medical Laboratory Technology, Associate in Applied Science

Practical Nursing

Associate in General Education - Pre-Licensed Practical Nursing

Practical Nursing Diploma

[Allied Health Admissions Information](#)

[Allied Health Division Technical Standards](#)

Associate Degree Nursing (Registered 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.

LPN to RN Pathway: In the third semester (summer), LPN students complete [NUR 214](#) (Nursing Transitions Concepts) course to assist in transitioning to the RN scope of practice. Contingent upon the student's unencumbered practical nursing license, and being admitted into the LPN to RN transition program, credit will be given for [NUR 111](#) (Intro to Health Concepts), [NUR 112](#) (Health-Illness Concepts), [NUR 113](#) (Family Health Concepts), and [NUR 114](#) (Holistic Health Concepts).

[Nursing Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English - Other - 3 Credits

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting Credit Hours: 3

Biology - 8 Credits

[BIO 168](#) - Anatomy and Physiology I Credit Hours: 4

[BIO 169](#) - Anatomy and Physiology II Credit Hours: 4

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
not currently offered: PHI 215	

Psychology - 3 Credits

PSY 150 - General Psychology	Credit Hours: 3
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Major Requirements

Core Courses - 43 Credits

NUR 111 - Intro to Health Concepts	Credit Hours: 8
NUR 112 - Health-Illness Concepts	Credit Hours: 5
NUR 113 - Family Health Concepts	Credit Hours: 5
NUR 114 - Holistic Health Concepts	Credit Hours: 5
NUR 211 - Health Care Concepts	Credit Hours: 5
NUR 212 - Health System Concepts	Credit Hours: 5
NUR 213 - Complex Health Concepts	Credit Hours: 10

Required Courses - 3 Credits

PSY 241 - Developmental Psych	Credit Hours: 3
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Other Required Courses - 4 Credits

CHM 130 - Gen, Org, & Biochemistry	
AND	Credit Hours: 3
CHM 130A - Gen, Org, & Biochem Lab	Credit Hours: 1

OR take one of the following:

BIO 275 - Microbiology	Credit Hours: 4
CHM 151 - General Chemistry I	Credit Hours: 4
MAT 152 - Statistical Methods I	Credit Hours: 4

Student Success - 1 Credit

ACA 220 - Professional Transition	Credit Hours: 1
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Number of Credit Hours Required for This Program: 71

Associate Degree Nursing (Registered Nursing) - LPN to RN (A45110T)

The Associate Degree Nursing-LPN to RN 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.

Nursing Technical Standards

Curriculum Flow Chart

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English - Other - 3 Credits

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting Credit Hours: 3

Biology - 8 Credits

[BIO 168](#) - Anatomy and Physiology I Credit Hours: 4

[BIO 169](#) - Anatomy and Physiology II Credit Hours: 4

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[HUM 115](#) - Critical Thinking Credit Hours: 3

[MUS 110](#) - Music Appreciation Credit Hours: 3

[MUS 112](#) - Introduction to Jazz Credit Hours: 3

[PHI 240](#) - Introduction to Ethics
not currently offered: PHI 215

Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Major Requirements

Core Courses - 43 Credits

Contingent upon the student's unencumbered practical nursing license, and being admitted into the LPN to RN transition program, credit will be given for [NUR 111](#) (Intro to Health Concepts), [NUR 112](#) (Health-Illness Concepts), [NUR 113](#) (Family Health Concepts), and [NUR 114](#) (Holistic Health Concepts).

[NUR 111](#) - Intro to Health Concepts

Credit Hours: 8

[NUR 112](#) - Health-Illness Concepts

Credit Hours: 5

[NUR 113](#) - Family Health Concepts

Credit Hours: 5

[NUR 114](#) - Holistic Health Concepts

Credit Hours: 5

[NUR 211](#) - Health Care Concepts

Credit Hours: 5

[NUR 212](#) - Health System Concepts

Credit Hours: 5

[NUR 213](#) - Complex Health Concepts

Credit Hours: 10

LPN to RN Requirement - 4 Credits

In the third semester (summer), LPN students complete [NUR 214](#) (Nursing Transitions Concepts) course to assist in transitioning to the RN scope of Practice.

[NUR 214](#) - Nursing Transition Concepts

Credit Hours: 4

Required Courses - 3 Credits

[PSY 241](#) - Developmental Psych

Credit Hours: 3

Other Required Courses - 4 Credits

[CHM 130](#) - Gen, Org, & Biochemistry

AND

Credit Hours: 3

[CHM 130A](#) - Gen, Org, & Biochem Lab

Credit Hours: 1

OR take one of the following:

[BIO 275](#) - Microbiology

Credit Hours: 4

[CHM 151](#) - General Chemistry I

Credit Hours: 4

[MAT 152](#) - Statistical Methods I Credit Hours: 4

Student Success - 1 Credit

[ACA 220](#) - Professional Transition Credit Hours: 1

Number of Credit Hours Required for This Program: 75

Associate in General Education - Pre-Associate Degree Nursing (A10300RN)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

This specific pathway is designed for students who wish to begin their study toward the Associate Degree Nursing (A.D.N.) program. Since the Allied Health programs at BCCC have a competitive admissions process, students interested in Associate Degree Nursing are initially placed in A10300RN to take required general education courses for competitive admission to the program.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English - Other - 3 Credits

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[HUM 115](#) - Critical Thinking Credit Hours: 3

[MUS 110](#) - Music Appreciation Credit Hours: 3

[MUS 112](#) - Introduction to Jazz Credit Hours: 3

[PHI 240](#) - Introduction to Ethics Credit Hours: 3

not currently offered: PHI 215

Mathematics/Nat Science - 4 Credits

[CHM 130](#) - Gen, Org, & Biochemistry
AND Credit Hours: 3
[CHM 130A](#) - Gen, Org, & Biochem Lab Credit Hours: 1

OR take one of the following:

[BIO 275](#) - Microbiology Credit Hours: 4
[CHM 151](#) - General Chemistry I Credit Hours: 4
[MAT 152](#) - Statistical Methods I Credit Hours: 4

Social/Behavioral Science - 3 Credits

[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 48 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3
[ART 114](#) - Art History Survey I Credit Hours: 3
[ART 115](#) - Art History Survey II Credit Hours: 3
[BIO 155](#) - Nutrition Credit Hours: 3
[BIO 168](#) - Anatomy and Physiology I Credit Hours: 4
[BIO 169](#) - Anatomy and Physiology II Credit Hours: 4
[BIO 175](#) - General Microbiology Credit Hours: 3
[BIO 275](#) - Microbiology Credit Hours: 4
[CHM 130](#) - Gen, Org, & Biochemistry Credit Hours: 3
[CHM 130A](#) - Gen, Org, & Biochem Lab Credit Hours: 1
[CHM 151](#) - General Chemistry I Credit Hours: 4
[CHM 152](#) - General Chemistry II Credit Hours: 4
[CIS 110](#) - Introduction to Computers Credit Hours: 3
[COM 231](#) - Public Speaking Credit Hours: 3
[ECO 251](#) - Prin of Microeconomics Credit Hours: 3
[ECO 252](#) - Prin of Macroeconomics Credit Hours: 3
[ENG 231](#) - American Literature I Credit Hours: 3
[ENG 232](#) - American Literature II Credit Hours: 3
[HEA 110](#) - Personal Health/Wellness Credit Hours: 3
[HIS 111](#) - World Civilizations I Credit Hours: 3
[HIS 112](#) - World Civilizations II Credit Hours: 3

HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
NUR 111 - Intro to Health Concepts	Credit Hours: 8
NUR 112 - Health-Illness Concepts	Credit Hours: 5
NUR 113 - Family Health Concepts	Credit Hours: 5
NUR 114 - Holistic Health Concepts	Credit Hours: 5
NUR 211 - Health Care Concepts	Credit Hours: 5
NUR 212 - Health System Concepts	Credit Hours: 5
NUR 213 - Complex Health Concepts	Credit Hours: 10
PED 110 - Fit and Well for Life	Credit Hours: 2
PED 137 - Badminton	Credit Hours: 1
PED 147 - Soccer	Credit Hours: 1
PED 219 - Disc Golf	Credit Hours: 1
POL 120 - American Government	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3

Not currently offered:

CHM 115	PED 118	PED 143	PED 154
CHM 131	PED 125	PED 144	PED 155
CHM 131A	PED 128	PED 145	PED 181
HUM 121	PED 130	PED 148	PED 187
HUM 150	PED 131	PED 152	PED 260
PED 111	PED 138	PED 153	SOC 240
PED 113			

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 65

not currently offered: PHI 215

Mathematics/Nat Science - 4 Credits

[CHM 130](#) - Gen, Org, & Biochemistry
AND Credit Hours: 3
[CHM 130A](#) - Gen, Org, & Biochem Lab Credit Hours: 1

OR take one of the following:

[BIO 275](#) - Microbiology Credit Hours: 4
[CHM 151](#) - General Chemistry I Credit Hours: 4
[MAT 152](#) - Statistical Methods I Credit Hours: 4

Social/Behavioral Science - 3 Credits

[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 48 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3
[ART 114](#) - Art History Survey I Credit Hours: 3
[ART 115](#) - Art History Survey II Credit Hours: 3
[BIO 111](#) - General Biology I Credit Hours: 4
[BIO 155](#) - Nutrition Credit Hours: 3
[BIO 168](#) - Anatomy and Physiology I Credit Hours: 4
[BIO 169](#) - Anatomy and Physiology II Credit Hours: 4
[BIO 175](#) - General Microbiology Credit Hours: 3
[BIO 275](#) - Microbiology Credit Hours: 4
[CHM 130](#) - Gen, Org, & Biochemistry Credit Hours: 3
[CHM 130A](#) - Gen, Org, & Biochem Lab Credit Hours: 1
[CHM 151](#) - General Chemistry I Credit Hours: 4
[CHM 152](#) - General Chemistry II Credit Hours: 4
[CIS 110](#) - Introduction to Computers Credit Hours: 3
[COM 231](#) - Public Speaking Credit Hours: 3
[DRA 111](#) - Theatre Appreciation Credit Hours: 3
[ECO 251](#) - Prin of Microeconomics Credit Hours: 3
[ECO 252](#) - Prin of Macroeconomics Credit Hours: 3
[ENG 231](#) - American Literature I Credit Hours: 3
[ENG 232](#) - American Literature II Credit Hours: 3
[ENG 241](#) - British Literature I Credit Hours: 3
[ENG 242](#) - British Literature II Credit Hours: 3

GEO 111 - World Regional Geography	Credit Hours: 3
HEA 110 - Personal Health/Wellness	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
NUR 111 - Intro to Health Concepts	Credit Hours: 8
NUR 112 - Health-Illness Concepts	Credit Hours: 5
NUR 113 - Family Health Concepts	Credit Hours: 5
NUR 114 - Holistic Health Concepts	Credit Hours: 5
NUR 211 - Health Care Concepts	Credit Hours: 5
NUR 212 - Health System Concepts	Credit Hours: 5
NUR 213 - Complex Health Concepts	Credit Hours: 10
PED 110 - Fit and Well for Life	Credit Hours: 2
PHI 240 - Introduction to Ethics	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 65

Medical Laboratory Technology

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease. Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids. Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Associate in General Education - Pre-Medical Laboratory Technology

(A10300ML)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

This specific pathway is designed for students who wish to begin their study toward the Medical Laboratory Technology Associate in Applied Science degree. Since the Allied Health programs at BCCC have a competitive admissions process, students interested in Medical Laboratory Technology are initially placed in A10300ML to take required general education courses for competitive admission to the program.

[Curriculum Flow Chart \(Non-Transfer\)](#)

[Curriculum Flow Chart \(Transfer\)](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

English - Other - 3 Credits

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

[ART 115](#) - Art History Survey II

Credit Hours: 3

[DRA 111](#) - Theatre Appreciation

Credit Hours: 3

ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
not currently offered: ENG 131, HUM 121	

Mathematics - 3 credits

MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Social/Behavioral Science - 3 Credits

PSY 150 - General Psychology	Credit Hours: 3
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Major Requirements

Required Courses - 49 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
BIO 111 - General Biology I	Credit Hours: 4
BIO 163 - Basic Anat & Physiology	Credit Hours: 5
BIO 168 - Anatomy and Physiology I	Credit Hours: 4
BIO 169 - Anatomy and Physiology II	Credit Hours: 4
BIO 275 - Microbiology	Credit Hours: 4
CHM 130 - Gen, Org, & Biochemistry	Credit Hours: 3
CHM 130A - Gen, Org, & Biochem Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HEA 110 - Personal Health/Wellness	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MLT 110 - Intro to MLT	Credit Hours: 3
MLT 111 - Urinalysis & Body Fluids	Credit Hours: 2
MLT 120 - Hematology/Hemostasis I	Credit Hours: 4
MLT 125 - Immunohematology I	Credit Hours: 5
MLT 130 - Clinical Chemistry I	Credit Hours: 4
MLT 140 - Intro to Microbiology	Credit Hours: 3
MLT 215 - Professional Issues	Credit Hours: 1
MLT 240 - Special Clin Microbiology	Credit Hours: 3
MLT 271 - MLT Practicum III	Credit Hours: 1
MLT 283 - MLT Practicum I	Credit Hours: 13
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
OST 141 - Med Office Terms I	Credit Hours: 3
PED 117 - Weight Training I	Credit Hours: 1
PED 137 - Badminton	Credit Hours: 1
PED 219 - Disc Golf	Credit Hours: 1
PHI 240 - Introduction to Ethics	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3

Not currently offered:

ANT 210
CHM 115
ECO 151

ENG 131
HUM 121
PED 111

PED 125
PED 143
PED 187

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 118](#) - College Study Skills

Credit Hours: 2

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 65

Medical Laboratory Technology, Associate in Applied Science

(A45420)

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease. Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids. Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

The Beaufort County Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018.

[Medical Laboratory Technology Technical Standards](#)

[Medical Laboratory Technology Program Outcome Data](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

English - Other - 3 Credits

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

[ART 115](#) - Art History Survey II

Credit Hours: 3

[DRA 111](#) - Theatre Appreciation

Credit Hours: 3

[ENG 241](#) - British Literature I

Credit Hours: 3

[HUM 115](#) - Critical Thinking

Credit Hours: 3

[HUM 120](#) - Cultural Studies

Credit Hours: 3

[HUM 122](#) - Southern Culture

Credit Hours: 3

[HUM 160](#) - Introduction to Film

Credit Hours: 3

[MUS 110](#) - Music Appreciation

Credit Hours: 3

MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3

Not currently offered:
ENG 131, HUM 121

Mathematics - 3 Credits

MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Psychology - 3 Credits

PSY 150 - General Psychology	Credit Hours: 3
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Major Requirements

Required Courses - 39 Credits

MLT 110 - Intro to MLT	Credit Hours: 3
MLT 111 - Urinalysis & Body Fluids	Credit Hours: 2
MLT 120 - Hematology/Hemostasis I	Credit Hours: 4
MLT 125 - Immunohematology I	Credit Hours: 5
MLT 130 - Clinical Chemistry I	Credit Hours: 4
MLT 140 - Intro to Microbiology	Credit Hours: 3
MLT 215 - Professional Issues	Credit Hours: 1
MLT 240 - Special Clin Microbiology	Credit Hours: 3
MLT 271 - MLT Practicum III	Credit Hours: 1
MLT 283 - MLT Practicum I	Credit Hours: 13

Anatomy & Physiology - 5 Credits

BIO 163 - Basic Anat & Physiology	Credit Hours: 5
OR	
BIO 168 - Anatomy and Physiology I AND	Credit Hours: 4
BIO 169 - Anatomy and Physiology II	Credit Hours: 4

Chemistry - 4 Credits

[CHM 130](#) - Gen, Org, & Biochemistry **AND**

Credit Hours: 3

[CHM 130A](#) - Gen, Org, & Biochem Lab

Credit Hours: 1

OR

[CHM 151](#) - General Chemistry I **AND**

Credit Hours: 4

[CHM 152](#) - General Chemistry II

Credit Hours: 4

Other Required Courses - 3 Credits

[BIO 110](#) - Principles of Biology

Credit Hours: 4

[BIO 111](#) - General Biology I

Credit Hours: 4

[CHM 151](#) - General Chemistry I

Credit Hours: 4

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

Student Success- 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 67

Practical Nursing

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

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

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) 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.

Associate in General Education - Pre-Licensed Practical Nursing (A103000PN)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

This specific pathway is designed for students who wish to begin their study toward the Practical Nurse Diploma (PN) program. Since the Allied Health programs at BCCC have a competitive admissions process, students interested in Practical Nursing are initially placed in A10300PN to take required general education courses for competitive admission to the program.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

Biology - 5 Credits

[BIO 163](#) - Basic Anat & Physiology Credit Hours: 5

OR

[BIO 168](#) - Anatomy and Physiology I **AND** Credit Hours: 4

[BIO 169](#) - Anatomy and Physiology II Credit Hours: 4

Major Requirements

Required Courses - 30 Credits

[NUR 101](#) - Practical Nursing I Credit Hours: 11

[NUR 102](#) - Practical Nursing II Credit Hours: 10

[NUR 103](#) - Practical Nursing III Credit Hours: 9

Psychology - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 115](#) - Success & Study Skills

Credit Hours: 1

[ACA 118](#) - College Study Skills

Credit Hours: 2

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 42

Arts and Sciences Programs

Associate in Arts

Associate in Arts

Associate in Arts Teacher Prep

Associate in Science

Associate in Science

Associate in Science Teacher Prep

Associate in General Education

Associate in General Education

Community Spanish Interpreter

Community Spanish Interpreter Certificate

Early Childhood Education

Early Childhood Education - Birth to K Licensure Transfer, Associate in Applied Science

Early Childhood Education - Career Entry, Associate in Applied Science

Early Childhood Education - Non-Licensure Transfer, Associate in Applied Science

Early Childhood Education Diploma

Early Childhood Education - Administration Certificate

Early Childhood Education - Infant and Toddler Certificate

Early Childhood Education - School Age Certificate

Early Childhood Education - Special Education Certificate

Early Childhood Education Certificate

Associate in Arts

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The Associate in Arts degree is the degree appropriate for those students who wish to transfer to senior institutions to become teachers, social workers, lawyers, journalists, political scientists, and professionals in a number of other areas.

Associate in Arts

(A10100)

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The Associate in Arts degree is the degree appropriate for those students who wish to transfer to senior institutions to become teachers, social workers, lawyers, journalists, political scientists, and professionals in a number of other areas.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

Communication and Humanities/Fine Arts - 9 Credits from at Least 2 Subjects (no more than one Communication course)

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[COM 120](#) - Intro Interpersonal Com Credit Hours: 3

[COM 231](#) - Public Speaking Credit Hours: 3

[ENG 231](#) - American Literature I Credit Hours: 3

[ENG 232](#) - American Literature II Credit Hours: 3

[ENG 241](#) - British Literature I Credit Hours: 3

[ENG 242](#) - British Literature II Credit Hours: 3

[MUS 110](#) - Music Appreciation Credit Hours: 3
[MUS 112](#) - Introduction to Jazz Credit Hours: 3
[PHI 240](#) - Introduction to Ethics Credit Hours: 3
not currently offered: PHI 215

Mathematics - 3 Credits

[MAT 143](#) - Quantitative Literacy Credit Hours: 3
[MAT 152](#) - Statistical Methods I Credit Hours: 4
[MAT 171](#) - Precalculus Algebra Credit Hours: 4

Social/Behavioral Sciences - 9 Credits from at Least 2 Subjects

[ECO 251](#) - Prin of Microeconomics Credit Hours: 3
[ECO 252](#) - Prin of Macroeconomics Credit Hours: 3
[HIS 111](#) - World Civilizations I Credit Hours: 3
[HIS 112](#) - World Civilizations II Credit Hours: 3
[HIS 131](#) - American History I Credit Hours: 3
[HIS 132](#) - American History II Credit Hours: 3
[POL 120](#) - American Government Credit Hours: 3
[PSY 150](#) - General Psychology Credit Hours: 3
[SOC 210](#) - Introduction to Sociology Credit Hours: 3

Natural Sciences - 4 Credits

[PHY 110](#) - Conceptual Physics **AND** Credit Hours: 3
[PHY 110A](#) - Conceptual Physics Lab Credit Hours: 1

OR take one of the following:

[BIO 110](#) - Principles of Biology Credit Hours: 4
[BIO 111](#) - General Biology I Credit Hours: 4
[CHM 151](#) - General Chemistry I Credit Hours: 4

Not currently offered:

AST 111 AND AST 111A

AST 151 AND AST 151A

GEL 111

General Education Electives - 14 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
MUS 114 - Introduction to World Music	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4

PHY 152 - College Physics II	Credit Hours: 4
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3

Not currently offered:

ANT 210	AST 152	CHM 132	GEL 111	PHI 215
ANT 221	AST 152A	CIS 115	HIS 115	POL 110
AST 111	BIO 120	ECO 151	HUM 121	POL 220
AST 111A	BIO 130	ENG 131	HUM 150	PSY 239
AST 151	CHM 131	FRE 111	MAT 273	SOC 240
AST 151A	CHM 131A	FRE 112	MUS 210	

Other Electives - 14 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
ACC 121 - Prin of Managerial Accounting	Credit Hours: 4
ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
BIO 155 - Nutrition	Credit Hours: 3
BIO 163 - Basic Anat & Physiology	Credit Hours: 5
BIO 168 - Anatomy and Physiology I	Credit Hours: 4
BIO 169 - Anatomy and Physiology II	Credit Hours: 4
BIO 175 - General Microbiology	Credit Hours: 3
BIO 275 - Microbiology	Credit Hours: 4

<u>BUS 110</u> - Introduction to Business	Credit Hours: 3
<u>BUS 115</u> - Business Law I	Credit Hours: 3
<u>BUS 137</u> - Principles of Management	Credit Hours: 3
<u>CHM 130</u> - Gen, Org, & Biochemistry	Credit Hours: 3
<u>CHM 130A</u> - Gen, Org, & Biochem Lab	Credit Hours: 1
<u>CHM 151</u> - General Chemistry I	Credit Hours: 4
<u>CHM 152</u> - General Chemistry II	Credit Hours: 4
<u>CHM 251</u> - Organic Chemistry I	Credit Hours: 4
<u>CHM 252</u> - Organic Chemistry II	Credit Hours: 4
<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3
<u>CJC 111</u> - Intro to Criminal Justice	Credit Hours: 3
<u>CJC 113</u> - Juvenile Justice	Credit Hours: 3
<u>CJC 121</u> - Law Enforcement Operations	Credit Hours: 3
<u>CJC 141</u> - Corrections	Credit Hours: 3
<u>CJC 212</u> - Ethics & Comm Relations	Credit Hours: 3
<u>COM 120</u> - Intro Interpersonal Com	Credit Hours: 3
<u>COM 231</u> - Public Speaking	Credit Hours: 3
<u>CSC 134</u> - C++ Programming	Credit Hours: 3
<u>CSC 151</u> - JAVA Programming	Credit Hours: 3
<u>CTS 115</u> - Info Sys Business Concepts	Credit Hours: 3
<u>DRA 111</u> - Theatre Appreciation	Credit Hours: 3
<u>ECO 251</u> - Prin of Microeconomics	Credit Hours: 3
<u>ECO 252</u> - Prin of Macroeconomics	Credit Hours: 3
<u>EDU 131</u> - Child, Family, and Community	Credit Hours: 3
<u>EDU 144</u> - Child Development I	Credit Hours: 3
<u>EDU 145</u> - Child Development II	Credit Hours: 3
<u>EDU 216</u> - Foundations of Education	Credit Hours: 3
<u>EDU 221</u> - Children With Exceptionalities	Credit Hours: 3
<u>ENG 114</u> - Prof Research & Reporting	Credit Hours: 3
<u>ENG 125</u> - Creative Writing I	Credit Hours: 3
<u>ENG 231</u> - American Literature I	Credit Hours: 3
<u>ENG 232</u> - American Literature II	Credit Hours: 3
<u>ENG 241</u> - British Literature I	Credit Hours: 3
<u>ENG 242</u> - British Literature II	Credit Hours: 3
<u>GEO 111</u> - World Regional Geography	Credit Hours: 3
<u>HEA 110</u> - Personal Health/Wellness	Credit Hours: 3
<u>HIS 111</u> - World Civilizations I	Credit Hours: 3
<u>HIS 112</u> - World Civilizations II	Credit Hours: 3
<u>HIS 131</u> - American History I	Credit Hours: 3
<u>HIS 132</u> - American History II	Credit Hours: 3
<u>HSE 110</u> - Intro to Human Services	Credit Hours: 3
<u>HUM 115</u> - Critical Thinking	Credit Hours: 3
<u>HUM 120</u> - Cultural Studies	Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
HUM 180 - Internat Cultural Explor	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
MUS 114 - Introduction to World Music	Credit Hours: 3
PED 110 - Fit and Well for Life	Credit Hours: 2
PED 117 - Weight Training I	Credit Hours: 1
PED 137 - Badminton	Credit Hours: 1
PED 147 - Soccer	Credit Hours: 1
PED 219 - Disc Golf	Credit Hours: 1
PHI 240 - Introduction to Ethics	Credit Hours: 3
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 141 - Culture and Civilization	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3
SPA 221 - Spanish Conversation	Credit Hours: 3

Not currently offered:

ANT 210	ART 118	AST 111	AST 151	AST 152
ANT 221	ART 121	AST 111A	AST 151A	AST 152A

BIO 120	CSC 139	HIS 115	PED 125	PED 181
BIO 130	CSC 239	HIS 145	PED 128	PED 187
BIO 146	DRA 130	HIS 162	PED 130	PED 260
BIO 165	ECO 151	HIS 221	PED 131	PHI 215
BIO 166	ENG 131	HIS 226	PED 138	POL 110
BIO 243	ENG 132	HIS 236	PED 143	POL 130
BIO 250	ENG 272	HUM 121	PED 144	POL 220
BIO 271	ENG 273	HUM 150	PED 145	PSY 211
CHM 115	FRE 111	MAT 273	PED 148	PSY 239
CHM 131	FRE 112	MUS 210	PED 152	PSY 243
CHM 131A	GEL 111	PED 111	PED 153	SOC 240
CHM 132	GEO 110	PED 113	PED 154	SOC 245
CIS 115	HEA 112	PED 118	PED 155	SPA 161

Student Success - 1 Credit

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 60

Associate in Arts - Teacher Prep (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.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

Communication and Humanities/Fine Arts - 9 Credits from at Least 2 Subjects (no more than one Communication course)

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[COM 120](#) - Intro Interpersonal Com Credit Hours: 3

[COM 231](#) - Public Speaking Credit Hours: 3

[ENG 231](#) - American Literature I Credit Hours: 3

[ENG 232](#) - American Literature II Credit Hours: 3

[ENG 241](#) - British Literature I Credit Hours: 3

[ENG 242](#) - British Literature II Credit Hours: 3

[MUS 110](#) - Music Appreciation Credit Hours: 3

[MUS 112](#) - Introduction to Jazz Credit Hours: 3

[PHI 240](#) - Introduction to Ethics Credit Hours: 3

not currently offered: PHI 215

Mathematics - 3 Credits

MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Natural Sciences - 4 Credits

Select one of the following:

BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
CHM 151 - General Chemistry I	Credit Hours: 4
PHY 110 - Conceptual Physics AND	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1

Not currently offered:

AST 111 and AST 111A
AST 151 and AST 151A
GEL 111

Social/Behavioral Sciences - 6 Credits From at Least 2 Subjects

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3

Sociology - 3 Credits

SOC 225 - Social Diversity	Credit Hours: 3
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General Education Electives - 14 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3

BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
MUS 114 - Introduction to World Music	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4
POL 120 - American Government	Credit Hours: 3

PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3

not currently offered:

ANT 210	AST 152	CHM 132	GEL 111	PHI 215
ANT 221	AST 152A	CIS 115	HIS 115	POL 110
AST 111	BIO 120	ECO 151	HUM 121	POL 220
AST 111A	BIO 130	ENG 131	HUM 150	PSY 239
AST 151	CHM 131	FRE 111	MAT 273	SOC 240
AST 151A	CHM 131A	FRE 112	MUS 210	

Major Requirements

Education - 14 Credits

EDU 187 - Teaching and Learning for All	Credit Hours: 4
EDU 216 - Foundations of Education	Credit Hours: 3
EDU 279 - Literacy Develop and Instruct	Credit Hours: 4
EDU 250 - Teacher Licensure Preparation	Credit Hours: 3

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 60

Associate in Science (A10400)

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The Associate in Science degree is the degree appropriate for those students who wish to transfer to senior institutions to become scientists, scientific researchers, engineers, doctors, pharmacists, or any other STEM-related career path.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

ENG 111 - Writing and Inquiry	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3

Communication and Humanities/Fine Arts - 6 Credits From at Least 2 Subjects

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3

[PHI 240](#) - Introduction to Ethics
not currently offered: PHI 215

Credit Hours: 3

Mathematics - 8 Credits

[MAT 171](#) - Precalculus Algebra
[MAT 172](#) - Precalculus Trigonometry
[MAT 263](#) - Brief Calculus
[MAT 271](#) - Calculus I
[MAT 272](#) - Calculus II

Credit Hours: 4
Credit Hours: 4
Credit Hours: 4
Credit Hours: 4
Credit Hours: 4

Social/Behavioral Sciences - 6 Credits at Least 2 Subjects

[ECO 251](#) - Prin of Microeconomics
[ECO 252](#) - Prin of Macroeconomics
[HIS 111](#) - World Civilizations I
[HIS 112](#) - World Civilizations II
[HIS 131](#) - American History I
[HIS 132](#) - American History II
[POL 120](#) - American Government
[PSY 150](#) - General Psychology
[SOC 210](#) - Introduction to Sociology

Credit Hours: 3
Credit Hours: 3
Credit Hours: 3
Credit Hours: 3
Credit Hours: 3
Credit Hours: 3
Credit Hours: 3
Credit Hours: 3
Credit Hours: 3

Natural Sciences - 8 Credits Taken From One of the Following Groups

Group 1

[CHM 151](#) - General Chemistry I
[CHM 152](#) - General Chemistry II

Credit Hours: 4
Credit Hours: 4

Group 2

[PHY 151](#) - College Physics I
[PHY 152](#) - College Physics II

Credit Hours: 4
Credit Hours: 4

Group 3

[PHY 251](#) - General Physics I
[PHY 252](#) - General Physics II

Credit Hours: 4
Credit Hours: 4

Group 4

AST 151 – not currently offered

AST 151A – not currently offered

[BIO 110](#) - Principles of Biology

Credit Hours: 4

Group 5

AST 151 – not currently offered

AST 151A – not currently offered

GEL 111– not currently offered

Group 6

AST 151 – not currently offered

AST 151A – not currently offered

[PHY 110](#) - Conceptual Physics

Credit Hours: 3

[PHY 110A](#) - Conceptual Physics Lab

Credit Hours: 1

Group 7

[BIO 111](#) - General Biology I

Credit Hours: 4

[BIO 112](#) - General Biology II

Credit Hours: 4

Group 8

[BIO 110](#) - Principles of Biology

Credit Hours: 4

GEL 111– not currently offered

Group 9

[PHY 110](#) - Conceptual Physics

Credit Hours: 3

[PHY 110A](#) - Conceptual Physics Lab

Credit Hours: 1

[BIO 110](#) - Principles of Biology

Credit Hours: 4

Group 10

GEL 111– not currently offered

[PHY 110](#) - Conceptual Physics

Credit Hours: 3

[PHY 110A](#) - Conceptual Physics Lab

Credit Hours: 1

General Education Electives - 11 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

ART 115 - Art History Survey II	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
MUS 114 - Introduction to World Music	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4

PHY 251 - General Physics I	Credit Hours: 4
PHY 252 - General Physics II	Credit Hours: 4
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3

Not currently offered:

ANT 210	BIO 120	FRE 111	PHI 215
ANT 221	BIO 130	FRE 112	POL 110
AST 111	CHM 131	GEL 111	POL 220
AST 111A	CHM 131A	HIS 115	PSY 239
AST 151	CHM 132	HUM 121	SOC 240
AST 151A	CIS 115	HUM 150	
AST 152	ECO 151	MAT 273	
AST 152A	ENG 131	MUS 210	

Other Electives - 14 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
ACC 121 - Prin of Managerial Accounting	Credit Hours: 4
ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
BIO 155 - Nutrition	Credit Hours: 3
BIO 163 - Basic Anat & Physiology	Credit Hours: 5
BIO 168 - Anatomy and Physiology I	Credit Hours: 4

<u>BIO 169</u> - Anatomy and Physiology II	Credit Hours: 4
<u>BIO 175</u> - General Microbiology	Credit Hours: 3
<u>BIO 275</u> - Microbiology	Credit Hours: 4
<u>BUS 110</u> - Introduction to Business	Credit Hours: 3
<u>BUS 115</u> - Business Law I	Credit Hours: 3
<u>BUS 137</u> - Principles of Management	Credit Hours: 3
<u>CHM 130</u> - Gen, Org, & Biochemistry	Credit Hours: 3
<u>CHM 130A</u> - Gen, Org, & Biochem Lab	Credit Hours: 1
<u>CHM 151</u> - General Chemistry I	Credit Hours: 4
<u>CHM 152</u> - General Chemistry II	Credit Hours: 4
<u>CHM 251</u> - Organic Chemistry I	Credit Hours: 4
<u>CHM 252</u> - Organic Chemistry II	Credit Hours: 4
<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3
<u>CJC 111</u> - Intro to Criminal Justice	Credit Hours: 3
<u>CJC 113</u> - Juvenile Justice	Credit Hours: 3
<u>CJC 121</u> - Law Enforcement Operations	Credit Hours: 3
<u>CJC 141</u> - Corrections	Credit Hours: 3
<u>CJC 212</u> - Ethics & Comm Relations	Credit Hours: 3
<u>COM 120</u> - Intro Interpersonal Com	Credit Hours: 3
<u>COM 231</u> - Public Speaking	Credit Hours: 3
<u>CSC 134</u> - C++ Programming	Credit Hours: 3
<u>CSC 151</u> - JAVA Programming	Credit Hours: 3
<u>CTS 115</u> - Info Sys Business Concepts	Credit Hours: 3
<u>DRA 111</u> - Theatre Appreciation	Credit Hours: 3
<u>ECO 251</u> - Prin of Microeconomics	Credit Hours: 3
<u>ECO 252</u> - Prin of Macroeconomics	Credit Hours: 3
<u>EDU 131</u> - Child, Family, and Community	Credit Hours: 3
<u>EDU 144</u> - Child Development I	Credit Hours: 3
<u>EDU 145</u> - Child Development II	Credit Hours: 3
<u>EDU 216</u> - Foundations of Education	Credit Hours: 3
<u>EDU 221</u> - Children With Exceptionalities	Credit Hours: 3
<u>ENG 114</u> - Prof Research & Reporting	Credit Hours: 3
<u>ENG 125</u> - Creative Writing I	Credit Hours: 3
<u>ENG 231</u> - American Literature I	Credit Hours: 3
<u>ENG 232</u> - American Literature II	Credit Hours: 3
<u>ENG 241</u> - British Literature I	Credit Hours: 3
<u>ENG 242</u> - British Literature II	Credit Hours: 3
<u>GEO 111</u> - World Regional Geography	Credit Hours: 3
<u>HEA 110</u> - Personal Health/Wellness	Credit Hours: 3
<u>HIS 111</u> - World Civilizations I	Credit Hours: 3
<u>HIS 112</u> - World Civilizations II	Credit Hours: 3
<u>HIS 131</u> - American History I	Credit Hours: 3
<u>HIS 132</u> - American History II	Credit Hours: 3

HSE 110 - Intro to Human Services	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
HUM 180 - Internat Cultural Explor	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
MUS 114 - Introduction to World Music	Credit Hours: 3
PED 110 - Fit and Well for Life	Credit Hours: 2
PED 117 - Weight Training I	Credit Hours: 1
PED 137 - Badminton	Credit Hours: 1
PED 147 - Soccer	Credit Hours: 1
PED 219 - Disc Golf	Credit Hours: 1
PHI 240 - Introduction to Ethics	Credit Hours: 3
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4
PHY 251 - General Physics I	Credit Hours: 4
PHY 252 - General Physics II	Credit Hours: 4
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 141 - Culture and Civilization	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3

[SPA 212](#) - Intermediate Spanish II

Credit Hours: 3

[SPA 221](#) - Spanish Conversation

Credit Hours: 3

Not currently offered:

ANT 210	CHM 131	HIS 162	PED 148
ANT 221	CHM 131A	HIS 221	PED 152
ART 118	CHM 132	HIS 226	PED 153
ART 121	CIS 115	HIS 236	PED 154
AST 111	CSC 139	HUM 121	PED 155
AST 111A	CSC 239	HUM 150	PED 181
AST 151	DRA 130	MAT 273	PED 187
AST 151A	ECO 151	MUS 210	PED 260
AST 152	ENG 131	PED 111	PHI 215
AST 152A	ENG 132	PED 113	POL 110
BIO 120	ENG 272	PED 118	POL 130
BIO 130	ENG 273	PED 125	POL 220
BIO 146	FRE 111	PED 128	PSY 211
BIO 165	FRE 112	PED 130	PSY 239
BIO 166	GEL 111	PED 131	PSY 243
BIO 243	GEO 110	PED 138	SOC 240
BIO 250	HEA 112	PED 143	SOC 245
BIO 271	HIS 115	PED 144	SPA 161
CHM 115	HIS 145	PED 145	

Student Success - 1 Credit

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 60

Associate in Science - Teacher Prep (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.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

ENG 111 - Writing and Inquiry	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3

Communication and Humanities/Fine Arts - 6 Credits From at Least 2 Subjects

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
not currently offered: PHI 215	

Mathematics - 8 Credits

MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4

Natural Sciences - 8 Credits Taken From One of the Following Groups

Group 1

CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4

Group 2

PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4

Group 3

PHY 251 - General Physics I	Credit Hours: 4
PHY 252 - General Physics II	Credit Hours: 4

Group 4

AST 151 – not currently offered	
AST 151A – not currently offered	
BIO 110 - Principles of Biology	Credit Hours: 4

Group 5

AST 151 – not currently offered
AST 151A – not currently offered
GEL 111– not currently offered

Group 6

AST 151 – not currently offered	
AST 151A – not currently offered	
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1

Group 7

[BIO 111](#) - General Biology I Credit Hours: 4
[BIO 112](#) - General Biology II Credit Hours: 4

Group 8

[BIO 110](#) - Principles of Biology Credit Hours: 4
GEL 111– not currently offered

Group 9

[PHY 110](#)- Conceptual Physics Credit Hours: 3
[PHY 110A](#) - Conceptual Physics Lab Credit Hours: 1
[BIO 110](#) - Principles of Biology Credit Hours: 4

Group 10

GEL 111– not currently offered
[PHY 110](#) - Conceptual Physics Credit Hours: 3
[PHY 110A](#) - Conceptual Physics Lab Credit Hours: 1

Social/Behavioral Sciences - 3 Credits

[ECO 251](#) - Prin of Microeconomics Credit Hours: 3
[ECO 252](#) - Prin of Macroeconomics Credit Hours: 3
[HIS 111](#) - World Civilizations I Credit Hours: 3
[HIS 112](#) - World Civilizations II Credit Hours: 3
[HIS 131](#) - American History I Credit Hours: 3
[HIS 132](#) - American History II Credit Hours: 3
[POL 120](#) - American Government Credit Hours: 3
[PSY 150](#) - General Psychology Credit Hours: 3
[SOC 210](#) - Introduction to Sociology Credit Hours: 3

Sociology - 3 Credits

[SOC 225](#) - Social Diversity Credit Hours: 3

General Education Electives - 11 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3
[ART 114](#) - Art History Survey I Credit Hours: 3

ART 115 - Art History Survey II	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
MUS 114 - Introduction to World Music	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4

PHY 251 - General Physics I	Credit Hours: 4
PHY 252 - General Physics II	Credit Hours: 4
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3

Not currently offered:

ANT 210	BIO 120	FRE 111	PHI 215
ANT 221	BIO 130	FRE 112	POL 110
AST 111	CHM 131	GEL 111	POL 220
AST 111A	CHM 131A	HIS 115	PSY 239
AST 151	CHM 132	HUM 121	SOC 240
AST 151A	CIS 115	HUM 150	
AST 152	ECO 151	MAT 273	
AST 152A	ENG 131	MUS 210	

Major Requirements

Education - 14 Credits

EDU 187 - Teaching and Learning for All	Credit Hours: 4
EDU 216 - Foundations of Education	Credit Hours: 3
EDU 250 - Teacher Licensure Preparation	Credit Hours: 3
EDU 279 - Literacy Develop and Instruct	Credit Hours: 4

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 60

Associate in General Education (A10300)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. This degree is not designed for students who plan to transfer to another college or university.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements AGE/GOT

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ENG 231	American Literature I	Credit Hours: 3
ENG 232	American Literature II	Credit Hours: 3
ART 111	Art Appreciation	Credit Hours: 3
ART 114	Art History Survey I	Credit Hours: 3
ART 115	Art History Survey II	Credit Hours: 3
ENG 241	British Literature I	Credit Hours: 3
ENG 242	British Literature II	Credit Hours: 3
HUM 115	Critical Thinking	Credit Hours: 3
HUM 120	Cultural Studies	Credit Hours: 3

REL 212	Intro to New Testament	Credit Hours: 3
REL 211	Intro to Old Testament	Credit Hours: 3
PHI 240	Introduction to Ethics	Credit Hours: 3
HUM 160	Introduction to Film	Credit Hours: 3
MUS 112	Introduction to Jazz	Credit Hours: 3
MUS 114	Introduction to World Music	Credit Hours: 3
MUS 110	Music Appreciation	Credit Hours: 3
HUM 122	Southern Culture	Credit Hours: 3
DRA 111	Theatre Appreciation	Credit Hours: 3
REL 110	World Religions	Credit Hours: 3

not currently offered:

ENG 131, HUM 150, MUS 210, PHI 215, HUM 121, HUM 150, MUS 210, PHI 215

Social/Behavioral Science - 3 Credits

ECO 251	- Prin of Microeconomics	Credit Hours: 3
ECO 252	- Prin of Macroeconomics	Credit Hours: 3
GEO 111	- World Regional Geography	Credit Hours: 3
HIS 111	- World Civilizations I	Credit Hours: 3
HIS 112	- World Civilizations II	Credit Hours: 3
HIS 131	- American History I	Credit Hours: 3
HIS 132	- American History II	Credit Hours: 3
POL 120	- American Government	Credit Hours: 3
PSY 150	- General Psychology	Credit Hours: 3
PSY 241	- Developmental Psych	Credit Hours: 3
PSY 281	- Abnormal Psychology	Credit Hours: 3
SOC 210	- Introduction to Sociology	Credit Hours: 3
SOC 213	- Sociology of the Family	Credit Hours: 3
SOC 220	- Social Problems	Credit Hours: 3
SOC 225	- Social Diversity	Credit Hours: 3
SPA 111	- Elementary Spanish I	Credit Hours: 3
SPA 112	- Elementary Spanish II	Credit Hours: 3
SPA 211	- Intermediate Spanish I	Credit Hours: 3
SPA 212	- Intermediate Spanish II	Credit Hours: 3

not currently offered:

ANT 210, ANT 221, ECO 151, POL 220, PSY 239, SOC 240

Mathematics/Nat Science - 3 Credits

BIO 110	- Principles of Biology	Credit Hours: 4
BIO 111	- General Biology I	Credit Hours: 4
BIO 112	- General Biology II	Credit Hours: 4
BIO 140	- Environmental Biology	Credit Hours: 3

BIO 140A - Environmental Biology Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4

not currently offered:

AST 111, AST 111A, AST 151, AST 151A, AST 152, AST 152A, CHM 131, CHM 131A, CHM 132, CIS 115, MAT 273

Major Requirements AGE/GOT

Required Courses - 49 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
ACC 121 - Prin of Managerial Accounting	Credit Hours: 4
AGR 111 - Basic Farm Maintenance	Credit Hours: 2
AGR 112 - Agri Records & Accounting	Credit Hours: 3
AGR 130 - Alternative Ag Production	Credit Hours: 3
AGR 139 - Intro to Sustainable Ag	Credit Hours: 3
AGR 140 - Agricultural Chemicals	Credit Hours: 3
AGR 150 - Ag-O-Metrics	Credit Hours: 3
AGR 160 - Plant Science	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3
AGR 212 - Farm Business Management	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3
AGR 214 - Agricultural Marketing	Credit Hours: 3
AGR 261 - Agronomy	Credit Hours: 3
ANS 110 - Animal Science	Credit Hours: 3
ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
ATR 115 - Introduction to Mechatronics	Credit Hours: 4
AUT 114 - Safety and Emissions	Credit Hours: 2

AUT 114A - Safety and Emissions Lab	Credit Hours: 1
AUT 116 - Engine Repair	Credit Hours: 3
AUT 116A - Engine Repair Lab	Credit Hours: 1
AUT 141 - Suspension & Steering Sys	Credit Hours: 3
AUT 141A - Suspension & Steering Lab	Credit Hours: 1
AUT 151 - Brake Systems	Credit Hours: 3
AUT 151A - Brakes Systems Lab	Credit Hours: 1
AUT 181 - Engine Performance 1	Credit Hours: 3
AUT 181A - Engine Performance 1 Lab	Credit Hours: 1
AUT 183 - Engine Performance 2	Credit Hours: 4
AUT 212 - Auto Shop Management	Credit Hours: 3
AUT 221 - Auto Transm/Transaxles	Credit Hours: 3
AUT 221A - Auto Transm/Transax Lab	Credit Hours: 1
AUT 231 - Man Trans/Axles/Drtrains	Credit Hours: 3
AUT 231A - Man Trans/Ax/Drtrains Lab	Credit Hours: 1
AUT 281 - Adv Engine Performance	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
BIO 155 - Nutrition	Credit Hours: 3
BIO 163 - Basic Anat & Physiology	Credit Hours: 5
BIO 168 - Anatomy and Physiology I	Credit Hours: 4
BIO 169 - Anatomy and Physiology II	Credit Hours: 4
BIO 175 - General Microbiology	Credit Hours: 3
BIO 275 - Microbiology	Credit Hours: 4
BPR 111 - Print Reading	Credit Hours: 2
BUS 110 - Introduction to Business	Credit Hours: 3
BUS 115 - Business Law I	Credit Hours: 3
BUS 116 - Business Law II	Credit Hours: 3
BUS 121 - Business Math	Credit Hours: 3
BUS 137 - Principles of Management	Credit Hours: 3
BUS 139 - Entrepreneurship I	Credit Hours: 3
BUS 153 - Human Resource Management	Credit Hours: 3
BUS 225 - Business Finance	Credit Hours: 3
BUS 240 - Business Ethics	Credit Hours: 3
BUS 260 - Business Communication	Credit Hours: 3
CHM 130 - Gen, Org, & Biochemistry	Credit Hours: 3
CHM 130A - Gen, Org, & Biochem Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CHM 251 - Organic Chemistry I	Credit Hours: 4

<u>CHM 252</u> - Organic Chemistry II	Credit Hours: 4
<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3
<u>CJC 111</u> - Intro to Criminal Justice	Credit Hours: 3
<u>CJC 112</u> - Criminology	Credit Hours: 3
<u>CJC 113</u> - Juvenile Justice	Credit Hours: 3
<u>CJC 121</u> - Law Enforcement Operations	Credit Hours: 3
<u>CJC 122</u> - Community Policing	Credit Hours: 3
<u>CJC 131</u> - Criminal Law	Credit Hours: 3
<u>CJC 132</u> - Court Procedure & Evidence	Credit Hours: 3
<u>CJC 141</u> - Corrections	Credit Hours: 3
<u>CJC 170</u> - Critical Incident Mgmt Pub Saf	Credit Hours: 3
<u>CJC 212</u> - Ethics & Comm Relations	Credit Hours: 3
<u>CJC 213</u> - Substance Abuse	Credit Hours: 3
<u>CJC 215</u> - Organization & Administration	Credit Hours: 3
<u>CJC 221</u> - Investigative Principles	Credit Hours: 4
<u>CJC 223</u> - Organized Crime	Credit Hours: 3
<u>CJC 225</u> - Crisis Intervention	Credit Hours: 3
<u>CJC 231</u> - Constitutional Law	Credit Hours: 3
<u>CJC 233</u> - Correctional Law	Credit Hours: 3
<u>CJC 255</u> - Issues in Crim Justice App	Credit Hours: 3
<u>CJC 264</u> - Policing in the 21st Century	Credit Hours: 3
<u>COM 120</u> - Intro Interpersonal Com	Credit Hours: 3
<u>COM 231</u> - Public Speaking	Credit Hours: 3
<u>COS 111</u> - Cosmetology Concepts I	Credit Hours: 4
<u>COS 112</u> - Salon I	Credit Hours: 8
<u>COS 113</u> - Cosmetology Concepts II	Credit Hours: 4
<u>COS 114</u> - Salon II	Credit Hours: 8
<u>COS 115</u> - Cosmetology Concepts III	Credit Hours: 4
<u>COS 116</u> - Salon III	Credit Hours: 4
<u>COS 117</u> - Cosmetology Concepts IV	Credit Hours: 2
<u>COS 118</u> - Salon IV	Credit Hours: 7
<u>COS 223</u> - Contemp Hair Coloring	Credit Hours: 2
<u>COS 224</u> - Trichology & Chemistry	Credit Hours: 2
<u>COS 240</u> - Contemporary Design	Credit Hours: 2
<u>COS 250</u> - Computerized Salon Ops	Credit Hours: 1
<u>CSC 118</u> - Swift Programming I	Credit Hours: 3
<u>CSC 134</u> - C++ Programming	Credit Hours: 3
<u>CSC 143</u> - Object-Oriented Prog	Credit Hours: 3
<u>CSC 151</u> - JAVA Programming	Credit Hours: 3
<u>CSC 218</u> - Swift Programming II	Credit Hours: 3
<u>CTI 110</u> - Web, Pgm, & Db Foundation	Credit Hours: 3
<u>CTI 120</u> - Network & Sec Foundation	Credit Hours: 3
<u>CTI 140</u> - Virtualization Concepts	Credit Hours: 3

<u>CTI 141</u> - Cloud and Storage Concepts	Credit Hours: 3
<u>CTS 115</u> - Info Sys Business Concepts	Credit Hours: 3
<u>CTS 120</u> - Hardware/Software Support	Credit Hours: 3
<u>CTS 285</u> - Systems Analysis & Design	Credit Hours: 3
<u>CTS 289</u> - System Support Project	Credit Hours: 3
<u>DBA 120</u> - Database Programming I	Credit Hours: 3
<u>DBA 221</u> - SQL Server DB Prog II	Credit Hours: 3
<u>DFT 151</u> - CAD I	Credit Hours: 3
<u>DFT 154</u> - Intro Solid Modeling	Credit Hours: 3
<u>DRA 111</u> - Theatre Appreciation	Credit Hours: 3
<u>ECO 251</u> - Prin of Microeconomics	Credit Hours: 3
<u>ECO 252</u> - Prin of Macroeconomics	Credit Hours: 3
<u>EDU 119</u> - Intro to Early Child Educ	Credit Hours: 4
<u>EDU 131</u> - Child, Family, and Community	Credit Hours: 3
<u>EDU 144</u> - Child Development I	Credit Hours: 3
<u>EDU 145</u> - Child Development II	Credit Hours: 3
<u>EDU 146</u> - Child Guidance	Credit Hours: 3
<u>EDU 151</u> - Creative Activities	Credit Hours: 3
<u>EDU 153</u> - Health, Safety and Nutrition	Credit Hours: 3
<u>EDU 187</u> - Teaching and Learning for All	Credit Hours: 4
<u>EDU 216</u> - Foundations of Education	Credit Hours: 3
<u>EDU 221</u> - Children With Exceptionalities	Credit Hours: 3
<u>EDU 234</u> - Infants, Toddlers, and Twos	Credit Hours: 3
<u>EDU 235</u> - School-Age Develop & Programs	Credit Hours: 3
<u>EDU 250</u> - Teacher Licensure Preparation	Credit Hours: 3
<u>EDU 261</u> - Early Childhood Admin I	Credit Hours: 3
<u>EDU 262</u> - Early Childhood Admin II	Credit Hours: 3
<u>EDU 279</u> - Literacy Develop and Instruct	Credit Hours: 4
<u>EDU 280</u> - Language/Literacy Experiences	Credit Hours: 3
<u>EDU 284</u> - Early Child Capstone Prac	Credit Hours: 4
<u>EGR 110</u> - Intro to Engineering Tech	Credit Hours: 2
<u>EGR 250</u> - Statics/Strength of Mater	Credit Hours: 5
<u>EGR 285</u> - Design Project	Credit Hours: 2
<u>ELC 113</u> - Residential Wiring	Credit Hours: 4
<u>ELC 114</u> - Commercial Wiring	Credit Hours: 4
<u>ELC 127</u> - Software for Technicians	Credit Hours: 2
<u>ELC 128</u> - Intro to PLC	Credit Hours: 3
<u>ELC 131</u> - Circuit Analysis I	Credit Hours: 4
<u>ELC 131A</u> - Circuit Analysis I Lab	Credit Hours: 1
<u>ELC 135</u> - Electrical Machines	Credit Hours: 3
<u>ELC 136</u> - Electrical Machines II	Credit Hours: 4
<u>ELC 192A</u> - Selected Topics in Electrical	Credit Hours: 2
<u>ELC 231</u> - Electric Power Systems	Credit Hours: 4

<u>ELN 131</u> - Analog Electronics I	Credit Hours: 4
<u>ELN 133</u> - Digital Electronics	Credit Hours: 4
<u>EMS 140</u> - Rescue Scene Management	Credit Hours: 2
<u>EMS 235</u> - EMS Management	Credit Hours: 2
<u>ENG 125</u> - Creative Writing I	Credit Hours: 3
<u>ENG 231</u> - American Literature I	Credit Hours: 3
<u>ENG 232</u> - American Literature II	Credit Hours: 3
<u>ENG 241</u> - British Literature I	Credit Hours: 3
<u>ENG 242</u> - British Literature II	Credit Hours: 3
<u>ETR 220</u> - Innovation and Creativity	Credit Hours: 3
<u>ETR 240</u> - Funding for Entrepreneurs	Credit Hours: 3
<u>ETR 270</u> - Entrepreneurship Issues	Credit Hours: 3
<u>GEO 111</u> - World Regional Geography	Credit Hours: 3
<u>HEA 110</u> - Personal Health/Wellness	Credit Hours: 3
<u>HIS 111</u> - World Civilizations I	Credit Hours: 3
<u>HIS 112</u> - World Civilizations II	Credit Hours: 3
<u>HIS 131</u> - American History I	Credit Hours: 3
<u>HIS 132</u> - American History II	Credit Hours: 3
<u>HSE 110</u> - Intro to Human Services	Credit Hours: 3
<u>HSE 112</u> - Group Process I	Credit Hours: 2
<u>HSE 123</u> - Interviewing Techniques	Credit Hours: 3
<u>HSE 125</u> - Counseling	Credit Hours: 3
<u>HSE 210</u> - Human Services Issues	Credit Hours: 2
<u>HSE 225</u> - Crisis Intervention	Credit Hours: 3
<u>HSE 240</u> - Issues in Client Services	Credit Hours: 3
<u>HUM 115</u> - Critical Thinking	Credit Hours: 3
<u>HUM 120</u> - Cultural Studies	Credit Hours: 3
<u>HUM 122</u> - Southern Culture	Credit Hours: 3
<u>HUM 160</u> - Introduction to Film	Credit Hours: 3
<u>HUM 180</u> - Internat Cultural Explor	Credit Hours: 3
<u>HYD 110</u> - Hydraulics/Pneumatics I	Credit Hours: 3
<u>ISC 112</u> - Industrial Safety	Credit Hours: 2
<u>ISC 121</u> - Envir Health & Safety	Credit Hours: 3
<u>MAC 178</u> - CNC Turning: Operator	Credit Hours: 1
<u>MAC 179</u> - CNC Milling: Operator	Credit Hours: 1
<u>MAT 110</u> - Math Measurement & Literacy	Credit Hours: 3
<u>MAT 121</u> - Algebra/Trigonometry I	Credit Hours: 3
<u>MAT 122</u> - Algebra/Trigonometry II	Credit Hours: 3
<u>MAT 143</u> - Quantitative Literacy	Credit Hours: 3
<u>MAT 152</u> - Statistical Methods I	Credit Hours: 4
<u>MAT 171</u> - Precalculus Algebra	Credit Hours: 4
<u>MAT 172</u> - Precalculus Trigonometry	Credit Hours: 4
<u>MAT 263</u> - Brief Calculus	Credit Hours: 4

<u>MAT 271</u> - Calculus I	Credit Hours: 4
<u>MAT 272</u> - Calculus II	Credit Hours: 4
<u>MEC 110</u> - Intro to CAD/CAM	Credit Hours: 2
<u>MEC 111</u> - Machine Processes I	Credit Hours: 3
<u>MEC 128</u> - CNC Machining Processes	Credit Hours: 4
<u>MEC 145</u> - Mfg Materials I	Credit Hours: 3
<u>MEC 161</u> - Manufacturing Processes I	Credit Hours: 3
<u>MEC 161A</u> - Manufacturing Proc I Lab	Credit Hours: 1
<u>MKT 120</u> - Principles of Marketing	Credit Hours: 3
<u>MKT 220</u> - Advertising and Sales Promotion	Credit Hours: 3
<u>MKT 223</u> - Customer Experience	Credit Hours: 3
<u>MLT 110</u> - Intro to MLT	Credit Hours: 3
<u>MLT 111</u> - Urinalysis & Body Fluids	Credit Hours: 2
<u>MLT 120</u> - Hematology/Hemostasis I	Credit Hours: 4
<u>MLT 125</u> - Immunohematology I	Credit Hours: 5
<u>MLT 130</u> - Clinical Chemistry I	Credit Hours: 4
<u>MLT 140</u> - Intro to Microbiology	Credit Hours: 3
<u>MLT 215</u> - Professional Issues	Credit Hours: 1
<u>MLT 240</u> - Special Clin Microbiology	Credit Hours: 3
<u>MLT 271</u> - MLT Practicum III	Credit Hours: 1
<u>MLT 283</u> - MLT Practicum I	Credit Hours: 13
<u>MUS 110</u> - Music Appreciation	Credit Hours: 3
<u>MUS 112</u> - Introduction to Jazz	Credit Hours: 3
<u>MUS 114</u> - Introduction to World Music	Credit Hours: 3
<u>NET 125</u> - Introduction to Networks	Credit Hours: 3
<u>NET 126</u> - Switching and Routing	Credit Hours: 3
<u>NET 235</u> – Networking Troubleshooting	Credit Hours: 3
<u>NOS 110</u> - Operating Systems Concepts	Credit Hours: 3
<u>NOS 230</u> - Windows Administration I	Credit Hours: 3
<u>NUR 111</u> - Intro to Health Concepts	Credit Hours: 8
<u>NUR 112</u> - Health-Illness Concepts	Credit Hours: 5
<u>NUR 113</u> - Family Health Concepts	Credit Hours: 5
<u>NUR 114</u> - Holistic Health Concepts	Credit Hours: 5
<u>NUR 211</u> - Health Care Concepts	Credit Hours: 5
<u>NUR 212</u> - Health System Concepts	Credit Hours: 5
<u>NUR 213</u> - Complex Health Concepts	Credit Hours: 10
<u>NUR 214</u> - Nursing Transition Concepts	Credit Hours: 4
<u>OST 134</u> - Text Entry & Formatting	Credit Hours: 3
<u>OST 135</u> - Adv Text Entry & Format	Credit Hours: 3
<u>OST 136</u> - Word Processing	Credit Hours: 3
<u>OST 137</u> - Office Applications I	Credit Hours: 3
<u>OST 138</u> - Office Applications II	Credit Hours: 3
<u>OST 141</u> - Med Office Terms I	Credit Hours: 3

<u>OST 142</u> - Med Office Terms II	Credit Hours: 3
<u>OST 148</u> - Med Ins & Billing	Credit Hours: 3
<u>OST 149</u> - Medical Legal Issues	Credit Hours: 3
<u>OST 153</u> - Office Finance Solutions	Credit Hours: 3
<u>OST 164</u> - Office Editing	Credit Hours: 3
<u>OST 236</u> - Adv Word Processing	Credit Hours: 3
<u>OST 243</u> - Med Office Simulation	Credit Hours: 3
<u>OST 247</u> - Procedure Coding	Credit Hours: 3
<u>OST 248</u> - Diagnostic Coding	Credit Hours: 3
<u>OST 263</u> - Healthcare Customer Relations	Credit Hours: 3
<u>OST 289</u> - Office Admin Capstone	Credit Hours: 3
<u>PCI 162</u> - Instrumentation Controls	Credit Hours: 3
<u>PED 110</u> - Fit and Well for Life	Credit Hours: 2
<u>PED 117</u> - Weight Training I	Credit Hours: 1
<u>PED 137</u> - Badminton	Credit Hours: 1
<u>PED 147</u> - Soccer	Credit Hours: 1
<u>PED 219</u> - Disc Golf	Credit Hours: 1
<u>PHI 240</u> - Introduction to Ethics	Credit Hours: 3
<u>PHY 110</u> - Conceptual Physics	Credit Hours: 3
<u>PHY 110A</u> - Conceptual Physics Lab	Credit Hours: 1
<u>PHY 131</u> - Physics-Mechanics	Credit Hours: 4
<u>PHY 133</u> - Physics-Sound & Light	Credit Hours: 4
<u>PHY 151</u> - College Physics I	Credit Hours: 4
<u>PHY 152</u> - College Physics II	Credit Hours: 4
<u>PHY 251</u> - General Physics I	Credit Hours: 4
<u>PHY 252</u> - General Physics II	Credit Hours: 4
<u>POL 120</u> - American Government	Credit Hours: 3
<u>PSY 118</u> - Interpersonal Psychology	Credit Hours: 3
<u>PSY 150</u> - General Psychology	Credit Hours: 3
<u>PSY 241</u> - Developmental Psych	Credit Hours: 3
<u>PSY 281</u> - Abnormal Psychology	Credit Hours: 3
<u>REL 110</u> - World Religions	Credit Hours: 3
<u>REL 211</u> - Intro to Old Testament	Credit Hours: 3
<u>REL 212</u> - Intro to New Testament	Credit Hours: 3
<u>SAB 110</u> - Substance Abuse Overview	Credit Hours: 3
<u>SEC 160</u> - Security Administration I	Credit Hours: 3
<u>SOC 210</u> - Introduction to Sociology	Credit Hours: 3
<u>SOC 213</u> - Sociology of the Family	Credit Hours: 3
<u>SOC 220</u> - Social Problems	Credit Hours: 3
<u>SOC 225</u> - Social Diversity	Credit Hours: 3
<u>SPA 111</u> - Elementary Spanish I	Credit Hours: 3
<u>SPA 112</u> - Elementary Spanish II	Credit Hours: 3
<u>SPA 141</u> - Culture and Civilization	Credit Hours: 3

SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3
SPA 221 - Spanish Conversation	Credit Hours: 3
SWK 110 - Intro to Social Work	Credit Hours: 3
SWK 113 - Working With Diversity	Credit Hours: 3
TRN 110 - Intro to Transport Tech	Credit Hours: 2
TRN 112 - Powertrain Maint/Light Repair	Credit Hours: 4
TRN 120 - Basic Transp Electricity	Credit Hours: 5
TRN 140 - Transp Climate Control	Credit Hours: 2
TRN 140A - Transp Climate Cont Lab	Credit Hours: 2
TRN 145 - Adv Transp Electronics	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2
WBL 111 - Work-Based Learning I	Credit Hours: 1
WBL 112 - Work-Based Learning I	Credit Hours: 2
WBL 113 - Work-Based Learning I	Credit Hours: 3
WBL 115 - Work-Based Learning Seminar I	Credit Hours: 1
WBL 120 - Career Read/Explore/Employ	Credit Hours: 3
WBL 122 - Work-Based Learning II	Credit Hours: 2
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3
WEB 250 - Database Driven Website	Credit Hours:
WLD 110 - Cutting Processes	Credit Hours: 2
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 116 - SMAW (stick) Plate/Pipe	Credit Hours: 4
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4
WLD 131 - GTAW (TIG) Plate	Credit Hours: 4
WLD 132 - GTAW (TIG) Plate/Pipe	Credit Hours: 3
WLD 141 - Symbols & Specifications	Credit Hours: 3
WLD 151 - Fabrication I	Credit Hours: 4
WLD 251 - Fabrication II	Credit Hours: 3
WLD 262 - Inspection & Testing	Credit Hours: 3
WLD 265 - Automated Welding/Cutting	Credit Hours: 4

not currently offered:

AGR 110	AST 152A	CHM 131	ENG 131	HIS 145	PED 111
ANT 210	BIO 120	CHM 131A	ENG 132	HIS 162	PED 113
ANT 221	BIO 130	CHM 132	ENG 272	HIS 221	PED 118
ART 118	BIO 146	CIS 115	ENG 273	HIS 226	PED 125
ART 121	BIO 165	CSC 139	FRE 111	HIS 236	PED 128
AST 111	BIO 166	CSC 239	FRE 112	HUM 121	PED 130
AST 111A	BIO 243	DFT 100	GEL 111	HUM 150	PED 131
AST 151	BIO 250	DFT 119	GEO 110	MAT 273	PED 138
AST 151A	BIO 271	DRA 130	HEA 112	MUS 210	PED 143
AST 152	CHM 115	ECO 151	HIS 115	OST 286	PED 144

PED 145	PED 154	PED 260	POL 220	SOC 240
PED 148	PED 155	PHI 215	PSY 211	SOC 245
PED 152	PED 181	POL 110	PSY 239	SPA 161
PED 153	PED 187	POL 130	PSY 243	

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 115 - Success & Study Skills	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 65

Community Spanish Interpreter

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.

The Fast Track, a one-year program, operates in a cohort and starts each May.

Community Spanish Interpreter Certificate (C55370)

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.

The Fast Track, a one-year program, operates in a cohort and starts each May.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 12 Credits

SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3

Spanish Culture - 3 Credits

SPA 141 - Culture and Civilization	Credit Hours: 3
SPA 161 – not currently offered	

Spanish Conversation/Interpretation - 3 Credits

SPA 221 - Spanish Conversation	Credit Hours: 3
SPI 113 – not currently offered	

Number of Credit Hours Required for This Program: 18

Early Childhood Education

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Early Childhood Education - Career Entry, Associate in Applied Science (A55220A)

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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

English/Communication - 3 Credits

[COM 231](#) - Public Speaking

Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

[ART 115](#) - Art History Survey II

Credit Hours: 3

[MUS 110](#) - Music Appreciation

Credit Hours: 3

[MUS 112](#) - Introduction to Jazz

Credit Hours: 3

[PHI 240](#) - Introduction to Ethics
not currently offered: PHI 215

Credit Hours: 3

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy

Credit Hours: 3

[MAT 143](#) - Quantitative Literacy

Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Major Requirements

Required Courses - 44 Credits

[EDU 119](#) - Intro to Early Child Educ

Credit Hours: 4

[EDU 131](#) - Child, Family, and Community

Credit Hours: 3

[EDU 144](#) - Child Development I

Credit Hours: 3

[EDU 145](#) - Child Development II

Credit Hours: 3

[EDU 146](#) - Child Guidance

Credit Hours: 3

[EDU 151](#) - Creative Activities

Credit Hours: 3

[EDU 153](#) - Health, Safety and Nutrition

Credit Hours: 3

[EDU 221](#) - Children With Exceptionalities

Credit Hours: 3

[EDU 234](#) - Infants, Toddlers, and Twos

Credit Hours: 3

[EDU 235](#) - School-Age Develop & Programs

Credit Hours: 3

[EDU 261](#) - Early Childhood Admin I

Credit Hours: 3

[EDU 262](#) - Early Childhood Admin II

Credit Hours: 3

[EDU 280](#) - Language/Literacy Experiences

Credit Hours: 3

[EDU 284](#) - Early Child Capstone Prac

Credit Hours: 4

Other Required Courses - 6 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

[HEA 110](#) - Personal Health/Wellness

Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 118](#) - College Study Skills

Credit Hours: 2

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 66

Early Childhood Education - Non-Licensure Transfer, Associate in Applied Science (A55220B)

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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Upon completion, students transfer to a four-year institution in pursuit of a bachelor's degree in early childhood education, child development, or a related field. Employment opportunities upon completion of a bachelor's degree include various professional opportunities with agencies that provide support to children and families, childcare program administrators, childcare licensing consultants, early intervention specialists, and lead teachers in a licensed childcare facility.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English/Communication - 6 Credits

[COM 231](#) - Public Speaking

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

English-Other - 3 Credits

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

[ART 115](#) - Art History Survey II

Credit Hours: 3

[MUS 110](#) - Music Appreciation

Credit Hours: 3

[MUS 112](#) - Introduction to Jazz

Credit Hours: 3

[PHI 240](#) - Introduction to Ethics
not currently offered: PHI 215

Credit Hours: 3

Mathematics - 3 Credits

[MAT 143](#) - Quantitative Literacy

Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Social/Behavioral Sciences - 3 Credits

[ECO 251](#) - Prin of Microeconomics

Credit Hours: 3

[ECO 252](#) - Prin of Macroeconomics

Credit Hours: 3

[HIS 111](#) - World Civilizations I

Credit Hours: 3

[HIS 112](#) - World Civilizations II

Credit Hours: 3

[HIS 131](#) - American History I

Credit Hours: 3

[HIS 132](#) - American History II

Credit Hours: 3

[POL 120](#) - American Government

Credit Hours: 3

[SOC 210](#) - Introduction to Sociology

Credit Hours: 3

Biological Sciences - 4 Credits

[BIO 110](#) - Principles of Biology

Credit Hours: 4

[BIO 111](#) - General Biology I

Credit Hours: 4

Natural Sciences - 4 Credits

[CHM 151](#) - General Chemistry I

Credit Hours: 4

[PHY 110](#) - Conceptual Physics AND

Credit Hours: 3

[PHY 110A](#) - Conceptual Physics Lab

Credit Hours: 1

Not currently offered:

AST 111 AND AST 111A

AST 151 AND AST 151A

GEL 111

Major Requirements

Required Courses - 41 Credits

[EDU 119](#) - Intro to Early Child Educ

Credit Hours: 4

[EDU 131](#) - Child, Family, and Community

Credit Hours: 3

EDU 144 - Child Development I	Credit Hours: 3
EDU 145 - Child Development II	Credit Hours: 3
EDU 146 - Child Guidance	Credit Hours: 3
EDU 151 - Creative Activities	Credit Hours: 3
EDU 153 - Health, Safety and Nutrition	Credit Hours: 3
EDU 221 - Children With Exceptionalities	Credit Hours: 3
EDU 234 - Infants, Toddlers, and Twos	Credit Hours: 3
EDU 261 - Early Childhood Admin I	Credit Hours: 3
EDU 262 - Early Childhood Admin II	Credit Hours: 3
EDU 280 - Language/Literacy Experiences	Credit Hours: 3
EDU 284 - Early Child Capstone Prac	Credit Hours: 4

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 71

Early Childhood Education - Birth to K Licensure Transfer, Associate in Applied Science (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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Upon completion, students transfer to a four-year institution in pursuit of a bachelor's degree in birth through kindergarten education and an NC Birth-Kindergarten Teaching License. Employment opportunities upon completion of a bachelor's degree include Kindergarten Teacher, Public Pre-K teacher, NC PreK Lead Teacher, Head Start Lead Teacher, and Early Head Start Lead Teacher.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English/Communication - 6 Credits

ENG 111 - Writing and Inquiry	Credit Hours: 3
COM 120 - Intro Interpersonal Com	Credit Hours: 3

English- Other - 3 Credits

ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3

Not currently offered: PHI 215

Mathematics - 3 Credits

[MAT 143](#) - Quantitative Literacy Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology Credit Hours: 3

Social/Behavioral Sciences - 3 Credits

[ECO 251](#) - Prin of Microeconomics Credit Hours: 3

[ECO 252](#) - Prin of Macroeconomics Credit Hours: 3

[HIS 111](#) - World Civilizations I Credit Hours: 3

[HIS 112](#) - World Civilizations II Credit Hours: 3

[HIS 131](#) - American History I Credit Hours: 3

[HIS 132](#) - American History II Credit Hours: 3

[POL 120](#) - American Government Credit Hours: 3

[SOC 210](#) - Introduction to Sociology Credit Hours: 3

Biological Sciences - 4 Credits

[BIO 110](#) - Principles of Biology Credit Hours: 4

[BIO 111](#) - General Biology I Credit Hours: 4

Natural Sciences - 4 Credits

[CHM 151](#) - General Chemistry I Credit Hours: 4

[PHY 110](#) - Conceptual Physics AND Credit Hours: 3

[PHY 110A](#) - Conceptual Physics Lab Credit Hours: 1

Not currently offered:

AST 111 AND AST 111A

AST 151 AND AST 151A

GEL 111

Major Requirements

Required Courses - 41 Credits

[EDU 119](#) - Intro to Early Child Educ Credit Hours: 4

[EDU 131](#) - Child, Family, and Community Credit Hours: 3

EDU 144 - Child Development I	Credit Hours: 3
EDU 145 - Child Development II	Credit Hours: 3
EDU 146 - Child Guidance	Credit Hours: 3
EDU 151 - Creative Activities	Credit Hours: 3
EDU 153 - Health, Safety and Nutrition	Credit Hours: 3
EDU 216 - Foundations of Education	Credit Hours: 3
EDU 221 - Children With Exceptionalities	Credit Hours: 3
EDU 234 - Infants, Toddlers, and Twos	Credit Hours: 3
EDU 250 - Teacher Licensure Preparation	Credit Hours: 3
EDU 280 - Language/Literacy Experiences	Credit Hours: 3
EDU 284 - Early Child Capstone Prac	Credit Hours: 4

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 71

Early Childhood Education Diploma (D55220)

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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The Early Childhood Diploma prepares individuals to work in licensed childcare settings, regulated home day care settings, child development centers, church play schools, after-school settings, camps, and recreational centers. Diploma graduates will have the necessary credential to be an administrator/director in a childcare setting.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Early Childhood Education.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Major Requirements

Technical Core - 34 Credits

[EDU 119](#) - Intro to Early Child Educ

Credit Hours: 4

[EDU 131](#) - Child, Family, and Community

Credit Hours: 3

[EDU 144](#) - Child Development I

Credit Hours: 3

[EDU 145](#) - Child Development II

Credit Hours: 3

EDU 146 - Child Guidance	Credit Hours: 3
EDU 151 - Creative Activities	Credit Hours: 3
EDU 153 - Health, Safety and Nutrition	Credit Hours: 3
EDU 221 - Children With Exceptionalities	Credit Hours: 3
EDU 234 - Infants, Toddlers, and Twos	Credit Hours: 3
EDU 261 - Early Childhood Admin I	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 41

Early Childhood Education Certificate (C55220)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments.

Coursework 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.

This program prepares individuals to work entry-level employment in licensed childcare centers, regulated home daycare settings, child development centers, church preschools, camps, and recreational centers.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 16 Credits

EDU 119 - Intro to Early Child Educ	Credit Hours: 4
EDU 131 - Child, Family, and Community	Credit Hours: 3
EDU 144 - Child Development I	Credit Hours: 3
EDU 145 - Child Development II	Credit Hours: 3
EDU 153 - Health, Safety and Nutrition	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 17

Early Childhood Education - Special Education Certificate (C55220A)

This curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments with children of various abilities. Students will combine learned theories, competency-based knowledge, and practice in actual settings with exceptional early childhood classrooms.

Coursework includes infancy and preschool growth and development: physical/nutritional needs of children; communication skills with families and children; design and implementation of an appropriate adaptive curriculum; and other related topics.

Students should be prepared to plan and implement a developmentally appropriate adaptive curriculum in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other educational programs.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 16 Credits

EDU 119 - Intro to Early Child Educ	Credit Hours: 4
EDU 131 - Child, Family, and Community	Credit Hours: 3
EDU 144 - Child Development I	Credit Hours: 3
EDU 145 - Child Development II	Credit Hours: 3
EDU 221 - Children With Exceptionalities	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 17

Early Childhood Education - Infant and Toddler Certificate (C55220B)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Coursework includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of an appropriate curriculum; and other related topics.

Students should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 16 Credits

EDU 119 - Intro to Early Child Educ	Credit Hours: 4
EDU 131 - Child, Family, and Community	Credit Hours: 3
EDU 144 - Child Development I	Credit Hours: 3
EDU 153 - Health, Safety and Nutrition	Credit Hours: 3
EDU 234 - Infants, Toddlers, and Twos	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 17

Early Childhood Education - School Age Certificate (C55220C)

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Coursework includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Students are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in childcare/development programs, group leaders, before and after school programs, recreational centers, and other programs that work with school-age populations.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 16 Credits

EDU 119 - Intro to Early Child Educ	Credit Hours: 4
EDU 145 - Child Development II	Credit Hours: 3
EDU 146 - Child Guidance	Credit Hours: 3
EDU 153 - Health, Safety and Nutrition	Credit Hours: 3
EDU 235 - School-Age Develop & Programs	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 17

Early Childhood Education - Administration Certificate (C55220D)

This curriculum prepares individuals pursuing administrating roles in diverse childcare settings to effectively work with children, families, and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills, and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families, and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 16 Credits

EDU 119 - Intro to Early Child Educ	Credit Hours: 4
EDU 131 - Child, Family, and Community	Credit Hours: 3
EDU 146 - Child Guidance	Credit Hours: 3
EDU 261 - Early Childhood Admin I	Credit Hours: 3
EDU 262 - Early Childhood Admin II	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 17

Business, Technology, & Public Services Programs

Agribusiness Technology

Agribusiness Technology, Associate in Applied Science
Agribusiness Technology Diploma
Agribusiness Technology - Agribusiness Economics Certificate
Agribusiness Technology - Agribusiness Management Certificate
Agribusiness Technology - Agribusiness Operations and Welding Certificate
Agribusiness Technology - Agribusiness Regulation & Compliance Certificate
Agribusiness Technology - Agricultural Applications Certificate
Agribusiness Technology - Agricultural Welding Certificate
Agribusiness Technology - Alternative Agriculture Certificate
Agribusiness Technology - Intro. to Agribusiness Technology Certificate

Automotive Systems Technology

Automotive Systems Technology, Associate in Applied Science
Automotive Systems Technology Diploma
Automotive Systems Technology - Chassis Certificate
Automotive Systems Technology - Drivetrains Certificate
Automotive Systems Technology - Electrical and Electronics Certificate
Automotive Systems Technology - Engines and Brakes Certificate
Automotive Systems Technology - Engines Certificate
Automotive Systems Technology Certificate

Boat Manufacture and Service

Boat Manufacture and Service Diploma - Boat Construction Certificate
Boat Manufacture and Service - Adv Comp Boat Construction Certificate
Boat Manufacture and Service - Intro to Comp Boat Construction Certificate

Business Administration

Business Administration - Career Entry, Associate in Applied Science
Business Administration - Transfer, Associate in Applied Science
Business Administration - Career Entry Diploma
Business Administration - Transfer Diploma
Business Administration - Accounting Certificate
Business Administration - Entrepreneurship Certificate
Business Administration - Human Resource Management Certificate
Business Administration - Management/Supervision Certificate
Business Administration - Marketing Certificate
Business Administration Certificate

Cosmetology

Cosmetology, Associate in Applied Science
Cosmetology Diploma

Cosmetology Certificate
Cosmetology Instructor Certificate
Manicuring/Nail Technology Certificate

Criminal Justice Technology

Criminal Justice Technology - Career Entry, Associate in Applied Science
Criminal Justice Technology - Transfer, Associate in Applied Science
Criminal Justice Technology Diploma
Criminal Justice Technology - Basics of Criminal Justice Certificate
Criminal Justice Technology - Corrections Certificate
Criminal Justice Technology - Essential Police Operations Certificate
Criminal Justice Technology - Transfer Certificate

Electrical Engineering Technology

Electrical Engineering Technology, Associate in Applied Science
Electrical Engineering Technology - Applied Electrical Principles Diploma Certificate
Electrical Engineering Technology - Basic Elec. Wiring Methods Certificate

Emergency Medical Science

Emergency Medical Science, Associate in Applied Science

General Occupational Technology

General Occupational Technology, Associate in Applied Science
General Occupational Technology - Agricultural Equipment Diploma

Human Services Technology

Human Services Technology - Career Entry, Associate in Applied Science
Human Services Technology - Transfer, Associate in Applied Science
Human Services Technology Diploma
Human Services Technology - Career Entry Certificate
Human Services Technology - Transfer Certificate

Information Technology

Information Technology - BSIT, Associate in Applied Science
Information Technology - Information Systems, Associate in Applied Science
Information Technology - Network Management, Associate in Applied Science
Information Technology - Software & Web Development, Associate in Applied Science
Information Technology - Cloud Computing Certificate
Information Technology - Computer Repair & Troubleshooting Certificate
Information Technology - Cybersecurity Certificate
Information Technology - Mobile App. & Web Programming Certificate
Information Technology - Networking Support Certificate
Information Technology - Programming Certificate

Information Technology - Transfer Certificate
Information Technology - Web Development and Design Certificate

Mechanical Engineering Technology

Mechanical Engineering Technology, Associate in Applied Science
Mechanical Engineering Technology - Machinist Diploma
Mechanical Engineering Technology - Advanced Manufacturing Certificate
Mechanical Engineering Technology - CAD Operator Certificate
Mechanical Engineering Technology - CNC Machinist Certificate
Mechanical Engineering Technology - Industrial Technology Certificate
Mechanical Engineering Technology - Machinist (Advanced) Certificate
Mechanical Engineering Technology - Machinist Certificate

Medical Office Administration

Medical Office Administration, Associate in Applied Science
Medical Office Administration Diploma
Medical Office Administration - Basic Medical Office Certificate
Medical Office Administration - Medical Coding, Billing, & Ins. Cert.
Medical Office Administration - Medical Document Specialist Certificate
Medical Office Administration - Patient Services Representative Certificate

Office Administration

Office Administration, Associate in Applied Science
Office Administration Diploma
Office Administration - Basic Office Skills Certificate
Office Administration - Office Finance Certificate
Office Administration - Software Applications Specialist Certificate
Office Administration - Word Processing Specialist Certificate

Welding Technology

Welding Technology, Associate in Applied Science
Welding Technology Diploma
Welding Technology - Basic MIG/TIG (Plate) Certificate
Welding Technology - Basic Pipe Certificate
Welding Technology - Basic Stick and MIG Certificate
Welding Technology - GTAW TIG (Plate/Pipe) Certificate
Welding Technology - SMAW (Stick Plate/Pipe) Certificate
Welding Technology Certificate

[Business Division Technical Standards](#)

Agribusiness Technology

Pathway Description: These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. 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. 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.

Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Agribusiness Technology, Associate in Applied Science (A15100)

Pathway Description: These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. 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. 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.

Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

[Agribusiness Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

English/Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com

Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

[ART 115](#) - Art History Survey II

Credit Hours: 3

[DRA 111](#) - Theatre Appreciation

Credit Hours: 3

[ENG 241](#) - British Literature I

Credit Hours: 3

[HUM 115](#) - Critical Thinking

Credit Hours: 3

[HUM 120](#) - Cultural Studies

Credit Hours: 3

[HUM 122](#) - Southern Culture

Credit Hours: 3

HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 171 - Precalculus Algebra	Credit Hours: 4

Social/Behavioral Sciences - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3

Not currently offered: ANT 210, ECO 151

Major Requirements

Required Courses - 31 Credits

AGR 139 - Intro to Sustainable Ag	Credit Hours: 3
AGR 140 - Agricultural Chemicals	Credit Hours: 3
AGR 150 - Ag-O-Metrics	Credit Hours: 3
AGR 160 - Plant Science	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3
AGR 212 - Farm Business Management	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3

AGR 214 - Agricultural Marketing	Credit Hours: 3
ANS 110 - Animal Science	Credit Hours: 3
CIS 110 - Introduction to Computers	Credit Hours: 3
WBL 111 - Work-Based Learning I	Credit Hours: 1

Other Required Courses - 15 Credits

AGR 111 - Basic Farm Maintenance	Credit Hours: 2
AGR 112 - Agri Records & Accounting	Credit Hours: 3
AGR 130 - Alternative Ag Production	Credit Hours: 3
AGR 261 - Agronomy	Credit Hours: 3
BUS 110 - Introduction to Business	Credit Hours: 3
BUS 137 - Principles of Management	Credit Hours: 3
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4

Economics - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
Not currently offered: AGR 110, ECO 151	

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 65

Agribusiness Technology Diploma (D15100)

These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. 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. 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.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

Mathematics - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
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Major Requirements

Required Courses - 37 Credits

AGR 130 - Alternative Ag Production	Credit Hours: 3
AGR 139 - Intro to Sustainable Ag	Credit Hours: 3
AGR 140 - Agricultural Chemicals	Credit Hours: 3
AGR 150 - Ag-O-Metrics	Credit Hours: 3
AGR 160 - Plant Science	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3
AGR 212 - Farm Business Management	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3
AGR 214 - Agricultural Marketing	Credit Hours: 3
AGR 261 - Agronomy	Credit Hours: 3
ANS 110 - Animal Science	Credit Hours: 3
ECO 251 - Prin of Microeconomics	Credit Hours: 3
WBL 111 - Work-Based Learning I	Credit Hours: 1

Number of Credit Hours Required for This Program: 43

Agribusiness Technology - Agricultural Applications Certificate

(C15100)

The Agricultural Applications certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic business concepts and principles as they relate to the agricultural industry. Topics include Soil and Plant Science, Agricultural Math, and Sustainable Agriculture.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

AGR 139 - Intro to Sustainable Ag	Credit Hours: 3
AGR 150 - Ag-O-Metrics	Credit Hours: 3
AGR 160 - Plant Science	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Agribusiness Technology - Agricultural Welding Certificate (C15100A)

The Agricultural Welding certificate provides a study of a mixture of agricultural and welding courses. Courses essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major. Topics include Farm Business Management, Ag Law and Finance, as well as courses in Stick and MIG welding.

[Curriculum Flow Chart](#)

Major Requirements - 18 Credits

AGR 130 - Alternative Ag Production	Credit Hours: 3
AGR 212 - Farm Business Management	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4

Number of Credit Hours Required for This Program: 18

Agribusiness Technology - Intro. to Agribusiness Technology Certificate (C15100B)

The Intro. to Agribusiness Technology certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic agricultural principles as they relate to the agricultural industry. Topics include Plant, Soil, and Animal Science and Microeconomics.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

AGR 160 - Plant Science	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3
ANS 110 - Animal Science	Credit Hours: 3
ECO 251 - Prin of Microeconomics	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Agribusiness Technology - Agribusiness Economics Certificate (C15100C)

The Agribusiness Economics certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic management and economics as they relate to the agricultural industry.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

[AGR 112](#) - Agri Records & Accounting Credit Hours: 3

[AGR 212](#) - Farm Business Management Credit Hours: 3

[BUS 137](#) - Principles of Management Credit Hours: 3

[ECO 251](#) - Prin of Microeconomics Credit Hours: 3

Number of Credit Hours Required for This Program: 12

**Agribusiness Technology - Agribusiness Regulation & Compliance Certificate
(C15100D)**

The Agribusiness Regulation & Compliance certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic soil, chemical and agricultural law requirements as they relate to the agricultural industry.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

AGR 140 - Agricultural Chemicals	Credit Hours: 3
AGR 150 - Ag-O-Metrics	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Agribusiness Technology - Agribusiness Operations and Welding Certificate (C15100E)

The Agribusiness Operations and Welding Certificate provides a study of a mixture of agricultural and welding courses. Courses are essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major. Topics include Farm Business Management, Ag Law and Finance, Basic Farm Maintenance as well as courses in Stick and MIG welding.

[Curriculum Flow Chart](#)

Major Requirements - 17 Credits

AGR 111 - Basic Farm Maintenance	Credit Hours: 2
AGR 212 - Farm Business Management	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4

Number of Credit Hours Required for This Program: 17

Agribusiness Technology - Agribusiness Management Certificate (C15100F)

The Agribusiness Management certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic management, marketing, and sustainable agriculture as they relate to the agricultural industry.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

[AGR 139](#) - Intro to Sustainable Ag Credit Hours: 3

[AGR 212](#) - Farm Business Management Credit Hours: 3

[AGR 213](#) - Ag Law & Finance Credit Hours: 3

[AGR 214](#) - Agricultural Marketing Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Agribusiness Technology - Alternative Agriculture Certificate (C15100G)

The Alternative Agriculture certificate is designed to prepare individuals for careers in the agribusiness segment of the agriculture industry. It provides an understanding of alternative agriculture operations, sustainable agriculture practices, agriculture record keeping, and agriculture law requirements as they relate to the agricultural industry.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

AGR 112 - Agri Records & Accounting	Credit Hours: 3
AGR 130 - Alternative Ag Production	Credit Hours: 3
AGR 139 - Intro to Sustainable Ag	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Automotive Systems Technology

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program introduces transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Automotive Systems Technology, Associate in Applied Science

(A60160)

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program introduces transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

[Automotive Technology Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

English/Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com

Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

Credit Hours: 3

[ART 114](#) - Art History Survey I

Credit Hours: 3

[ART 115](#) - Art History Survey II

Credit Hours: 3

[DRA 111](#) - Theatre Appreciation

Credit Hours: 3

[ENG 241](#) - British Literature I

Credit Hours: 3

[HUM 115](#) - Critical Thinking

Credit Hours: 3

[HUM 120](#) - Cultural Studies

Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
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Social/Behavioral Sciences - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3
Not currently offered: ANT 210, ECO 151	

Major Requirements

Required Courses - 45 Credits

AUT 116 - Engine Repair	Credit Hours: 3
AUT 116A - Engine Repair Lab	Credit Hours: 1
AUT 141 - Suspension & Steering Sys	Credit Hours: 3
AUT 141A - Suspension & Steering Lab	Credit Hours: 1
AUT 151 - Brake Systems	Credit Hours: 3
AUT 151A - Brakes Systems Lab	Credit Hours: 1
AUT 181 - Engine Performance 1	Credit Hours: 3

AUT 181A - Engine Performance 1 Lab	Credit Hours: 1
AUT 183 - Engine Performance 2	Credit Hours: 4
AUT 221 - Auto Transm/Transaxles	Credit Hours: 3
AUT 221A - Auto Transm/Transax Lab	Credit Hours: 1
AUT 231 - Man Trans/Axles/Drtrains	Credit Hours: 3
AUT 231A - Man Trans/Ax/Drtrains Lab	Credit Hours: 1
AUT 281 - Adv Engine Performance	Credit Hours: 3
TRN 110 - Intro to Transport Tech	Credit Hours: 2
TRN 120 - Basic Transp Electricity	Credit Hours: 5
TRN 140 - Transp Climate Control	Credit Hours: 2
TRN 140A - Transp Climate Cont Lab	Credit Hours: 2
TRN 145 - Adv Transp Electronics	Credit Hours: 3

Auto Shop/Safety - 3 Credits

AUT 114 - Safety and Emissions	Credit Hours: 2
AUT 114A - Safety and Emissions Lab	Credit Hours: 1
AUT 212 - Auto Shop Management	Credit Hours: 3
TRN 112 - Powertrain Maint/Light Repair	Credit Hours: 4

Computers - 2 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 66

Automotive Systems Technology Diploma (D60160)

The Automotive Systems Technology diploma provides individuals with the training to prepare them for entry-level employment as automotive technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drive trains and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in automotive dealerships and repair shops.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy

Credit Hours: 3

Major Requirements

Required Courses - 31 Credits

[AUT 116](#) - Engine Repair

Credit Hours: 3

[AUT 116A](#) - Engine Repair Lab

Credit Hours: 1

[AUT 141](#) - Suspension & Steering Sys

Credit Hours: 3

[AUT 141A](#) - Suspension & Steering Lab

Credit Hours: 1

[AUT 151](#) - Brake Systems

Credit Hours: 3

[AUT 151A](#) - Brakes Systems Lab

Credit Hours: 1

[AUT 181](#) - Engine Performance 1

Credit Hours: 3

[AUT 181A](#) - Engine Performance 1 Lab

Credit Hours: 1

[AUT 221](#) - Auto Transm/Transaxles

Credit Hours: 3

[AUT 221A](#) - Auto Transm/Transax Lab

Credit Hours: 1

[AUT 231](#) - Man Trans/Axles/Drtrains

Credit Hours: 3

[AUT 231A](#) - Man Trans/Ax/Drtrains Lab

Credit Hours: 1

[AUT 281](#) - Adv Engine Performance

Credit Hours: 3

[TRN 110](#) - Intro to Transport Tech

Credit Hours: 2

[TRN 120](#) - Basic Transp Electricity

Credit Hours: 5

Computers - 2 Credits

[CIS 110](#) - Introduction to Computers Credit Hours: 3
[TRN 170](#) - Pc Skills for Transp Credit Hours: 2

Number of Credit Hours Required for This Program: 39

Automotive Systems Technology Certificate (C60160)

The Automotive Systems Technology certificate is designed to train individuals in the basics of engines, brakes, and automotive electrical and electronic systems.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 10 Credits

AUT 151 - Brake Systems	Credit Hours: 3
AUT 151A - Brakes Systems Lab	Credit Hours: 1
AUT 181 - Engine Performance 1	Credit Hours: 3
AUT 181A - Engine Performance 1 Lab	Credit Hours: 1
TRN 110 - Intro to Transport Tech	Credit Hours: 2

Computers - 2 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2

Number of Credit Hours Required for This Program: 12

Automotive Systems Technology - Engines and Brakes Certificate (C60160A)

The Engines and Brakes certificate is designed to train students to troubleshoot and repair automotive engines and brakes.

Graduates should qualify for entry level employment in the automotive equipment industry.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

AUT 116 - Engine Repair	Credit Hours: 3
AUT 116A - Engine Repair Lab	Credit Hours: 1
AUT 151 - Brake Systems	Credit Hours: 3
AUT 151A - Brakes Systems Lab	Credit Hours: 1
AUT 181 - Engine Performance 1	Credit Hours: 3
AUT 181A - Engine Performance 1 Lab	Credit Hours: 1

Number of Credit Hours Required for This Program: 12

Automotive Systems Technology - Engines Certificate (C60160B)

The Engines certificate is designed to train individuals in the basics of engine repairs and diagnostics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 10 Credits

AUT 116 - Engine Repair	Credit Hours: 3
AUT 116A - Engine Repair Lab	Credit Hours: 1
AUT 181 - Engine Performance 1	Credit Hours: 3
AUT 181A - Engine Performance 1 Lab	Credit Hours: 1
TRN 110 - Intro to Transport Tech	Credit Hours: 2

Computers - 2 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2

Number of Credit Hours Required for This Program: 12

Automotive Systems Technology - Chassis Certificate (C60160C)

The Chassis certificate is designed to train individuals in the basics of steering suspension and brakes.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 10 Credits

AUT 141 - Suspension & Steering Sys	Credit Hours: 3
AUT 141A - Suspension & Steering Lab	Credit Hours: 1
AUT 151 - Brake Systems	Credit Hours: 3
AUT 151A - Brakes Systems Lab	Credit Hours: 1
TRN 110 - Intro to Transport Tech	Credit Hours: 2

Computers - 2 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2

Number of Credit Hours Required for This Program: 12

Automotive Systems Technology - Electrical and Electronics Certificate (C60160D)

The Electrical and Electronics certificate is designed to train individuals in the basics and advanced skills of electric and advanced electronics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 10 Credits

TRN 110 - Intro to Transport Tech	Credit Hours: 2
TRN 120 - Basic Transp Electricity	Credit Hours: 5
TRN 145 - Adv Transp Electronics	Credit Hours: 3

Computers - 2 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2

Number of Credit Hours Required for This Program: 12

Automotive Systems Technology - Drivetrains Certificate (C60160E)

The Drivetrains certificate is designed to train individuals in the basics and drive transmission automatic, manual and rear axles, and differential.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

[Curriculum Flow Chart](#)

Major Requirements

Required Courses - 10 Credits

AUT 221 - Auto Transm/Transaxles	Credit Hours: 3
AUT 221A - Auto Transm/Transax Lab	Credit Hours: 1
AUT 231 - Man Trans/Axles/Drtrains	Credit Hours: 3
AUT 231A - Man Trans/Ax/Drtrains Lab	Credit Hours: 1
TRN 110 - Intro to Transport Tech	Credit Hours: 2

Computers - 2 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2

Number of Credit Hours Required for This Program: 12

Boat Manufacture and Service

The Boat Manufacture and Service-Boat Construction diploma prepares students for employment in the manufacture and service of boats. With a focus on manufacturing, new construction, and composite fabrication, students learn the basics of boat design and the implementation of those designs in various components and/or complete services on boats or yachts.

Course work includes reading marine blueprints, lofting, constructing forms and mold-making, application of concepts and techniques in composites, marine woodworking, interior finishing, cosmetic and structural repair, and intro to marine systems.

Graduates may find employment with boat/yacht manufacturers, custom boat builders, service yards, dealerships, and other marine services.

Boat Manufacture and Service Diploma - Boat Construction (D60330B)

The Boat Manufacture and Service-Boat Construction diploma prepares students for employment in the manufacture and service of boats. With a focus on manufacturing, new construction, and composite fabrication, students learn the basics of boat design and the implementation of those designs in various components and/or complete services on boats or yachts.

Course work includes reading marine blueprints, lofting, constructing forms and mold-making, application of concepts and techniques in composites, marine woodworking, interior finishing, cosmetic and structural repair, and intro to marine systems.

Graduates may find employment with boat/yacht manufacturers, custom boat builders, service yards, dealerships, and other marine services.

[Boat Manufacturing & Service Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

<u>ENG 101</u> - Applied Communications I	Credit Hours: 3
<u>ENG 110</u> - Freshman Composition	Credit Hours: 3
<u>ENG 111</u> - Writing and Inquiry	Credit Hours: 3

Mathematics - 3 Credits

<u>MAT 110</u> - Math Measurement & Literacy	Credit Hours: 3
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Major Requirements

Required Courses - 33 Credits

<u>BMS 110</u> - Intro to Marine Woodwork	Credit Hours: 3
<u>BMS 111</u> - Marine Joinery	Credit Hours: 3
<u>BMS 112</u> - Marine Blueprints/Lofting	Credit Hours: 4
<u>BMS 113</u> - Hull & Deck Construction	Credit Hours: 5
<u>BMS 114</u> - Intro to Composites	Credit Hours: 3
<u>BMS 115</u> - Tooling/Mold Construction	Credit Hours: 5
<u>BMS 116</u> - Composite Production	Credit Hours: 5
<u>BMS 117</u> - Marine Spray Finishing	Credit Hours: 2
<u>BTB 193A</u> - Selected Topics in Boat Buildi	Credit Hours: 3

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

Number of Credit Hours Required for This Program: 42

Boat Manufacture and Service - Intro to Comp Boat Construction Certificate (C60330C)

The Intro. to Composite Boat Construction certificate is designed to prepare individuals for careers in the boat manufacture and service field. It provides an understanding of composite boat construction as it relates to the boat building industry.

[Curriculum Flow Chart](#)

Major Requirements - 16 Credits

BMS 110 - Intro to Marine Woodwork	Credit Hours: 3
BMS 111 - Marine Joinery	Credit Hours: 3
BMS 112 - Marine Blueprints/Lofting	Credit Hours: 4
BMS 114 - Intro to Composites	Credit Hours: 3
BTB 193A - Selected Topics in Boat Buildi	Credit Hours: 3

Number of Credit Hours Required for This Program: 16

Boat Manufacture and Service - Adv Comp Boat Construction Certificate (C60330D)

The Adv. Composite Boat Construction certificate is designed to prepare individuals for careers in the boat manufacture and service field. It provides an advanced understanding of composite boat construction as it relates to the boat building industry. This certificate is a follow-up certificate to the Intro to Composite Boat Construction certificate.

[Curriculum Flow Chart](#)

Major Requirements - 17 Credits

BMS 113 - Hull & Deck Construction	Credit Hours: 5
BMS 115 - Tooling/Mold Construction	Credit Hours: 5
BMS 116 - Composite Production	Credit Hours: 5
BMS 117 - Marine Spray Finishing	Credit Hours: 2

Number of Credit Hours Required for This Program: 17

Business Administration

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Business Administration - Career Entry, Associate in Applied Science (A25120A)

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.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3

HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Required Courses - 40 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
BUS 110 - Introduction to Business	Credit Hours: 3
BUS 115 - Business Law I	Credit Hours: 3
BUS 116 - Business Law II	Credit Hours: 3
BUS 121 - Business Math	Credit Hours: 3
BUS 137 - Principles of Management	Credit Hours: 3
BUS 139 - Entrepreneurship I	Credit Hours: 3
BUS 153 - Human Resource Management	Credit Hours: 3
BUS 225 - Business Finance	Credit Hours: 3
BUS 260 - Business Communication	Credit Hours: 3
MKT 120 - Principles of Marketing	Credit Hours: 3
MKT 220 - Advertising and Sales Promotio	Credit Hours: 3
OST 153 - Office Finance Solutions	Credit Hours: 3

Computers - 3 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
OST 137 - Office Applications I	Credit Hours: 3

Economics - 3 Credits

[ECO 251](#) - Prin of Microeconomics

Credit Hours: 3

[ECO 252](#) - Prin of Macroeconomics

Credit Hours: 3

Other Required Courses - 3 Credits

[BUS 240](#) - Business Ethics

Credit Hours: 3

[ETR 220](#) - Innovation and Creativity

Credit Hours: 3

[ETR 240](#) - Funding for Entrepreneurs

Credit Hours: 3

[ETR 270](#) - Entrepreneurship Issues

Credit Hours: 3

[MKT 223](#) - Customer Experience

Credit Hours: 3

[WBL 113](#) - Work-Based Learning I

Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 65

Business Administration - Transfer, Associate in Applied Science (A25120B)

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. This program is designed for students wishing to transfer to ECU to complete their four-year BSBA degree.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

ENG 111 - Writing and Inquiry	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

PHI 240 - Introduction to Ethics	Credit Hours: 3
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Mathematics - 4 Credits

MAT 171 - Precalculus Algebra	Credit Hours: 4
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Psychology - 3 Credits

PSY 150 - General Psychology	Credit Hours: 3
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Major Requirements

Required Courses - 51 Credits

<u>ACC 120</u> - Prin of Financial Accounting	Credit Hours: 4
<u>ACC 121</u> - Prin of Managerial Accounting	Credit Hours: 4
<u>BUS 110</u> - Introduction to Business	Credit Hours: 3
<u>BUS 115</u> - Business Law I	Credit Hours: 3
<u>BUS 116</u> - Business Law II	Credit Hours: 3
<u>BUS 137</u> - Principles of Management	Credit Hours: 3
<u>BUS 139</u> - Entrepreneurship I	Credit Hours: 3
<u>BUS 153</u> - Human Resource Management	Credit Hours: 3
<u>BUS 225</u> - Business Finance	Credit Hours: 3
<u>BUS 260</u> - Business Communication	Credit Hours: 3
<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3
<u>COM 231</u> - Public Speaking	Credit Hours: 3
<u>ECO 251</u> - Prin of Microeconomics	Credit Hours: 3
<u>ECO 252</u> - Prin of Macroeconomics	Credit Hours: 3
<u>MAT 152</u> - Statistical Methods I	Credit Hours: 4
<u>MKT 120</u> - Principles of Marketing	Credit Hours: 3

Student Success - 1 Credit

<u>ACA 122</u> - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 68

Business Administration - Career Entry Diploma (D25120A)

The Business Administration - Career Entry diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as business, accounting, marketing, law, customer service, management, and communication.

Upon completion of this diploma, students should be prepared to begin work in entry-level business and management positions and to complete an A.A.S. degree in Business Administration.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

Psychology - 3 Credits

[PSY 118](#) - Interpersonal Psychology

Credit Hours: 3

[PSY 150](#) - General Psychology

Credit Hours: 3

Major Requirements

Required Courses - 22 Credits

[ACC 120](#) - Prin of Financial Accounting

Credit Hours: 4

[BUS 110](#) - Introduction to Business

Credit Hours: 3

[BUS 115](#) - Business Law I

Credit Hours: 3

[BUS 121](#) - Business Math

Credit Hours: 3

[BUS 137](#) - Principles of Management

Credit Hours: 3

[BUS 260](#) - Business Communication

Credit Hours: 3

[MKT 120](#) - Principles of Marketing

Credit Hours: 3

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

[OST 137](#) - Office Applications I

Credit Hours: 3

Economics - 3 Credits

[ECO 251](#) - Prin of Microeconomics

Credit Hours: 3

[ECO 252](#) - Prin of Macroeconomics

Credit Hours: 3

Other Required Courses - 3 Credits

[BUS 240](#) - Business Ethics

Credit Hours: 3

[MKT 223](#) - Customer Experience

Credit Hours: 3

Number of Credit Hours Required for This Program: 37

Business Administration - Transfer Diploma (D25120B)

The Business Administration - Transfer diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as business, accounting, marketing, law, management, finance, human resource management, and communication.

Upon completion of this diploma, students should be prepared to begin work in entry-level business and management positions and to complete an A.A.S. degree in Business Administration (Transfer Track) and then continue on to complete a 4-year BSBA degree.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 31 Credits

[ACC 120](#) - Prin of Financial Accounting Credit Hours: 4

[BUS 110](#) - Introduction to Business Credit Hours: 3

[BUS 115](#) - Business Law I Credit Hours: 3

[BUS 137](#) - Principles of Management Credit Hours: 3

[BUS 153](#) - Human Resource Management Credit Hours: 3

[BUS 225](#) - Business Finance Credit Hours: 3

[BUS 260](#) - Business Communication Credit Hours: 3

[CIS 110](#) - Introduction to Computers Credit Hours: 3

[ECO 251](#) - Prin of Microeconomics Credit Hours: 3

[MKT 120](#) - Principles of Marketing Credit Hours: 3

Number of Credit Hours Required for This Program: 37

Business Administration Certificate (C25120)

The Business Administration certificate is designed to introduce students to the basic principles and practices of contemporary business.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
BUS 137 - Principles of Management	Credit Hours: 3
CIS 110 - Introduction to Computers	Credit Hours: 3
MKT 120 - Principles of Marketing	Credit Hours: 3

Number of Credit Hours Required for This Program: 13

Business Administration - Management/Supervision Certificate (C25120A)

The Management/Supervision certificate is designed to introduce students to the various aspects of management/supervision used in business. Students will be provided with a fundamental knowledge of management/ supervision in today's business sector.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

<u>BUS 110</u> - Introduction to Business	Credit Hours: 3
<u>BUS 115</u> - Business Law I	Credit Hours: 3
<u>BUS 137</u> - Principles of Management	Credit Hours: 3
<u>BUS 153</u> - Human Resource Management	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Business Administration - Accounting Certificate (C25120B)

The Accounting certificate is designed to introduce students to the various aspects of Accounting used in business. Students will be provided with a fundamental knowledge of accounting in today's business sector.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 17 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
ACC 121 - Prin of Managerial Accounting	Credit Hours: 4
BUS 121 - Business Math	Credit Hours: 3
BUS 225 - Business Finance	Credit Hours: 3
CIS 110 - Introduction to Computers	Credit Hours: 3

Number of Credit Hours Required for This Program: 17

Business Administration - Human Resource Management Certificate (C25120C)

The Human Resource Management certificate is designed to introduce students to the various aspects of human resource management used in business. Students will be provided with a fundamental knowledge of human resource management in today's business sector.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

BUS 110 - Introduction to Business	Credit Hours: 3
BUS 137 - Principles of Management	Credit Hours: 3
BUS 153 - Human Resource Management	Credit Hours: 3
MKT 223 - Customer Experience	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Business Administration - Marketing Certificate (C25120D)

The Marketing certificate is designed to introduce students to the various aspects of marketing used in business. Students will be provided with a fundamental knowledge of marketing in today's business sector.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

BUS 110 - Introduction to Business	Credit Hours: 3
MKT 120 - Principles of Marketing	Credit Hours: 3
MKT 220 - Advertising and Sales Promotio	Credit Hours: 3
MKT 223 - Customer Experience	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Business Administration - Entrepreneurship Certificate (C25120E)

The Entrepreneurship certificate teaches students the skills necessary for becoming a successful self-employed business owner, including making informed decisions, innovation and creativity, funding for entrepreneurs, legal structures, small business taxes, and negotiations.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 16 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
BUS 139 - Entrepreneurship I	Credit Hours: 3
ETR 220 - Innovation and Creativity	Credit Hours: 3
ETR 240 - Funding for Entrepreneurs	Credit Hours: 3
ETR 270 - Entrepreneurship Issues	Credit Hours: 3

Number of Credit Hours Required for This Program: 16

Cosmetology

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

This track is designed for students who wish to graduate with an Associate's Degree. Additional General Education courses are required for completion of degree.

Cosmetology, Associate in Applied Science (A55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

This track is designed for students who wish to graduate with an Associate's Degree. Additional General Education courses are required for completion of degree.

[Cosmetology Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition Credit Hours: 3

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English/Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com Credit Hours: 3

[COM 231](#) - Public Speaking Credit Hours: 3

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[DRA 111](#) - Theatre Appreciation Credit Hours: 3

ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
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Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Required Courses - 44 Credits

COS 111 - Cosmetology Concepts I	Credit Hours: 4
COS 112 - Salon I	Credit Hours: 8
COS 113 - Cosmetology Concepts II	Credit Hours: 4
COS 114 - Salon II	Credit Hours: 8
COS 115 - Cosmetology Concepts III	Credit Hours: 4
COS 116 - Salon III	Credit Hours: 4
COS 117 - Cosmetology Concepts IV	Credit Hours: 2
COS 118 - Salon IV	Credit Hours: 7
COS 224 - Trichology & Chemistry	Credit Hours: 2
COS 250 - Computerized Salon Ops	Credit Hours: 1

Other Required Courses - 2 Credits

COS 223 - Contemp Hair Coloring	Credit Hours: 2
COS 240 - Contemporary Design	Credit Hours: 2

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 118](#) - College Study Skills

Credit Hours: 2

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 65

Cosmetology Diploma (D55140)

The Cosmetology diploma is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction on all phases of professional imaging, hair designs, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Required Courses - 41 Credits

COS 111 - Cosmetology Concepts I	Credit Hours: 4
COS 112 - Salon I	Credit Hours: 8
COS 113 - Cosmetology Concepts II	Credit Hours: 4
COS 114 - Salon II	Credit Hours: 8
COS 115 - Cosmetology Concepts III	Credit Hours: 4
COS 116 - Salon III	Credit Hours: 4
COS 117 - Cosmetology Concepts IV	Credit Hours: 2
COS 118 - Salon IV	Credit Hours: 7

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 118](#) - College Study Skills

Credit Hours: 2

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 48

Cosmetology Certificate (C55140)

The Cosmetology certificate is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction on all phases of professional imaging, hair designs, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts Cosmetology apprentice examination. Upon successfully passing the State Board exam, graduates will be issued an apprentice license. Employment is available in beauty salons and related businesses.

This track requires 1200 clock hours. Once the student completes the required courses and hours, it is his or her responsibility to set up and complete a 6-month apprenticeship with a licensed cosmetologist who will supervise and sign off on 40 hours of work per week. This is a requirement by the NC State Board of Cosmetic Arts in order to receive full licensure once the apprenticeship is completed.

[Curriculum Flow Chart](#)

Major Requirements - 34 Credits

<u>COS 111</u> - Cosmetology Concepts I	Credit Hours: 4
<u>COS 112</u> - Salon I	Credit Hours: 8
<u>COS 113</u> - Cosmetology Concepts II	Credit Hours: 4
<u>COS 114</u> - Salon II	Credit Hours: 8
<u>COS 115</u> - Cosmetology Concepts III	Credit Hours: 4
<u>COS 116</u> - Salon III	Credit Hours: 4
<u>COS 224</u> - Trichology & Chemistry	Credit Hours: 2

Number of Credit Hours Required for This Program: 34

Cosmetology Instructor Certificate (C55160)

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

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

[Curriculum Flow Chart](#)

Major Requirements - 24 Credits

<u>COS 271</u> - Instructor Concepts I	Credit Hours: 5
<u>COS 272</u> - Instructor Practicum I	Credit Hours: 7
<u>COS 273</u> - Instructor Concepts II	Credit Hours: 5
<u>COS 274</u> - Instructor Practicum II	Credit Hours: 7

Number of Credit hours Required for this Program: 24

Manicuring/Nail Technology Certificate (C55400)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

[Curriculum Flow Chart](#)

Major Requirements

[COS 121](#) - Manicure/Nail Technology I

Credit Hours: 6

[COS 222](#) - Manicure/Nail Tech. II

Credit Hours: 6

Number of Credit Hours Required for this Program: 12

Criminal Justice Technology

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

This track is designed for students wishing to go directly into the workforce or who wish to transfer to a private institution.

Criminal Justice Technology - Career Entry, Associate in Applied Science (A55180A)

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.

This track is designed for students wishing to go directly into the workforce or who wish to transfer to a private institution.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3

MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 171 - Precalculus Algebra	Credit Hours: 4

Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Required Courses - 31 Credits

CJC 111 - Intro to Criminal Justice	Credit Hours: 3
CJC 112 - Criminology	Credit Hours: 3
CJC 113 - Juvenile Justice	Credit Hours: 3
CJC 121 - Law Enforcement Operations	Credit Hours: 3
CJC 131 - Criminal Law	Credit Hours: 3
CJC 132 - Court Procedure & Evidence	Credit Hours: 3
CJC 212 - Ethics & Comm Relations	Credit Hours: 3
CJC 213 - Substance Abuse	Credit Hours: 3
CJC 221 - Investigative Principles	Credit Hours: 4
CJC 231 - Constitutional Law	Credit Hours: 3

CJC Issues - 3 Credits

CJC 255 - Issues in Crim Justice App	Credit Hours: 3
WBL 120 - Career Read/Explore/Employ	Credit Hours: 3

CJC Electives - 6 Credits

CJC 122 - Community Policing	Credit Hours: 3
CJC 170 - Critical Incident Mgmt Pub Saf	Credit Hours: 3
CJC 215 - Organization & Administration	Credit Hours: 3
CJC 223 - Organized Crime	Credit Hours: 3
CJC 225 - Crisis Intervention	Credit Hours: 3

[CJC 233](#) - Correctional Law Credit Hours: 3
[CJC 264](#) - Policing in the 21st Century Credit Hours: 3

Corrections - 3 Credits

[CJC 141](#) - Corrections Credit Hours: 3
[WBL 113](#) - Work-Based Learning I Credit Hours: 3

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers Credit Hours: 3

Sociology - 3 Credits

[SOC 210](#) - Introduction to Sociology Credit Hours: 3
[SOC 220](#) - Social Problems Credit Hours: 3
[SOC 225](#) - Social Diversity Credit Hours: 3

Other Required Elective - 3 Credits

[COM 231](#) - Public Speaking Credit Hours: 3
[HEA 110](#) - Personal Health/Wellness Credit Hours: 3
[SPA 111](#) - Elementary Spanish I Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success Credit Hours: 1
[ACA 122](#) - College Transfer Success Credit Hours: 1

Number of Credit Hours Required for This Program: 68

Criminal Justice Technology - Transfer, Associate in Applied Science (A55180B)

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.

This track is designed for students wishing to transfer to a four-year public university within the UNC system.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

ENG 111 - Writing and Inquiry	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3

Not currently offered: ENG 131, HUM 121

Fine Arts Elective - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3

English/Philosophy- 3 Credits

ENG 232 - American Literature II	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
Not currently offered: ENG 131	

Mathematics - 3 Credits

MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 171 - Precalculus Algebra	Credit Hours: 4

Natural Sciences - 4 Credits

BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4

Psychology - 3 Credits

PSY 150 - General Psychology	Credit Hours: 3
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Major Requirements

Required Courses - 43 Credits

CJC 111 - Intro to Criminal Justice	Credit Hours: 3
CJC 112 - Criminology	Credit Hours: 3
CJC 113 - Juvenile Justice	Credit Hours: 3
CJC 121 - Law Enforcement Operations	Credit Hours: 3
CJC 131 - Criminal Law	Credit Hours: 3
CJC 132 - Court Procedure & Evidence	Credit Hours: 3
CJC 141 - Corrections	Credit Hours: 3
CJC 170 - Critical Incident Mgmt Pub Saf	Credit Hours: 3
CJC 212 - Ethics & Comm Relations	Credit Hours: 3
CJC 213 - Substance Abuse	Credit Hours: 3
CJC 221 - Investigative Principles	Credit Hours: 4
CJC 223 - Organized Crime	Credit Hours: 3
CJC 231 - Constitutional Law	Credit Hours: 3
CJC 264 - Policing in the 21st Century	Credit Hours: 3

Sociology - 3 Credits

[SOC 210](#) - Introduction to Sociology

Credit Hours: 3

Social Science Elective - 3 Credits

[PSY 241](#) - Developmental Psych

Credit Hours: 3

[PSY 281](#) - Abnormal Psychology

Credit Hours: 3

[SOC 220](#) - Social Problems

Credit Hours: 3

Student Success - 1 Credit

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 75

Criminal Justice Technology Diploma (D55180)

This curriculum is designed to introduce students to the criminal justice systems and operations to prepare them for completion of an A.A.S. degree in Criminal Justice Technology.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Required Courses - 34 Credits

CJC 111 - Intro to Criminal Justice	Credit Hours: 3
CJC 112 - Criminology	Credit Hours: 3
CJC 113 - Juvenile Justice	Credit Hours: 3
CJC 121 - Law Enforcement Operations	Credit Hours: 3
CJC 131 - Criminal Law	Credit Hours: 3
CJC 141 - Corrections	Credit Hours: 3
CJC 170 - Critical Incident Mgmt Pub Saf	Credit Hours: 3
CJC 212 - Ethics & Comm Relations	Credit Hours: 3
CJC 213 - Substance Abuse	Credit Hours: 3
CJC 221 - Investigative Principles	Credit Hours: 4
CJC 231 - Constitutional Law	Credit Hours: 3

Number of Credit Hours Required for This Program: 40

Criminal Justice Technology - Essential Police Operations Certificate (C55180A)

The Essential Police Operations certificate provides an in-depth study of current law enforcement operations and procedures. Topics include Law Enforcement Operations, Critical Incident Management, Ethics and Community Relations, and Investigative Principles.

This program provides the student with the additional knowledge required for employment as a law enforcement officer or investigator.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

CJC 121 - Law Enforcement Operations	Credit Hours: 3
CJC 170 - Critical Incident Mgmt Pub Saf	Credit Hours: 3
CJC 212 - Ethics & Comm Relations	Credit Hours: 3
CJC 221 - Investigative Principles	Credit Hours: 4

Number of Credit Hours Required for This Program: 13

Criminal Justice Technology - Basics of Criminal Justice Certificate (C55180B)

The Basics of Criminal Justice certificate provides students with an overview of the criminal justice system and basic law enforcement topics. Topics include Criminology, Juvenile Justice, Criminal Justice System, and Criminal Law. This program provides the student with a better understanding of the Criminal Justice System.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CJC 111 - Intro to Criminal Justice	Credit Hours: 3
CJC 112 - Criminology	Credit Hours: 3
CJC 113 - Juvenile Justice	Credit Hours: 3
CJC 131 - Criminal Law	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

**Criminal Justice Technology - Corrections Certificate
(C55180C)**

The Corrections certificate provides an in-depth study of the Corrections, Probation, and Parole systems. Topics include Corrections, Substance Abuse, Organized Crime, and Constitutional Law.

This program provides the student with the additional knowledge required for employment in Corrections and Probation and Parole.

This program can be completed fully online.

[Curriculum Flow Sheet](#)

Major Requirements - 12 Credits

CJC 141 - Corrections	Credit Hours: 3
CJC 213 - Substance Abuse	Credit Hours: 3
CJC 223 - Organized Crime	Credit Hours: 3
CJC 231 - Constitutional Law	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Criminal Justice Technology - Transfer Certificate (C55180D)

The Criminal Justice Transfer certificate provides a study of a mixture of criminal justice and other courses related to criminal justice. Courses essential to those planning a career in criminal justice as well as those interested in this as a possible major. Topics include College Transfer Success, Criminal Justice, Law Enforcement Operations, Public Speaking, and Psychology.

This program prepares the student for the continuation of a degree within criminal justice technology.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

Required Courses - 12 Credits

CJC 111 - Intro to Criminal Justice	Credit Hours: 3
CJC 121 - Law Enforcement Operations	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 13

Electrical Engineering Technology

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Electrical Engineering Technology, Associate in Applied Science (A40180)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

[Electrical Engineering Technology Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

<u>ENG 110</u> - Freshman Composition	Credit Hours: 3
<u>ENG 111</u> - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

<u>COM 120</u> - Intro Interpersonal Com	Credit Hours: 3
<u>ENG 112</u> - Writing/Research in the Disc	Credit Hours: 3
<u>ENG 114</u> - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

<u>ART 111</u> - Art Appreciation	Credit Hours: 3
<u>ART 114</u> - Art History Survey I	Credit Hours: 3
<u>ART 115</u> - Art History Survey II	Credit Hours: 3
<u>DRA 111</u> - Theatre Appreciation	Credit Hours: 3
<u>ENG 241</u> - British Literature I	Credit Hours: 3
<u>HUM 115</u> - Critical Thinking	Credit Hours: 3
<u>HUM 120</u> - Cultural Studies	Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
MAT 171 - Precalculus Algebra	Credit Hours: 4

Social/Behavioral Science - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3

Not currently offered: ANT 210, ECO 151

Major Requirements

Required Courses - 47 Credits

ELC 113 - Residential Wiring	Credit Hours: 4
ELC 114 - Commercial Wiring	Credit Hours: 4
ELC 127 - Software for Technicians	Credit Hours: 2
ELC 128 - Intro to PLC	Credit Hours: 3
ELC 131 - Circuit Analysis I	Credit Hours: 4
ELC 131A - Circuit Analysis I Lab	Credit Hours: 1
ELN 131 - Analog Electronics I	Credit Hours: 4

ELN 133 - Digital Electronics	Credit Hours: 4
ELC 135 - Electrical Machines	Credit Hours: 3
ELC 136 - Electrical Machines II	Credit Hours: 4
ELC 192A - Selected Topics in Electrical	Credit Hours: 2
ELC 231 - Electric Power Systems	Credit Hours: 4
PHY 131 - Physics-Mechanics	Credit Hours: 4
PHY 133 - Physics-Sound & Light	Credit Hours: 4

Mathematics-Other Required - 3 Credits

MAT 122 - Algebra/Trigonometry II	Credit Hours: 3
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4

Instrumentation or WBL - 3 Credits

PCI 162 - Instrumentation Controls	Credit Hours: 3
WBL 113 - Work-Based Learning I	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 69

Electrical Engineering Technology - Applied Electrical Principles Diploma (D40180)

The Applied Electrical Principles diploma is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and commercial facilities. Training, most of which is hands-on, will include such topics as wiring practices, motors and controls, the National Electrical Code and other subjects as local needs require.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

Mathematics - 3 Credits

MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
MAT 171 - Precalculus Algebra	Credit Hours: 4

Major Requirements

Required Courses - 38 Credits

ELC 113 - Residential Wiring	Credit Hours: 4
ELC 114 - Commercial Wiring	Credit Hours: 4
ELC 128 - Intro to PLC	Credit Hours: 3
ELC 131 - Circuit Analysis I	Credit Hours: 4
ELC 131A - Circuit Analysis I Lab	Credit Hours: 1
ELC 135 - Electrical Machines	Credit Hours: 3
ELC 136 - Electrical Machines II	Credit Hours: 4
ELC 231 - Electric Power Systems	Credit Hours: 4
ELN 131 - Analog Electronics I	Credit Hours: 4
ELN 133 - Digital Electronics	Credit Hours: 4
PCI 162 - Instrumentation Controls	Credit Hours: 3

Number of Credit Hours Required for This Program: 44

Electrical Engineering Technology - Basic Elec. Wiring Methods Certificate (C40180)

The Basic Electrical Wiring Methods certificate is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and industrial facilities. Training, most of which is hands-on, will include such topics as basic residential wiring practices, the National Electrical 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.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

<u>ELC 113</u> - Residential Wiring	Credit Hours: 4
<u>ELC 114</u> - Commercial Wiring	Credit Hours: 4
<u>ELC 127</u> - Software for Technicians	Credit Hours: 2
<u>ELC 135</u> - Electrical Machines	Credit Hours: 3

Number of Credit Hours Required for This Program: 13

Emergency Medical Science

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce. Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system. Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies. Applicants must possess current Paramedic certification for program entry.

Emergency Medical Science, Associate in Applied Science (A45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce. Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system. Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies. Applicants must possess current Paramedic certification for program entry.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3

Not currently offered: ENG 131, HUM 121

Mathematics/Nat Sciences - 3 Credits

[BIO 110](#) - Principles of Biology

Credit Hours: 4

[MAT 110](#) - Math Measurement & Literacy

Credit Hours: 3

Psychology - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Major Requirements

EMT / Paramedic - 45 Credits

Students with a valid NC Paramedic certification will be given 45 hours of prior learning credit for "Major Requirements"

EMT/Paramedic courses.

Not currently offered:

EMS 110

EMS 220

EMS 250

EMS 122

EMS 221

EMS 260

EMS 130

EMS 231

EMS 270

EMS 131

EMS 240

EMS 285

EMS 160

EMS 241

Biology - 5 Credits

[BIO 163](#) - Basic Anat & Physiology

Credit Hours: 5

Other Required Courses - 7 Credits

[EMS 140](#) - Rescue Scene Management

Credit Hours: 2

[EMS 235](#) - EMS Management

Credit Hours: 2

[OST 141](#) - Med Office Terms I

Credit Hours: 3

Number of Credit Hours Required for This Program: 72

General Occupational Technology

The General Occupational Technology - Agricultural Equipment diploma provides individuals with the training to prepare them for entry-level employment as agricultural equipment repair technicians.

Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drivetrains, and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in agricultural equipment dealerships and repair shops.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in General Occupational Technology.

General Occupational Technology, Associate in Applied Science (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements AGE/GOT

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ENG 231	American Literature I	Credit Hours: 3
ENG 232	American Literature II	Credit Hours: 3
ART 111	Art Appreciation	Credit Hours: 3
ART 114	Art History Survey I	Credit Hours: 3
ART 115	Art History Survey II	Credit Hours: 3
ENG 241	British Literature I	Credit Hours: 3
ENG 242	British Literature II	Credit Hours: 3
HUM 115	Critical Thinking	Credit Hours: 3
HUM 120	Cultural Studies	Credit Hours: 3
REL 212	Intro to New Testament	Credit Hours: 3

REL 211	Intro to Old Testament	Credit Hours: 3
PHI 240	Introduction to Ethics	Credit Hours: 3
HUM 160	Introduction to Film	Credit Hours: 3
MUS 112	Introduction to Jazz	Credit Hours: 3
MUS 114	Introduction to World Music	Credit Hours: 3
MUS 110	Music Appreciation	Credit Hours: 3
HUM 122	Southern Culture	Credit Hours: 3
DRA 111	Theatre Appreciation	Credit Hours: 3
REL 110	World Religions	Credit Hours: 3

not currently offered:

ENG 131, HUM 150, MUS 210, PHI 215, HUM 121, HUM 150, MUS 210, PHI 215

Social/Behavioral Science - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
PSY 281 - Abnormal Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SOC 213 - Sociology of the Family	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SOC 225 - Social Diversity	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3
SPA 112 - Elementary Spanish II	Credit Hours: 3
SPA 211 - Intermediate Spanish I	Credit Hours: 3
SPA 212 - Intermediate Spanish II	Credit Hours: 3

not currently offered:

ANT 210, ANT 221, ECO 151, POL 220, PSY 239, SOC 240

Mathematics/Nat Science - 3 Credits

BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1

CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4
MAT 272 - Calculus II	Credit Hours: 4
PHY 110 - Conceptual Physics	Credit Hours: 3
PHY 110A - Conceptual Physics Lab	Credit Hours: 1
PHY 151 - College Physics I	Credit Hours: 4
PHY 152 - College Physics II	Credit Hours: 4

not currently offered:

AST 111, AST 111A, AST 151, AST 151A, AST 152, AST 152A, CHM 131, CHM 131A, CHM 132, CIS 115, MAT 273

Major Requirements AGE/GOT

Required Courses - 49 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
ACC 121 - Prin of Managerial Accounting	Credit Hours: 4
AGR 111 - Basic Farm Maintenance	Credit Hours: 2
AGR 112 - Agri Records & Accounting	Credit Hours: 3
AGR 130 - Alternative Ag Production	Credit Hours: 3
AGR 139 - Intro to Sustainable Ag	Credit Hours: 3
AGR 140 - Agricultural Chemicals	Credit Hours: 3
AGR 150 - Ag-O-Metrics	Credit Hours: 3
AGR 160 - Plant Science	Credit Hours: 3
AGR 170 - Soil Science	Credit Hours: 3
AGR 212 - Farm Business Management	Credit Hours: 3
AGR 213 - Ag Law & Finance	Credit Hours: 3
AGR 214 - Agricultural Marketing	Credit Hours: 3
AGR 261 - Agronomy	Credit Hours: 3
ANS 110 - Animal Science	Credit Hours: 3
ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
ATR 115 - Introduction to Mechatronics	Credit Hours: 4
AUT 114 - Safety and Emissions	Credit Hours: 2
AUT 114A - Safety and Emissions Lab	Credit Hours: 1

AUT 116 - Engine Repair	Credit Hours: 3
AUT 116A - Engine Repair Lab	Credit Hours: 1
AUT 141 - Suspension & Steering Sys	Credit Hours: 3
AUT 141A - Suspension & Steering Lab	Credit Hours: 1
AUT 151 - Brake Systems	Credit Hours: 3
AUT 151A - Brakes Systems Lab	Credit Hours: 1
AUT 181 - Engine Performance 1	Credit Hours: 3
AUT 181A - Engine Performance 1 Lab	Credit Hours: 1
AUT 183 - Engine Performance 2	Credit Hours: 4
AUT 212 - Auto Shop Management	Credit Hours: 3
AUT 221 - Auto Transm/Transaxles	Credit Hours: 3
AUT 221A - Auto Transm/Transax Lab	Credit Hours: 1
AUT 231 - Man Trans/Axles/Drtrains	Credit Hours: 3
AUT 231A - Man Trans/Ax/Drtrains Lab	Credit Hours: 1
AUT 281 - Adv Engine Performance	Credit Hours: 3
BIO 110 - Principles of Biology	Credit Hours: 4
BIO 111 - General Biology I	Credit Hours: 4
BIO 112 - General Biology II	Credit Hours: 4
BIO 140 - Environmental Biology	Credit Hours: 3
BIO 140A - Environmental Biology Lab	Credit Hours: 1
BIO 155 - Nutrition	Credit Hours: 3
BIO 163 - Basic Anat & Physiology	Credit Hours: 5
BIO 168 - Anatomy and Physiology I	Credit Hours: 4
BIO 169 - Anatomy and Physiology II	Credit Hours: 4
BIO 175 - General Microbiology	Credit Hours: 3
BIO 275 - Microbiology	Credit Hours: 4
BPR 111 - Print Reading	Credit Hours: 2
BUS 110 - Introduction to Business	Credit Hours: 3
BUS 115 - Business Law I	Credit Hours: 3
BUS 116 - Business Law II	Credit Hours: 3
BUS 121 - Business Math	Credit Hours: 3
BUS 137 - Principles of Management	Credit Hours: 3
BUS 139 - Entrepreneurship I	Credit Hours: 3
BUS 153 - Human Resource Management	Credit Hours: 3
BUS 225 - Business Finance	Credit Hours: 3
BUS 240 - Business Ethics	Credit Hours: 3
BUS 260 - Business Communication	Credit Hours: 3
CHM 130 - Gen, Org, & Biochemistry	Credit Hours: 3
CHM 130A - Gen, Org, & Biochem Lab	Credit Hours: 1
CHM 151 - General Chemistry I	Credit Hours: 4
CHM 152 - General Chemistry II	Credit Hours: 4
CHM 251 - Organic Chemistry I	Credit Hours: 4
CHM 252 - Organic Chemistry II	Credit Hours: 4

<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3
<u>CJC 111</u> - Intro to Criminal Justice	Credit Hours: 3
<u>CJC 112</u> - Criminology	Credit Hours: 3
<u>CJC 113</u> - Juvenile Justice	Credit Hours: 3
<u>CJC 121</u> - Law Enforcement Operations	Credit Hours: 3
<u>CJC 122</u> - Community Policing	Credit Hours: 3
<u>CJC 131</u> - Criminal Law	Credit Hours: 3
<u>CJC 132</u> - Court Procedure & Evidence	Credit Hours: 3
<u>CJC 141</u> - Corrections	Credit Hours: 3
<u>CJC 170</u> - Critical Incident Mgmt Pub Saf	Credit Hours: 3
<u>CJC 212</u> - Ethics & Comm Relations	Credit Hours: 3
<u>CJC 213</u> - Substance Abuse	Credit Hours: 3
<u>CJC 215</u> - Organization & Administration	Credit Hours: 3
<u>CJC 221</u> - Investigative Principles	Credit Hours: 4
<u>CJC 223</u> - Organized Crime	Credit Hours: 3
<u>CJC 225</u> - Crisis Intervention	Credit Hours: 3
<u>CJC 231</u> - Constitutional Law	Credit Hours: 3
<u>CJC 233</u> - Correctional Law	Credit Hours: 3
<u>CJC 255</u> - Issues in Crim Justice App	Credit Hours: 3
<u>CJC 264</u> - Policing in the 21st Century	Credit Hours: 3
<u>COM 120</u> - Intro Interpersonal Com	Credit Hours: 3
<u>COM 231</u> - Public Speaking	Credit Hours: 3
<u>COS 111</u> - Cosmetology Concepts I	Credit Hours: 4
<u>COS 112</u> - Salon I	Credit Hours: 8
<u>COS 113</u> - Cosmetology Concepts II	Credit Hours: 4
<u>COS 114</u> - Salon II	Credit Hours: 8
<u>COS 115</u> - Cosmetology Concepts III	Credit Hours: 4
<u>COS 116</u> - Salon III	Credit Hours: 4
<u>COS 117</u> - Cosmetology Concepts IV	Credit Hours: 2
<u>COS 118</u> - Salon IV	Credit Hours: 7
<u>COS 223</u> - Contemp Hair Coloring	Credit Hours: 2
<u>COS 224</u> - Trichology & Chemistry	Credit Hours: 2
<u>COS 240</u> - Contemporary Design	Credit Hours: 2
<u>COS 250</u> - Computerized Salon Ops	Credit Hours: 1
<u>CSC 118</u> - Swift Programming I	Credit Hours: 3
<u>CSC 134</u> - C++ Programming	Credit Hours: 3
<u>CSC 143</u> - Object-Oriented Prog	Credit Hours: 3
<u>CSC 151</u> - JAVA Programming	Credit Hours: 3
<u>CSC 218</u> - Swift Programming II	Credit Hours: 3
<u>CTI 110</u> - Web, Pgm, & Db Foundation	Credit Hours: 3
<u>CTI 120</u> - Network & Sec Foundation	Credit Hours: 3
<u>CTI 140</u> - Virtualization Concepts	Credit Hours: 3
<u>CTI 141</u> - Cloud and Storage Concepts	Credit Hours: 3

<u>CTS 115</u> - Info Sys Business Concepts	Credit Hours: 3
<u>CTS 120</u> - Hardware/Software Support	Credit Hours: 3
<u>CTS 285</u> - Systems Analysis & Design	Credit Hours: 3
<u>CTS 289</u> - System Support Project	Credit Hours: 3
<u>DBA 120</u> - Database Programming I	Credit Hours: 3
<u>DBA 221</u> - SQL Server DB Prog II	Credit Hours: 3
<u>DFT 151</u> - CAD I	Credit Hours: 3
<u>DFT 154</u> - Intro Solid Modeling	Credit Hours: 3
<u>DRA 111</u> - Theatre Appreciation	Credit Hours: 3
<u>ECO 251</u> - Prin of Microeconomics	Credit Hours: 3
<u>ECO 252</u> - Prin of Macroeconomics	Credit Hours: 3
<u>EDU 119</u> - Intro to Early Child Educ	Credit Hours: 4
<u>EDU 131</u> - Child, Family, and Community	Credit Hours: 3
<u>EDU 144</u> - Child Development I	Credit Hours: 3
<u>EDU 145</u> - Child Development II	Credit Hours: 3
<u>EDU 146</u> - Child Guidance	Credit Hours: 3
<u>EDU 151</u> - Creative Activities	Credit Hours: 3
<u>EDU 153</u> - Health, Safety and Nutrition	Credit Hours: 3
<u>EDU 187</u> - Teaching and Learning for All	Credit Hours: 4
<u>EDU 216</u> - Foundations of Education	Credit Hours: 3
<u>EDU 221</u> - Children With Exceptionalities	Credit Hours: 3
<u>EDU 234</u> - Infants, Toddlers, and Twos	Credit Hours: 3
<u>EDU 235</u> - School-Age Develop & Programs	Credit Hours: 3
<u>EDU 250</u> - Teacher Licensure Preparation	Credit Hours: 3
<u>EDU 261</u> - Early Childhood Admin I	Credit Hours: 3
<u>EDU 262</u> - Early Childhood Admin II	Credit Hours: 3
<u>EDU 279</u> - Literacy Develop and Instruct	Credit Hours: 4
<u>EDU 280</u> - Language/Literacy Experiences	Credit Hours: 3
<u>EDU 284</u> - Early Child Capstone Prac	Credit Hours: 4
<u>EGR 110</u> - Intro to Engineering Tech	Credit Hours: 2
<u>EGR 250</u> - Statics/Strength of Mater	Credit Hours: 5
<u>EGR 285</u> - Design Project	Credit Hours: 2
<u>ELC 113</u> - Residential Wiring	Credit Hours: 4
<u>ELC 114</u> - Commercial Wiring	Credit Hours: 4
<u>ELC 127</u> - Software for Technicians	Credit Hours: 2
<u>ELC 128</u> - Intro to PLC	Credit Hours: 3
<u>ELC 131</u> - Circuit Analysis I	Credit Hours: 4
<u>ELC 131A</u> - Circuit Analysis I Lab	Credit Hours: 1
<u>ELC 135</u> - Electrical Machines	Credit Hours: 3
<u>ELC 136</u> - Electrical Machines II	Credit Hours: 4
<u>ELC 192A</u> - Selected Topics in Electrical	Credit Hours: 2
<u>ELC 231</u> - Electric Power Systems	Credit Hours: 4
<u>ELN 131</u> - Analog Electronics I	Credit Hours: 4

ELN 133 - Digital Electronics	Credit Hours: 4
EMS 140 - Rescue Scene Management	Credit Hours: 2
EMS 235 - EMS Management	Credit Hours: 2
ENG 125 - Creative Writing I	Credit Hours: 3
ENG 231 - American Literature I	Credit Hours: 3
ENG 232 - American Literature II	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
ENG 242 - British Literature II	Credit Hours: 3
ETR 220 - Innovation and Creativity	Credit Hours: 3
ETR 240 - Funding for Entrepreneurs	Credit Hours: 3
ETR 270 - Entrepreneurship Issues	Credit Hours: 3
GEO 111 - World Regional Geography	Credit Hours: 3
HEA 110 - Personal Health/Wellness	Credit Hours: 3
HIS 111 - World Civilizations I	Credit Hours: 3
HIS 112 - World Civilizations II	Credit Hours: 3
HIS 131 - American History I	Credit Hours: 3
HIS 132 - American History II	Credit Hours: 3
HSE 110 - Intro to Human Services	Credit Hours: 3
HSE 112 - Group Process I	Credit Hours: 2
HSE 123 - Interviewing Techniques	Credit Hours: 3
HSE 125 - Counseling	Credit Hours: 3
HSE 210 - Human Services Issues	Credit Hours: 2
HSE 225 - Crisis Intervention	Credit Hours: 3
HSE 240 - Issues in Client Services	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
HUM 180 - Internat Cultural Explor	Credit Hours: 3
HYD 110 - Hydraulics/Pneumatics I	Credit Hours: 3
ISC 112 - Industrial Safety	Credit Hours: 2
ISC 121 - Envir Health & Safety	Credit Hours: 3
MAC 178 - CNC Turning: Operator	Credit Hours: 1
MAC 179 - CNC Milling: Operator	Credit Hours: 1
MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
MAT 122 - Algebra/Trigonometry II	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4
MAT 172 - Precalculus Trigonometry	Credit Hours: 4
MAT 263 - Brief Calculus	Credit Hours: 4
MAT 271 - Calculus I	Credit Hours: 4

<u>MAT 272</u> - Calculus II	Credit Hours: 4
<u>MEC 110</u> - Intro to CAD/CAM	Credit Hours: 2
<u>MEC 111</u> - Machine Processes I	Credit Hours: 3
<u>MEC 128</u> - CNC Machining Processes	Credit Hours: 4
<u>MEC 145</u> - Mfg Materials I	Credit Hours: 3
<u>MEC 161</u> - Manufacturing Processes I	Credit Hours: 3
<u>MEC 161A</u> - Manufacturing Proc I Lab	Credit Hours: 1
<u>MKT 120</u> - Principles of Marketing	Credit Hours: 3
<u>MKT 220</u> - Advertising and Sales Promotion	Credit Hours: 3
<u>MKT 223</u> - Customer Experience	Credit Hours: 3
<u>MLT 110</u> - Intro to MLT	Credit Hours: 3
<u>MLT 111</u> - Urinalysis & Body Fluids	Credit Hours: 2
<u>MLT 120</u> - Hematology/Hemostasis I	Credit Hours: 4
<u>MLT 125</u> - Immunohematology I	Credit Hours: 5
<u>MLT 130</u> - Clinical Chemistry I	Credit Hours: 4
<u>MLT 140</u> - Intro to Microbiology	Credit Hours: 3
<u>MLT 215</u> - Professional Issues	Credit Hours: 1
<u>MLT 240</u> - Special Clin Microbiology	Credit Hours: 3
<u>MLT 271</u> - MLT Practicum III	Credit Hours: 1
<u>MLT 283</u> - MLT Practicum I	Credit Hours: 13
<u>MUS 110</u> - Music Appreciation	Credit Hours: 3
<u>MUS 112</u> - Introduction to Jazz	Credit Hours: 3
<u>MUS 114</u> - Introduction to World Music	Credit Hours: 3
<u>NET 125</u> - Introduction to Networks	Credit Hours: 3
<u>NET 126</u> - Switching and Routing	Credit Hours: 3
<u>NET 235</u> – Networking Troubleshooting	Credit Hours: 3
<u>NOS 110</u> - Operating Systems Concepts	Credit Hours: 3
<u>NOS 230</u> - Windows Administration I	Credit Hours: 3
<u>NUR 111</u> - Intro to Health Concepts	Credit Hours: 8
<u>NUR 112</u> - Health-Illness Concepts	Credit Hours: 5
<u>NUR 113</u> - Family Health Concepts	Credit Hours: 5
<u>NUR 114</u> - Holistic Health Concepts	Credit Hours: 5
<u>NUR 211</u> - Health Care Concepts	Credit Hours: 5
<u>NUR 212</u> - Health System Concepts	Credit Hours: 5
<u>NUR 213</u> - Complex Health Concepts	Credit Hours: 10
<u>NUR 214</u> - Nursing Transition Concepts	Credit Hours: 4
<u>OST 134</u> - Text Entry & Formatting	Credit Hours: 3
<u>OST 135</u> - Adv Text Entry & Format	Credit Hours: 3
<u>OST 136</u> - Word Processing	Credit Hours: 3
<u>OST 137</u> - Office Applications I	Credit Hours: 3
<u>OST 138</u> - Office Applications II	Credit Hours: 3
<u>OST 141</u> - Med Office Terms I	Credit Hours: 3
<u>OST 142</u> - Med Office Terms II	Credit Hours: 3

<u>OST 148</u> - Med Ins & Billing	Credit Hours: 3
<u>OST 149</u> - Medical Legal Issues	Credit Hours: 3
<u>OST 153</u> - Office Finance Solutions	Credit Hours: 3
<u>OST 164</u> - Office Editing	Credit Hours: 3
<u>OST 236</u> - Adv Word Processing	Credit Hours: 3
<u>OST 243</u> - Med Office Simulation	Credit Hours: 3
<u>OST 247</u> - Procedure Coding	Credit Hours: 3
<u>OST 248</u> - Diagnostic Coding	Credit Hours: 3
<u>OST 263</u> - Healthcare Customer Relations	Credit Hours: 3
<u>OST 289</u> - Office Admin Capstone	Credit Hours: 3
<u>PCI 162</u> - Instrumentation Controls	Credit Hours: 3
<u>PED 110</u> - Fit and Well for Life	Credit Hours: 2
<u>PED 117</u> - Weight Training I	Credit Hours: 1
<u>PED 137</u> - Badminton	Credit Hours: 1
<u>PED 147</u> - Soccer	Credit Hours: 1
<u>PED 219</u> - Disc Golf	Credit Hours: 1
<u>PHI 240</u> - Introduction to Ethics	Credit Hours: 3
<u>PHY 110</u> - Conceptual Physics	Credit Hours: 3
<u>PHY 110A</u> - Conceptual Physics Lab	Credit Hours: 1
<u>PHY 131</u> - Physics-Mechanics	Credit Hours: 4
<u>PHY 133</u> - Physics-Sound & Light	Credit Hours: 4
<u>PHY 151</u> - College Physics I	Credit Hours: 4
<u>PHY 152</u> - College Physics II	Credit Hours: 4
<u>PHY 251</u> - General Physics I	Credit Hours: 4
<u>PHY 252</u> - General Physics II	Credit Hours: 4
<u>POL 120</u> - American Government	Credit Hours: 3
<u>PSY 118</u> - Interpersonal Psychology	Credit Hours: 3
<u>PSY 150</u> - General Psychology	Credit Hours: 3
<u>PSY 241</u> - Developmental Psych	Credit Hours: 3
<u>PSY 281</u> - Abnormal Psychology	Credit Hours: 3
<u>REL 110</u> - World Religions	Credit Hours: 3
<u>REL 211</u> - Intro to Old Testament	Credit Hours: 3
<u>REL 212</u> - Intro to New Testament	Credit Hours: 3
<u>SAB 110</u> - Substance Abuse Overview	Credit Hours: 3
<u>SEC 160</u> - Security Administration I	Credit Hours: 3
<u>SOC 210</u> - Introduction to Sociology	Credit Hours: 3
<u>SOC 213</u> - Sociology of the Family	Credit Hours: 3
<u>SOC 220</u> - Social Problems	Credit Hours: 3
<u>SOC 225</u> - Social Diversity	Credit Hours: 3
<u>SPA 111</u> - Elementary Spanish I	Credit Hours: 3
<u>SPA 112</u> - Elementary Spanish II	Credit Hours: 3
<u>SPA 141</u> - Culture and Civilization	Credit Hours: 3
<u>SPA 211</u> - Intermediate Spanish I	Credit Hours: 3

SPA 212 - Intermediate Spanish II	Credit Hours: 3
SPA 221 - Spanish Conversation	Credit Hours: 3
SWK 110 - Intro to Social Work	Credit Hours: 3
SWK 113 - Working With Diversity	Credit Hours: 3
TRN 110 - Intro to Transport Tech	Credit Hours: 2
TRN 112 - Powertrain Maint/Light Repair	Credit Hours: 4
TRN 120 - Basic Transp Electricity	Credit Hours: 5
TRN 140 - Transp Climate Control	Credit Hours: 2
TRN 140A - Transp Climate Cont Lab	Credit Hours: 2
TRN 145 - Adv Transp Electronics	Credit Hours: 3
TRN 170 - Pc Skills for Transp	Credit Hours: 2
WBL 111 - Work-Based Learning I	Credit Hours: 1
WBL 112 - Work-Based Learning I	Credit Hours: 2
WBL 113 - Work-Based Learning I	Credit Hours: 3
WBL 115 - Work-Based Learning Seminar I	Credit Hours: 1
WBL 120 - Career Read/Explore/Employ	Credit Hours: 3
WBL 122 - Work-Based Learning II	Credit Hours: 2
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3
WEB 250 - Database Driven Website	Credit Hours:
WLD 110 - Cutting Processes	Credit Hours: 2
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 116 - SMAW (stick) Plate/Pipe	Credit Hours: 4
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4
WLD 131 - GTAW (TIG) Plate	Credit Hours: 4
WLD 132 - GTAW (TIG) Plate/Pipe	Credit Hours: 3
WLD 141 - Symbols & Specifications	Credit Hours: 3
WLD 151 - Fabrication I	Credit Hours: 4
WLD 251 - Fabrication II	Credit Hours: 3
WLD 262 - Inspection & Testing	Credit Hours: 3
WLD 265 - Automated Welding/Cutting	Credit Hours: 4

not currently offered:

AGR 110	BIO 120	CHM 132	ENG 273	HIS 236	PED 130
ANT 210	BIO 130	CIS 115	FRE 111	HUM 121	PED 131
ANT 221	BIO 146	CSC 139	FRE 112	HUM 150	PED 138
ART 118	BIO 165	CSC 239	GEL 111	MAT 273	PED 143
ART 121	BIO 166	DFT 100	GEO 110	MUS 210	PED 144
AST 111	BIO 243	DFT 119	HEA 112	OST 286	PED 145
AST 111A	BIO 250	DRA 130	HIS 115	PED 111	PED 148
AST 151	BIO 271	ECO 151	HIS 145	PED 113	PED 152
AST 151A	CHM 115	ENG 131	HIS 162	PED 118	PED 153
AST 152	CHM 131	ENG 132	HIS 221	PED 125	PED 154
AST 152A	CHM 131A	ENG 272	HIS 226	PED 128	PED 155

PED 181	PHI 215	POL 220	PSY 243	SPA 161
PED 187	POL 110	PSY 211	SOC 240	
PED 260	POL 130	PSY 239	SOC 245	

Student Success - 1 Credit

[ACA 111](#) - College Student Success Credit Hours: 1

[ACA 115](#) - Success & Study Skills Credit Hours: 1

[ACA 118](#) - College Study Skills Credit Hours: 2

[ACA 122](#) - College Transfer Success Credit Hours: 1

Number of Credit Hours Required for This Program: 65

General Occupational Technology - Agricultural Equipment Diploma (D55280A)

The General Occupational Technology - Agricultural Equipment diploma provides individuals with the training to prepare them for entry-level employment as agricultural equipment repair technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drivetrains, and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in agricultural equipment dealerships and repair shops.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in General Occupational Technology.

[Curriculum Flow Sheet](#)

General Education Requirements

Required Courses - 6 Credits

<u>COM 231</u> - Public Speaking	Credit Hours: 3
<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3

Major Requirements

Required Courses - 41 Credits

<u>AGR 130</u> - Alternative Ag Production	Credit Hours: 3
<u>AUT 151</u> - Brake Systems	Credit Hours: 3
<u>AUT 151A</u> - Brakes Systems Lab	Credit Hours: 1
<u>AUT 181</u> - Engine Performance 1	Credit Hours: 3
<u>AUT 181A</u> - Engine Performance 1 Lab	Credit Hours: 1
<u>HYD 110</u> - Hydraulics/Pneumatics I	Credit Hours: 3
<u>ISC 121</u> - Envir Health & Safety	Credit Hours: 3
<u>TRN 120</u> - Basic Transp Electricity	Credit Hours: 5
<u>TRN 140</u> - Transp Climate Control	Credit Hours: 2
<u>TRN 140A</u> - Transp Climate Cont Lab	Credit Hours: 2
<u>WLD 110</u> - Cutting Processes	Credit Hours: 2
<u>WLD 115</u> - SMAW (Stick) Plate	Credit Hours: 5
<u>WLD 116</u> - SMAW (stick) Plate/Pipe	Credit Hours: 4
<u>WLD 121</u> - GMAW (MIG) FCAW/Plate	Credit Hours: 4

Student Success - 1 Credit

<u>ACA 111</u> - College Student Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 48

Human Services Technology

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

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

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

Human Services Technology - Transfer, Associate in Applied Science (A45380A)

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

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

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

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 6 Credits

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation

[ART 114](#) - Art History Survey I

[ART 115](#) - Art History Survey II

[DRA 111](#) - Theatre Appreciation

[ENG 241](#) - British Literature I

[HUM 115](#) - Critical Thinking

[HUM 120](#) - Cultural Studies

[HUM 122](#) - Southern Culture

[HUM 160](#) - Introduction to Film

[MUS 110](#) - Music Appreciation

[MUS 112](#) - Introduction to Jazz

[PHI 240](#) - Introduction to Ethics

[REL 110](#) - World Religions

[REL 211](#) - Intro to Old Testament

[REL 212](#) - Intro to New Testament

Not currently offered: ENG 131, HUM 121

Mathematics - 3 Credits

MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Sociology - 3 Credits

SOC 210 - Introduction to Sociology	Credit Hours: 3
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Major Requirements

Required Courses - 46 Credits

BIO 110 - Principles of Biology	Credit Hours: 4
CIS 110 - Introduction to Computers	Credit Hours: 3
HSE 110 - Intro to Human Services	Credit Hours: 3
HSE 112 - Group Process I	Credit Hours: 2
HSE 123 - Interviewing Techniques	Credit Hours: 3
HSE 125 - Counseling	Credit Hours: 3
HSE 210 - Human Services Issues	Credit Hours: 2
HSE 225 - Crisis Intervention	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
PSY 241 - Developmental Psych	Credit Hours: 3
SAB 110 - Substance Abuse Overview	Credit Hours: 3
SOC 220 - Social Problems	Credit Hours: 3
SWK 110 - Intro to Social Work	Credit Hours: 3
SWK 113 - Working With Diversity	Credit Hours: 3
WBL 111 - Work-Based Learning I	Credit Hours: 1
WBL 115 - Work-Based Learning Seminar I	Credit Hours: 1

Other Required Courses - 3 Credits

HEA 110 - Personal Health/Wellness	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
SPA 111 - Elementary Spanish I	Credit Hours: 3

Student Success - 1 Credit

ACA 122 - College Transfer Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 65

Human Services Technology - Career Entry, Associate in Applied Science (A45380B)

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

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

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

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3

[REL 110](#) - World Religions Credit Hours: 3
[REL 211](#) - Intro to Old Testament Credit Hours: 3
[REL 212](#) - Intro to New Testament Credit Hours: 3
Not currently offered: ENG 131, HUM 121

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy Credit Hours: 3
[MAT 143](#) - Quantitative Literacy Credit Hours: 3
[MAT 171](#) - Precalculus Algebra Credit Hours: 4

Sociology - 3 Credits

[SOC 210](#) - Introduction to Sociology Credit Hours: 3

Major Requirements

Required Courses - 42 Credits

[HEA 110](#) - Personal Health/Wellness Credit Hours: 3
[HSE 110](#) - Intro to Human Services Credit Hours: 3
[HSE 112](#) - Group Process I Credit Hours: 2
[HSE 123](#) - Interviewing Techniques Credit Hours: 3
[HSE 125](#) - Counseling Credit Hours: 3
[HSE 210](#) - Human Services Issues Credit Hours: 2
[HSE 225](#) - Crisis Intervention Credit Hours: 3
[HSE 240](#) - Issues in Client Services Credit Hours: 3
[OST 137](#) - Office Applications I Credit Hours: 3
[PSY 118](#) - Interpersonal Psychology Credit Hours: 3
[PSY 150](#) - General Psychology Credit Hours: 3
[SAB 110](#) - Substance Abuse Overview Credit Hours: 3
[SWK 110](#) - Intro to Social Work Credit Hours: 3
[SWK 113](#) - Working With Diversity Credit Hours: 3
[WBL 111](#) - Work-Based Learning I Credit Hours: 1
[WBL 115](#) - Work-Based Learning Seminar I Credit Hours: 1

Psychology - 3 Credits

[PSY 241](#) - Developmental Psych Credit Hours: 3
[PSY 281](#) - Abnormal Psychology Credit Hours: 3

Sociology - 3 Credits

[SOC 213](#) - Sociology of the Family Credit Hours: 3
[SOC 220](#) - Social Problems Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 64

Human Services Technology Diploma (D45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. All courses within this diploma program may be applied toward completion of the Associate of Applied Science degree in Human Services Technology.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

Sociology - 3 Credits

[SOC 210](#) - Introduction to Sociology

Credit Hours: 3

Major Requirements

Required Courses - 29 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

[HSE 110](#) - Intro to Human Services

Credit Hours: 3

[HSE 112](#) - Group Process I

Credit Hours: 2

[HSE 125](#) - Counseling

Credit Hours: 3

[HSE 225](#) - Crisis Intervention

Credit Hours: 3

[PSY 150](#) - General Psychology

Credit Hours: 3

[SAB 110](#) - Substance Abuse Overview

Credit Hours: 3

[SOC 220](#) - Social Problems

Credit Hours: 3

[SWK 110](#) - Intro to Social Work

Credit Hours: 3

[SWK 113](#) - Working With Diversity

Credit Hours: 3

Student Success - 1 Credit

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 36

Human Services Technology - Transfer Certificate (C45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas. All courses in this certificate program may be applied toward completion of the Human Services Technology diploma and the Associate of Applied Science degrees in Human Services Technology - Transfer and Human Services Technology - Career Entry.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 14 Credits

HSE 110 - Intro to Human Services	Credit Hours: 3
HSE 112 - Group Process I	Credit Hours: 2
PSY 150 - General Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
SWK 113 - Working With Diversity	Credit Hours: 3

Number of Credit Hours Required for This Program: 14

Human Services Technology - Career Entry Certificate (C45380A)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Students will take specific courses which prepare them for specialization in human services. All courses in this certificate program may be applied toward completion of the Human Services Technology diploma and the Associate of Applied Science degrees in Human Services Technology - Transfer and Human Services Technology - Career Entry.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 14 Credits

HSE 110 - Intro to Human Services	Credit Hours: 3
HSE 112 - Group Process I	Credit Hours: 2
SAB 110 - Substance Abuse Overview	Credit Hours: 3
SWK 110 - Intro to Social Work	Credit Hours: 3
SWK 113 - Working With Diversity	Credit Hours: 3

Number of Credit Hours Required for This Program: 14

Information Technology

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

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams. This is a generalist track.

Information Technology - Information Systems, Associate in Applied Science (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. This is a generalist track.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics/Nat Science - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Social/Behavioral Science - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
not currently offered: ECO 151	

Major Requirements

Technical Core - 24 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CTI 110 - Web, Pgm, & Db Foundation	Credit Hours: 3
CTI 120 - Network & Sec Foundation	Credit Hours: 3
CTI 140 - Virtualization Concepts	Credit Hours: 3
CTS 115 - Info Sys Business Concepts	Credit Hours: 3
CTS 120 - Hardware/Software Support	Credit Hours: 3
CTS 285 - Systems Analysis & Design	Credit Hours: 3
NOS 110 - Operating Systems Concepts	Credit Hours: 3

Other Required Courses - 24 Credits

CSC 118 - Swift Programming I	Credit Hours: 3
CSC 143 - Object-Oriented Prog	Credit Hours: 3
CSC 151 - JAVA Programming	Credit Hours: 3

CSC 218 - Swift Programming II	Credit Hours: 3
CTI 141 - Cloud and Storage Concepts	Credit Hours: 3
CTS 289 - System Support Project	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NET 235 – Networking Troubleshooting	Credit Hours: 3
NOS 230 - Windows Administration I	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 64

Information Technology - Network Management, Associate in Applied Science (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. This track prepares students for work in the area of networking.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics/Nat Science - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Social/Behavioral Science - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
not currently offered: ECO 151	

Major Requirements

Technical Core - 24 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CTI 110 - Web, Pgm, & Db Foundation	Credit Hours: 3
CTI 120 - Network & Sec Foundation	Credit Hours: 3
CTI 140 - Virtualization Concepts	Credit Hours: 3
CTI 141 - Cloud and Storage Concepts	Credit Hours: 3
CTS 115 - Info Sys Business Concepts	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NOS 230 - Windows Administration I	Credit Hours: 3

Other Required Courses - 24 Credits

CSC 118 - Swift Programming I	Credit Hours: 3
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CTS 120 - Hardware/Software Support	Credit Hours: 3
CTS 285 - Systems Analysis & Design	Credit Hours: 3
CTS 289 - System Support Project	Credit Hours: 3
NET 235 – Networking Troubleshooting	Credit Hours: 3
NOS 110 - Operating Systems Concepts	Credit Hours: 3
SEC 160 - Security Administration I	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 64

Information Technology - Software & Web Development, Associate in Applied Science (A25590C)

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. This track focuses on software design and development.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
COM 231 - Public Speaking	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics/Nat Science - 3 Credits

MAT 110 - Math Measurement & Literacy	Credit Hours: 3
MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
MAT 143 - Quantitative Literacy	Credit Hours: 3
MAT 152 - Statistical Methods I	Credit Hours: 4
MAT 171 - Precalculus Algebra	Credit Hours: 4

Social/Behavioral Science - 3 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
ECO 252 - Prin of Macroeconomics	Credit Hours: 3
POL 120 - American Government	Credit Hours: 3
PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3
SOC 210 - Introduction to Sociology	Credit Hours: 3
not currently offered: ECO 151	

Major Requirements

Technical Core - 24 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CSC 143 - Object-Oriented Prog	Credit Hours: 3
CSC 151 - JAVA Programming	Credit Hours: 3
CTI 110 - Web, Pgm, & Db Foundation	Credit Hours: 3
CTI 120 - Network & Sec Foundation	Credit Hours: 3
CTS 115 - Info Sys Business Concepts	Credit Hours: 3
DBA 120 - Database Programming I	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3

Other Required Courses - 24 Credits

CSC 118 - Swift Programming I	Credit Hours: 3
CSC 134 - C++ Programming	Credit Hours: 3
CSC 218 - Swift Programming II	Credit Hours: 3

CTI 140 - Virtualization Concepts	Credit Hours: 3
CTI 141 - Cloud and Storage Concepts	Credit Hours: 3
CTS 285 - Systems Analysis & Design	Credit Hours: 3
CTS 289 - System Support Project	Credit Hours: 3
DBA 221 - SQL Server DB Prog II	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NOS 110 - Operating Systems Concepts	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 250 - Database Driven Website	Credit Hours: 3

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 118 - College Study Skills	Credit Hours: 2
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 64

Information Technology - BSIT, Associate in Applied Science (A25590D)

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. This track focuses on the courses needed to transfer to a four-year university in the information technology field of study.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English/Communication - 6 Credits

[COM 231](#) - Public Speaking Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

Humanities Requirement - 3 Credits

[HUM 115](#) - Critical Thinking Credit Hours: 3

Humanities/Fine Arts- 3 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[DRA 111](#) - Theatre Appreciation Credit Hours: 3

[ENG 241](#) - British Literature I Credit Hours: 3

HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics/Nat Science - 8 Credits

MAT 171 - Precalculus Algebra	Credit Hours: 4
PHY 131 - Physics-Mechanics	Credit Hours: 4

Social/Behavioral Science - 6 Credits

ECO 251 - Prin of Microeconomics	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Technical Core - 18 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CTI 110 - Web, Pgm, & Db Foundation	Credit Hours: 3
CTI 120 - Network & Sec Foundation	Credit Hours: 3
CTS 115 - Info Sys Business Concepts	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NET 126 - Switching and Routing	Credit Hours: 3

Other Required Courses - 18 Credits

CSC 118 - Swift Programming I	Credit Hours: 3
CSC 218 - Swift Programming II	Credit Hours: 3
CTI 141 - Cloud and Storage Concepts	Credit Hours: 3
CTS 120 - Hardware/Software Support	Credit Hours: 3
CTS 285 - Systems Analysis & Design	Credit Hours: 3
CTS 289 - System Support Project	Credit Hours: 3
SEC 160 - Security Administration I	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3

Student Success - 1 Credit

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 66

Information Technology - Networking Support Certificate (C25590A)

The Networking Support certificate is designed to prepare students for positions in networking and computer-related fields. The curriculum is structured entirely around the OSI model. Selected topics include cabling, network topologies and design, IP addressing, router configuration and protocols, switching theory, virtual LANS, WANS, and threaded case studies.

This certificate prepares a student to test for CompTIA Net+ certification and provides a foundation for continued studies for Cisco CCNA certification.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CTI 120 - Network & Sec Foundation	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NET 235 – Networking Troubleshooting	Credit Hours: 3
NOS 230 - Windows Administration I	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Web Development and Design Certificate (C25590B)

The Web Development and Design certificate is designed for individuals interested in acquiring advanced technical skills and knowledge in Web Design including creating web pages, using Internet protocols, search engines, programming for the Web, and creating databases.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CSC 151 - JAVA Programming	Credit Hours: 3
CTI 110 - Web, Pgm, & Db Foundation	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Cybersecurity Certificate (C25590C)

The Cybersecurity certificate is designed to prepare students for positions in networking and security fields. The curriculum is structured entirely around the OSI model and how it relates to securing a network. Selected topics include network topologies and design, IP addressing, router configuration and protocols, virtual LANS, WANS, and penetration testing topics.

This program can be completed fully online.

[Curriculum Flow Sheet](#)

Major Requirements - 12 Credits

CTI 120 - Network & Sec Foundation	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NET 235 – Networking Troubleshooting	Credit Hours: 3
SEC 160 - Security Administration I	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Computer Repair & Troubleshooting Certificate (C25590D)

The Computer Repair & Troubleshooting certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in buying parts, upgrading, building, and configuring personal computers. Major hands-on topics include documentation, troubleshooting techniques, PC architectures, disk drives and controller cards, memory management, add-on boards, and communications devices.

Completion of this certificate provides comprehensive preparation for the A+ Certification examinations offered through the Computer Technology Industry Association (CompTIA).

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CTS 120 - Hardware/Software Support	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NOS 110 - Operating Systems Concepts	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Transfer Certificate (C25590E)

The Information Technology - Transfer certificate is designed for individuals interested in acquiring an introduction to the material covered in the Information Technology degree. Students gain knowledge in how technology applies to, as well as how it has shaped, business processes. Major hands-on topics include networks, security, basic web design, database structures, programming syntax, and information systems and how they apply to business processes.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CTI 110 - Web, Pgm, & Db Foundation	Credit Hours: 3
CTI 120 - Network & Sec Foundation	Credit Hours: 3
CTS 115 - Info Sys Business Concepts	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Mobile App. & Web Programming Certificate (C25590F)

The Mobile Application & Web Programming certificate is designed to prepare students with the specialized knowledge that is important in the development of web and mobile computer applications. The curriculum is structured around the development of iOS applications, Apple Applications, and HTML & CSS. The iOS applications and Apple applications use Swift Programming. HTML & CSS are two of the core technologies for building Web pages.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CSC 118 - Swift Programming I	Credit Hours: 3
CSC 218 - Swift Programming II	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3
WEB 115 - Web Markup and Scripting	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Programming Certificate (C25590G)

The Programming Certificate is designed to prepare students with the specialized knowledge that is important in the computer programming. The curriculum is structured around the development of C++ programming and Java programming as well as information systems concepts.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CSC 134 - C++ Programming	Credit Hours: 3
CSC 151 - JAVA Programming	Credit Hours: 3
CTS 115 - Info Sys Business Concepts	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Information Technology - Cloud Computing Certificate (C25590H)

The Cloud Computing certificate is designed for students interested in gaining knowledge in cloud storage systems. Students will be exposed to an overall understanding of cloud computing concepts and develop strong analytical skills and computer knowledge. Upon completion of this certificate, students will be able to integrate cloud computing and storage concepts, as well as qualify for employment which rely on cloud technologies to manage information.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 18 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
CTI 140 - Virtualization Concepts	Credit Hours: 3
CTI 141 - Cloud and Storage Concepts	Credit Hours: 3
NET 125 - Introduction to Networks	Credit Hours: 3
NOS 110 - Operating Systems Concepts	Credit Hours: 3
NOS 230 - Windows Administration I	Credit Hours: 3

Number of Credit Hours Required for this Program: 18

Mechanical Engineering Technology

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Mechanical Engineering Technology, Associate in Applied Science

(A40320)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

[Mechanical Engineering Technology Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition Credit Hours: 3

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English/Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[DRA 111](#) - Theatre Appreciation Credit Hours: 3

[ENG 241](#) - British Literature I Credit Hours: 3

[HUM 115](#) - Critical Thinking Credit Hours: 3

[HUM 120](#) - Cultural Studies Credit Hours: 3

HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3
REL 212 - Intro to New Testament	Credit Hours: 3
Not currently offered: ENG 131, HUM 121	

Mathematics - 3 Credits

MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
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Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Technical Core - 21 Credits

DFT 151 - CAD I	Credit Hours: 3
DFT 154 - Intro Solid Modeling	Credit Hours: 3
EGR 250 - Statics/Strength of Mater	Credit Hours: 5
HYD 110 - Hydraulics/Pneumatics I	Credit Hours: 3
MEC 145 - Mfg Materials I	Credit Hours: 3
PHY 131 - Physics-Mechanics	Credit Hours: 4

Required Courses- 29 Credits

ATR 115 - Introduction to Mechatronics	Credit Hours: 4
BPR 111 - Print Reading	Credit Hours: 2
CIS 110 - Introduction to Computers	Credit Hours: 3
EGR 110 - Intro to Engineering Tech	Credit Hours: 2
EGR 285 - Design Project	Credit Hours: 2
ISC 112 - Industrial Safety	Credit Hours: 2
MAC 178 - CNC Turning: Operator	Credit Hours: 1
MAC 179 - CNC Milling: Operator	Credit Hours: 1
MAT 122 - Algebra/Trigonometry II	Credit Hours: 3
MEC 110 - Intro to CAD/CAM	Credit Hours: 2
MEC 111 - Machine Processes I	Credit Hours: 3
MEC 161 - Manufacturing Processes I	Credit Hours: 3
MEC 161A - Manufacturing Proc I Lab	Credit Hours: 1

Other Required Courses - 4 Credits

MEC 128 - CNC Machining Processes	Credit Hours: 4
WBL 112 - Work-Based Learning I	Credit Hours: 2
WBL 122 - Work-Based Learning II	Credit Hours: 2

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
ACA 122 - College Transfer Success	Credit Hours: 1

Number of Credit Hours Required for This Program: 70

Mechanical Engineering Technology - Machinist Diploma

(D40320)

The Mechanical Engineering Technology-Machinist diploma prepares technicians to produce drawings of mechanical parts and components of mechanical systems. CAD and the importance of technically correct drawings are based on current standards. Coursework includes mechanical drafting, proper drawing documentation, CAD, and machine processes. The use of proper dimensioning and tolerancing techniques, including GD & T are stressed.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

Mathematics - 3 Credits

MAT 121 - Algebra/Trigonometry I	Credit Hours: 3
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Major Requirements

Required Courses - 32 Credits

BPR 111 - Print Reading	Credit Hours: 2
DFT 151 - CAD I	Credit Hours: 3
DFT 154 - Intro Solid Modeling	Credit Hours: 3
EGR 110 - Intro to Engineering Tech	Credit Hours: 2
EGR 285 - Design Project	Credit Hours: 2
HYD 110 - Hydraulics/Pneumatics I	Credit Hours: 3
ISC 112 - Industrial Safety	Credit Hours: 2
MAC 178 - CNC Turning: Operator	Credit Hours: 1
MAC 179 - CNC Milling: Operator	Credit Hours: 1
MEC 110 - Intro to CAD/CAM	Credit Hours: 2
MEC 111 - Machine Processes I	Credit Hours: 3
MEC 128 - CNC Machining Processes	Credit Hours: 4
MEC 161 - Manufacturing Processes I	Credit Hours: 3
MEC 161A - Manufacturing Proc I Lab	Credit Hours: 1

Student Success - 1 Credit

ACA 111 - College Student Success	Credit Hours: 1
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Number of Credit Hours Required for This Program: 39

Mechanical Engineering Technology - Machinist Certificate

(C40320)

The Machinist certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments. Students will gain basic knowledge in blueprint reading, lathe and milling machine operations, and precision measuring.

Students should gain necessary skills to obtain entry-level jobs in the manufacturing industry and specialty machine shops.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

BPR 111 - Print Reading	Credit Hours: 2
ISC 112 - Industrial Safety	Credit Hours: 2
MAC 178 - CNC Turning: Operator	Credit Hours: 1
MAC 179 - CNC Milling: Operator	Credit Hours: 1
MEC 111 - Machine Processes I	Credit Hours: 3
MEC 128 - CNC Machining Processes	Credit Hours: 4

Number of Credit Hours Required for This Program: 13

Mechanical Engineering Technology - Machinist (Advanced) Certificate (C40320B)

The Machinist (Advanced) certificate is designed to develop basic skills in the safe use of computer numerically controlled machine tools. Students should gain the necessary skills to obtain entry-level jobs in the manufacturing industry and specialty machine shops.

[Curriculum Flow Chart](#)

Major Requirements - 16 Credits

DFT 154 - Intro Solid Modeling	Credit Hours: 3
MEC 110 - Intro to CAD/CAM	Credit Hours: 2
MEC 128 - CNC Machining Processes	Credit Hours: 4
MEC 145 - Mfg Materials I	Credit Hours: 3
MEC 161 - Manufacturing Processes I	Credit Hours: 3
MEC 161A - Manufacturing Proc I Lab	Credit Hours: 1

Number of Credit Hours Required for This Program: 16

Mechanical Engineering Technology - Industrial Technology Certificate (C40320C)

The Industrial Technology certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments. Students will gain basic knowledge in blueprint reading, lathe and milling machine operations, materials selection, and computer aided drafting.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industry and specialty machine shops.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

BPR 111 - Print Reading	Credit Hours: 2
DFT 151 - CAD I	Credit Hours: 3
HYD 110 - Hydraulics/Pneumatics I	Credit Hours: 3
ISC 112 - Industrial Safety	Credit Hours: 2
MEC 111 - Machine Processes I	Credit Hours: 3

Number of Credit Hours Required for This Program: 13

**Mechanical Engineering Technology - CAD Operator Certificate
(C40320D)**

The CAD Operator certificate program prepares technicians to produce CAD drawings and parametric models of mechanical parts. Course work includes mechanical Computer Aided Drafting and Design, CAD/CAM operations, and parametric design. Proper drawing documentation is stressed.

Graduates should qualify for employment in areas where CAD is used in manufacturing, fabrication, research and development, and service industries requiring related skills.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

<u>BPR 111</u> - Print Reading	Credit Hours: 2
<u>CIS 110</u> - Introduction to Computers	Credit Hours: 3
<u>DFT 151</u> - CAD I	Credit Hours: 3
<u>DFT 154</u> - Intro Solid Modeling	Credit Hours: 3
<u>MEC 110</u> - Intro to CAD/CAM	Credit Hours: 2

Number of Credit Hours Required for This Program: 13

Mechanical Engineering Technology - CNC Machinist Certificate (C40320F)

The CNC Machinist certificate prepares technicians to program and operate CNC machinery. Coursework includes operation of CNC machining centers, introductory CAD/CAM, and G&M code programming for turning and milling.

Graduates should qualify for employment in areas where machining is used in manufacturing, fabrication, research and development, and service industries requiring machining skills.

[Curriculum Flow Sheet](#)

Major Requirements - 15 Credits

MAC 178 - CNC Turning: Operator	Credit Hours: 1
MAC 179 - CNC Milling: Operator	Credit Hours: 1
MEC 110 - Intro to CAD/CAM	Credit Hours: 2
MEC 111 - Machine Processes I	Credit Hours: 3
MEC 128 - CNC Machining Processes	Credit Hours: 4
MEC 161 - Manufacturing Processes I	Credit Hours: 3
MEC 161A - Manufacturing Proc I Lab	Credit Hours: 1

Number of Credit Hours Required for This Program: 15

Mechanical Engineering Technology - Advanced Manufacturing Certificate (C40320G)

The Advanced Manufacturing Certificate prepares students for entry level technical roles in modern manufacturing facilities. Students will learn the fundamentals of 2D Computer Aided Drafting, 3D Computer Based Solid Modeling, manual machining processes, and Computer Numerical Control programming, set-up, and operation.

[Curriculum Flow Chart](#)

Major Requirements - 13 Credits

DFT 151 - CAD I	Credit Hours: 3
DFT 154 - Intro Solid Modeling	Credit Hours: 3
MEC 111 - Machine Processes I	Credit Hours: 3
MEC 128 - CNC Machining Processes	Credit Hours: 4

Number of Credit Hours Required for This Program: 13

Medical Office Administration

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

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

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

Medical Office Administration, Associate in Applied Science (A25310)

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

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

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

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3
REL 211 - Intro to Old Testament	Credit Hours: 3

[REL 212](#) - Intro to New Testament Credit Hours: 3
Not currently offered: ENG 131, HUM 121

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy Credit Hours: 3
[MAT 143](#) - Quantitative Literacy Credit Hours: 3
[MAT 171](#) - Precalculus Algebra Credit Hours: 4

Psychology - 3 Credits

[PSY 118](#) - Interpersonal Psychology Credit Hours: 3
[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 45 Credits

[BUS 121](#) - Business Math Credit Hours: 3
[OST 134](#) - Text Entry & Formatting Credit Hours: 3
[OST 136](#) - Word Processing Credit Hours: 3
[OST 138](#) - Office Applications II Credit Hours: 3
[OST 141](#) - Med Office Terms I Credit Hours: 3
[OST 142](#) - Med Office Terms II Credit Hours: 3
[OST 148](#) - Med Ins & Billing Credit Hours: 3
[OST 149](#) - Medical Legal Issues Credit Hours: 3
[OST 164](#) - Office Editing Credit Hours: 3
[OST 236](#) - Adv Word Processing Credit Hours: 3
[OST 289](#) - Office Admin Capstone Credit Hours: 3
[OST 243](#) - Med Office Simulation Credit Hours: 3
[OST 247](#) - Procedure Coding Credit Hours: 3
[OST 248](#) - Diagnostic Coding Credit Hours: 3
[OST 263](#) - Healthcare Customer Relations Credit Hours: 3

Communication/Work-Based - 3 Credits

[BUS 260](#) - Business Communication Credit Hours: 3
[WBL 113](#) - Work-Based Learning I Credit Hours: 3

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers Credit Hours: 3
[OST 137](#) - Office Applications I Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 67

Medical Office Administration Diploma (D25310)

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

Upon completion of the diploma, students should be prepared for entry-level positions in medical offices.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition Credit Hours: 3

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

Psychology - 3 Credits

[PSY 118](#) - Interpersonal Psychology Credit Hours: 3

[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 27 Credits

[BUS 121](#) - Business Math Credit Hours: 3

[OST 134](#) - Text Entry & Formatting Credit Hours: 3

[OST 141](#) - Med Office Terms I Credit Hours: 3

[OST 142](#) - Med Office Terms II Credit Hours: 3

[OST 148](#) - Med Ins & Billing Credit Hours: 3

[OST 149](#) - Medical Legal Issues Credit Hours: 3

[OST 164](#) - Office Editing Credit Hours: 3

[OST 243](#) - Med Office Simulation Credit Hours: 3

[OST 289](#) - Office Admin Capstone Credit Hours: 3

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers Credit Hours: 3

[OST 137](#) - Office Applications I Credit Hours: 3

Number of Credit Hours Required for This Program: 36

Medical Office Administration - Basic Medical Office Certificate (C25310A)

The Basic Medical Office certificate gives students the basic knowledge necessary for entry-level employment in the medical office. The certificate program covers medical terminology, legal and ethical issues, medical billing and insurance, keyboarding, and document formatting.

Graduates should qualify for employment in entry-level positions in medical and other health-care related offices.

This program can be completed fully online.

[Curriculum Flow Sheet](#)

Major Requirements - 15 Credits

OST 134 - Text Entry & Formatting	Credit Hours: 3
OST 141 - Med Office Terms I	Credit Hours: 3
OST 142 - Med Office Terms II	Credit Hours: 3
OST 148 - Med Ins & Billing	Credit Hours: 3
OST 149 - Medical Legal Issues	Credit Hours: 3

Number of Credit Hours Required for This Program: 15

**Medical Office Administration - Medical Coding, Billing, & Ins. Cert.
(C25310B)**

The Medical Coding, Billing, and Insurance certificate is designed for students who would like to prepare for a specialized position in medical coding, billing, and insurance. This certificate will prepare students for positions in medical and allied health facilities requiring specific knowledge of ICD-10 and CPT codes.

Graduates should qualify for employment in entry-level coding, billing, and insurance positions.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 18 Credits

OST 141 - Med Office Terms I	Credit Hours: 3
OST 142 - Med Office Terms II	Credit Hours: 3
OST 148 - Med Ins & Billing	Credit Hours: 3
OST 149 - Medical Legal Issues	Credit Hours: 3
OST 247 - Procedure Coding	Credit Hours: 3
OST 248 - Diagnostic Coding	Credit Hours: 3

Number of Credit Hours Required for This Program: 18

Medical Office Administration - Patient Services Representative Certificate (C25310C)

The Patient Services Representative certificate is designed for students who would like to prepare for an entry-level patient service representative position in a medical office or hospital setting. Students in this program learn interpersonal psychology, medical insurance and billing functions, legal and ethical issues related to healthcare, patient customer service, and medical office simulation software.

Upon completion of this certificate, students should be able to appropriately provide excellent customer service and use computer software to accurately schedule, bill, update, and make non-clinical corrections to patients' records while displaying professionalism.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 15 Credits

<u>OST 148</u> - Med Ins & Billing	Credit Hours: 3
<u>OST 149</u> - Medical Legal Issues	Credit Hours: 3
<u>OST 243</u> - Med Office Simulation	Credit Hours: 3
<u>OST 263</u> - Healthcare Customer Relations	Credit Hours: 3

Psychology - 3 credits

<u>PSY 150</u> - General Psychology	Credit Hours: 3
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Number of Credit Hours Required for This Program: 15

**Medical Office Administration - Medical Document Specialist Certificate
(C25310D)**

The Medical Document Specialist certificate is designed for students interested in acquiring knowledge and skills in medical document processing. Students in this program learn proper medical document formatting and processing, grammar and sentence structure skills, and medical terminology used in the healthcare setting.

Upon completion of this certificate, students will be able to use word processing software to create and edit medical correspondence, reports, Subjective Objective Assessment Plan (SOAP) notes, and other healthcare related documents that are accurate and properly formatted for use by medical providers and professionals.

This program can be completed fully online.

Curriculum Flow Chart

Major Requirements - 12 Credits

OST 134 - Text Entry & Formatting	Credit Hours: 3
OST 138 - Office Applications II	Credit Hours: 3
OST 141 - Med Office Terms I	Credit Hours: 3
OST 164 - Office Editing	Credit Hours: 3

Other Required Courses - 3 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
OST 137 - Office Applications I	Credit Hours: 3

Number of Credit Hours Required for This Program: 15

Office Administration

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

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

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

Office Administration, Associate in Applied Science (A25370)

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

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

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

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

English/Communication - 3 Credits

COM 120 - Intro Interpersonal Com	Credit Hours: 3
ENG 112 - Writing/Research in the Disc	Credit Hours: 3
ENG 114 - Prof Research & Reporting	Credit Hours: 3

Humanities/Fine Arts - 3 Credits

ART 111 - Art Appreciation	Credit Hours: 3
ART 114 - Art History Survey I	Credit Hours: 3
ART 115 - Art History Survey II	Credit Hours: 3
DRA 111 - Theatre Appreciation	Credit Hours: 3
ENG 241 - British Literature I	Credit Hours: 3
HUM 115 - Critical Thinking	Credit Hours: 3
HUM 120 - Cultural Studies	Credit Hours: 3
HUM 122 - Southern Culture	Credit Hours: 3
HUM 160 - Introduction to Film	Credit Hours: 3
MUS 110 - Music Appreciation	Credit Hours: 3
MUS 112 - Introduction to Jazz	Credit Hours: 3
PHI 240 - Introduction to Ethics	Credit Hours: 3
REL 110 - World Religions	Credit Hours: 3

[REL 211](#) - Intro to Old Testament Credit Hours: 3
[REL 212](#) - Intro to New Testament Credit Hours: 3
Not currently offered: ENG 131, HUM 121

Mathematics -3 Credits

[MAT 110](#) - Math Measurement & Literacy Credit Hours: 3
[MAT 143](#) - Quantitative Literacy Credit Hours: 3
[MAT 171](#) - Precalculus Algebra Credit Hours: 4

Psychology - 3 Credits

[PSY 118](#) - Interpersonal Psychology Credit Hours: 3
[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 40 Credits

[ACC 120](#) - Prin of Financial Accounting Credit Hours: 4
[BUS 121](#) - Business Math Credit Hours: 3
[BUS 137](#) - Principles of Management Credit Hours: 3
[OST 134](#) - Text Entry & Formatting Credit Hours: 3
[OST 135](#) - Adv Text Entry & Format Credit Hours: 3
[OST 136](#) - Word Processing Credit Hours: 3
[OST 138](#) - Office Applications II Credit Hours: 3
[OST 153](#) - Office Finance Solutions Credit Hours: 3
[OST 164](#) - Office Editing Credit Hours: 3
[OST 236](#) - Adv Word Processing Credit Hours: 3
[OST 289](#) - Office Admin Capstone Credit Hours: 3
[WEB 110](#) - Web Development Fundamentals Credit Hours: 3

Other Required Courses - 6 Credits

Take 3 credits from:

[BUS 240](#) - Business Ethics Credit Hours: 3
[MKT 223](#) - Customer Experience Credit Hours: 3

Take 3 credits from:

[BUS 260](#) - Business Communication Credit Hours: 3
[OST 236](#) - Adv Word Processing Credit Hours: 3
[WBL 113](#) - Work-Based Learning I Credit Hours: 3

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

[OST 137](#) - Office Applications I

Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 65

Office Administration Diploma (D25370)

The Office Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as software, accounting, editing, office management, and communication skills.

Upon completion of this diploma, students should be prepared to begin work in entry-level office positions.

This program can be completed fully online.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

ENG 110 - Freshman Composition	Credit Hours: 3
ENG 111 - Writing and Inquiry	Credit Hours: 3

Psychology - 3 Credits

PSY 118 - Interpersonal Psychology	Credit Hours: 3
PSY 150 - General Psychology	Credit Hours: 3

Major Requirements

Required Courses - 27 Credits

BUS 110 - Introduction to Business	Credit Hours: 3
BUS 121 - Business Math	Credit Hours: 3
BUS 137 - Principles of Management	Credit Hours: 3
BUS 260 - Business Communication	Credit Hours: 3
MKT 223 - Customer Experience	Credit Hours: 3
OST 134 - Text Entry & Formatting	Credit Hours: 3
OST 136 - Word Processing	Credit Hours: 3
OST 164 - Office Editing	Credit Hours: 3
OST 289 - Office Admin Capstone	Credit Hours: 3

Computers - 3 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
OST 137 - Office Applications I	Credit Hours: 3

Number of Credit Hours Required for This Program: 36

Office Administration - Basic Office Skills Certificate (C25370A)

The Basic Office Skills certificate gives students the basic skills necessary for general office support in entry-level employment in today's modern office. Students will gain basic skills in keyboarding, computer applications, document formatting, document editing, management, and word processing.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 9 Credits

OST 134 - Text Entry & Formatting	Credit Hours: 3
OST 136 - Word Processing	Credit Hours: 3
OST 164 - Office Editing	Credit Hours: 3

Computers - 3 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
OST 137 - Office Applications I	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Office Administration - Word Processing Specialist Certificate (C25370B)

The Word Processing Specialist certificate is designed for persons interested in acquiring knowledge and skills in word processing. Students in this program learn basic document formatting and editing skills. Upon completion of this certificate, students will be able to use word processing software to prepare business correspondence, reports, memorandums, and publications.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 12 Credits

[OST 134](#) - Text Entry & Formatting

Credit Hours: 3

[OST 136](#) - Word Processing

Credit Hours: 3

[OST 164](#) - Office Editing

Credit Hours: 3

[OST 236](#) - Adv Word Processing

Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Office Administration - Software Applications Specialist Certificate (C25370C)

The Software Applications Specialist certificate provides students with the basic knowledge of computer software usage to enable them to function effectively in an office environment. Students will have skills in word processing, database, spreadsheet, and electronic mail applications.

This program can be completed fully online.

[Curriculum Flow Chart](#)

Major Requirements - 9 Credits

OST 136 - Word Processing	Credit Hours: 3
OST 153 - Office Finance Solutions	Credit Hours: 3
WEB 110 - Web Development Fundamentals	Credit Hours: 3

Computers - 3 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
OST 137 - Office Applications I	Credit Hours: 3

Number of Credit Hours Required for This Program: 12

Office Administration - Office Finance Certificate (C25370D)

The Office Finance certificate is designed for persons interested in acquiring knowledge and skills in office finance. Students in this program learn basic accounting skills, business mathematics concepts, spreadsheet skills and business financial functions.

Upon completion of this certificate, students will be able to perform basic financial procedures such as processing invoices, payroll, accounts payable and receivable; manage income and expenses for a business; and perform other general bookkeeping functions in an office environment.

This program can be completed fully online.

[Curriculum Flow Sheet](#)

Major Requirements - 10 Credits

ACC 120 - Prin of Financial Accounting	Credit Hours: 4
BUS 121 - Business Math	Credit Hours: 3
OST 153 - Office Finance Solutions	Credit Hours: 3

Computers - 3 Credits

CIS 110 - Introduction to Computers	Credit Hours: 3
OST 137 - Office Applications I	Credit Hours: 3

Number of Credit Hours Required for This Program: 13

Welding Technology

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, 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.

Welding Technology, Associate in Applied Science (A50420)

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, 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.

[Welding Technology Technical Standards](#)

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition Credit Hours: 3

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

English/Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

[ENG 114](#) - Prof Research & Reporting Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[ART 111](#) - Art Appreciation Credit Hours: 3

[ART 114](#) - Art History Survey I Credit Hours: 3

[ART 115](#) - Art History Survey II Credit Hours: 3

[DRA 111](#) - Theatre Appreciation Credit Hours: 3

[ENG 241](#) - British Literature I Credit Hours: 3

[HUM 115](#) - Critical Thinking Credit Hours: 3

[HUM 120](#) - Cultural Studies Credit Hours: 3

[HUM 122](#) - Southern Culture Credit Hours: 3

[HUM 160](#) - Introduction to Film Credit Hours: 3

[MUS 110](#) - Music Appreciation Credit Hours: 3

[MUS 112](#) - Introduction to Jazz Credit Hours: 3

[PHI 240](#) - Introduction to Ethics Credit Hours: 3
[REL 110](#) - World Religions Credit Hours: 3
[REL 211](#) - Intro to Old Testament Credit Hours: 3
[REL 212](#) - Intro to New Testament Credit Hours: 3
Not currently offered: ENG 131, HUM 121

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy Credit Hours: 3
[MAT 121](#) - Algebra/Trigonometry I Credit Hours: 3
[MAT 171](#) - Precalculus Algebra Credit Hours: 4

Psychology - 3 Credits

[PSY 118](#) - Interpersonal Psychology Credit Hours: 3
[PSY 150](#) - General Psychology Credit Hours: 3

Major Requirements

Required Courses - 39 Credits

[ISC 121](#) - Envir Health & Safety Credit Hours: 3
[WLD 110](#) - Cutting Processes Credit Hours: 2
[WLD 115](#) - SMAW (Stick) Plate Credit Hours: 5
[WLD 116](#) - SMAW (stick) Plate/Pipe Credit Hours: 4
[WLD 121](#) - GMAW (MIG) FCAW/Plate Credit Hours: 4
[WLD 131](#) - GTAW (TIG) Plate Credit Hours: 4
[WLD 141](#) - Symbols & Specifications Credit Hours: 3
[WLD 151](#) - Fabrication I Credit Hours: 4
[WLD 251](#) - Fabrication II Credit Hours: 3
[WLD 262](#) - Inspection & Testing Credit Hours: 3
[WLD 265](#) - Automated Welding/Cutting Credit Hours: 4

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers Credit Hours: 3

Welding Electives - 6 Credits

[WBL 113](#) - Work-Based Learning I Credit Hours: 3
[WBL 120](#) - Career Read/Explore/Employ Credit Hours: 3
[WBL 122](#) - Work-Based Learning II Credit Hours: 2
[WLD 132](#) - GTAW (TIG) Plate/Pipe Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Number of Credit Hours Required for This Program: 64

Welding Technology Diploma (D50420)

Instruction includes consumable and non-consumable electrode welding and cutting processes.

Graduates may be employed as entry-level technicians in welding industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

[Curriculum Flow Chart](#)

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition Credit Hours: 3

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy Credit Hours: 3

[MAT 121](#) - Algebra/Trigonometry I Credit Hours: 3

[MAT 171](#) - Precalculus Algebra Credit Hours: 4

Major Requirements

Required Courses - 31 Credits

[ISC 121](#) - Envir Health & Safety Credit Hours: 3

[WLD 110](#) - Cutting Processes Credit Hours: 2

[WLD 115](#) - SMAW (Stick) Plate Credit Hours: 5

[WLD 116](#) - SMAW (stick) Plate/Pipe Credit Hours: 4

[WLD 121](#) - GMAW (MIG) FCAW/Plate Credit Hours: 4

[WLD 131](#) - GTAW (TIG) Plate Credit Hours: 4

[WLD 132](#) - GTAW (TIG) Plate/Pipe Credit Hours: 3

[WLD 141](#) - Symbols & Specifications Credit Hours: 3

[WLD 262](#) - Inspection & Testing Credit Hours: 3

Number of Credit Hours Required for This Program: 37

Welding Technology Certificate (C50420)

The Welding Technology certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate-welding processes in Stick, MIG, and TIG welding applications.

[Curriculum Flow Chart](#)

Major Requirements - 18 Credits

WLD 110 - Cutting Processes	Credit Hours: 2
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4
WLD 131 - GTAW (TIG) Plate	Credit Hours: 4
WLD 141 - Symbols & Specifications	Credit Hours: 3

Number of Credit Hours Required for This Program: 18

Welding Technology - Basic MIG/TIG (Plate) Certificate (C50420A)

The Basic MIG/TIG (Plate) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes and plate welding processes in MIG and TIG welding applications.

[Curriculum Flow Chart](#)

Major Requirements - 16 Credits

ISC 121 - Envir Health & Safety	Credit Hours: 3
WLD 110 - Cutting Processes	Credit Hours: 2
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4
WLD 131 - GTAW (TIG) Plate	Credit Hours: 4
WLD 141 - Symbols & Specifications	Credit Hours: 3

Number of Credit Hours Required for This Program: 16

Welding Technology - GTAW TIG (Plate/Pipe) Certificate (C50420B)

The GTAW TIG (Plate/Pipe) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn plate and pipe welding processes in TIG (GTAW) welding applications. They will also study symbols and specifications, and basic fabrication techniques.

[Curriculum Flow Chart](#)

Major Requirements - 17 Credits

ISC 121 - Envir Health & Safety	Credit Hours: 3
WLD 131 - GTAW (TIG) Plate	Credit Hours: 4
WLD 132 - GTAW (TIG) Plate/Pipe	Credit Hours: 3
WLD 141 - Symbols & Specifications	Credit Hours: 3
WLD 151 - Fabrication I	Credit Hours: 4

Number of Credit Hours Required for This Program: 17

Welding Technology - Basic Pipe Certificate (C50420C)

The Basic Pipe certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn plate and pipe welding processes in Stick (SMAW) and TIG (GTAW) welding applications.

[Curriculum Flow Chart](#)

Major Requirements - 16 Credits

WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 116 - SMAW (stick) Plate/Pipe	Credit Hours: 4
WLD 131 - GTAW (TIG) Plate	Credit Hours: 4
WLD 132 - GTAW (TIG) Plate/Pipe	Credit Hours: 3

Number of Credit Hours Required for This Program: 16

Welding Technology - Basic Stick and MIG Certificate (C50420D)

The Basic Stick and MIG certificate provides students with a basic knowledge and skill of standard welding procedures. Coursework will include basic cutting processes, Stick (SMAW) welding on both plate and pipe, and MIG welding on plate.

[Curriculum Flow Chart](#)

Major Requirements - 18 Credits

ISC 121 - Envir Health & Safety	Credit Hours: 3
WLD 110 - Cutting Processes	Credit Hours: 2
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 116 - SMAW (stick) Plate/Pipe	Credit Hours: 4
WLD 121 - GMAW (MIG) FCAW/Plate	Credit Hours: 4

Number of Credit Hours Required for This Program: 18

Welding Technology - SMAW (Stick Plate/Pipe) Certificate (C50420E)

The SMAW (Stick Plate/Pipe) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate, and pipe welding processes in Stick (SMAW) welding applications and beginning fabrication techniques.

[Curriculum Flow Chart](#)

Major Requirements - 18 Credits

ISC 121 - Envir Health & Safety	Credit Hours: 3
WLD 110 - Cutting Processes	Credit Hours: 2
WLD 115 - SMAW (Stick) Plate	Credit Hours: 5
WLD 116 - SMAW (stick) Plate/Pipe	Credit Hours: 4
WLD 151 - Fabrication I	Credit Hours: 4

Number of Credit Hours Required for This Program: 18

Instructional Service Agreements (ISA's)

Air Conditioning, Heating, and Refrigeration Technology

Aviation Systems Technology

Culinary Arts

Health Information Technology

**Air Conditioning, Heating, and Refrigeration Technology
(D35100)**

College Awarding the Degree: College of The Albemarle

Students will receive transfer credit at College of The Albemarle for all applicable coursework at Beaufort County Community College with a grade "C" or higher.

General Education Requirements

English/Mathematics - 3 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

OR

[MAT 110](#) - Math Measurement & Literacy Credit Hours: 3

Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com Credit Hours: 3

[COM 231](#) - Public Speaking Credit Hours: 3

Total Credits that may be taken at BCCC: 6

**Aviation Systems Technology
(A60200)**

College Awarding the Degree: College of The Albemarle

Students will receive transfer credit at College of The Albemarle for all applicable coursework at Beaufort County Community College with a grade "C" or higher.

General Education Requirements

English - 6 Credits

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc

Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[HUM 115](#) - Critical Thinking

Credit Hours: 3

[PHI 240](#) - Introduction to Ethics

Credit Hours: 3

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy

Credit Hours: 3

[MAT 143](#) - Quantitative Literacy

Credit Hours: 3

Social/Behavioral Sciences - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Total Credits that may be taken at BCCC: 15

**Culinary Arts
(D55150)**

College Awarding the Degree: College of The Albemarle

Students will receive transfer credit at College of The Albemarle for all applicable coursework at Beaufort County Community College with a grade "C" or higher.

General Education Requirements

Communication - 3 Credits

[COM 120](#) - Intro Interpersonal Com

Credit Hours: 3

[COM 231](#) - Public Speaking

Credit Hours: 3

Social/Behavioral Sciences - 3 Credits

[PSY 150](#) - General Psychology

Credit Hours: 3

Total Credits that may taken at BCCC: 6

Health Information Technology (A45360)

College Awarding the Degree: Pitt Community College

Students will receive transfer credit at Pitt Community College for all applicable coursework at Beaufort County Community College with grade "C" or better.

General Education Requirements

English - 6 Credits

[ENG 111](#) - Writing and Inquiry Credit Hours: 3

[ENG 112](#) - Writing/Research in the Disc Credit Hours: 3

Humanities/Fine Arts - 3 Credits

[HUM 115](#) - Critical Thinking Credit Hours: 3

[PHI 240](#) - Introduction to Ethics Credit Hours: 3

Social/Behavioral Sciences - 3 Credits

[PSY 150](#) - General Psychology Credit Hours: 3

Mathematics - 4 Credits

[MAT 152](#) - Statistical Methods I Credit Hours: 4

Other Requirements - 8 Credits

[BIO 163](#) - Basic Anat & Physiology Credit Hours: 5

[CIS 110](#) - Introduction to Computers Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success Credit Hours: 1

Total Credits that may be taken at BCCC: 25

**Physical Therapy Assistant
(A45620)**

College Awarding the Degree: Martin Community College

Students will receive transfer credit at Martin Community College for all applicable coursework at Beaufort County Community College with a grade "C" or higher.

General Education Requirements

English - 3 Credits

[ENG 110](#) - Freshman Composition

Credit Hours: 3

[ENG 111](#) - Writing and Inquiry

Credit Hours: 3

Communication - 3 Credits

[COM 231](#) - Public Speaking

Credit Hours: 3

Mathematics - 3 Credits

[MAT 110](#) - Math Measurement & Literacy

Credit Hours: 3

[MAT 171](#) - Precalculus Algebra

Credit Hours: 4

Natural Sciences - 8 Credits

[BIO 168](#) - Anatomy and Physiology I

Credit Hours: 4

[BIO 169](#) - Anatomy and Physiology II

Credit Hours: 4

Other Requirements

Computers - 3 Credits

[CIS 110](#) - Introduction to Computers

Credit Hours: 3

Student Success - 1 Credit

[ACA 111](#) - College Student Success

Credit Hours: 1

[ACA 115](#) - Success & Study Skills

Credit Hours: 1

[ACA 122](#) - College Transfer Success

Credit Hours: 1

Total Credits that may be taken at BCCC: 21-22

High School Programs

Career and College Promise

The Career and College Promise (CCP) initiative gives qualified high school students a tuition free head start on their college and career. This program provides structured opportunities for qualified public, private, and home-schooled juniors and seniors to pursue one of three pathways that lead to college certificates, diplomas, or degrees and provide entry-level job skills. Academic credits earned through the Career and College Promise Pathways enable students who continue into post-secondary education after high school to complete college degrees in less time than high school students without college credit. Visit BCCC Career and College Promise for more information.

College Transfer Pathways

Eligibility Requirements:

Be a high school Junior or Senior and:

1. Have an unweighted GPA of 2.8 on high school courses; or
2. Demonstrate college readiness in English, Reading and Mathematics on an approved assessment.

College Transfer Pathways:

Associate in Arts Pathway

Associate in Science Pathway

Associate in Arts Teacher Preparation Pathway

Associate in Science Teacher Preparation Pathway

Associate Degree in Nursing (ADN) Pathway

Specific course requirements for these pathways can be found in the [Career and College Promise Pathways Notebook](#).

Career-Technical Education Pathways

Eligibility Requirements (CTE):

Be a high school Junior or Senior and:

Have an unweighted GPA of 2.8 on high school courses; or

Demonstrate college readiness in English, reading and mathematics on an approved assessment; or

Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator; and

If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.

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

Career Technical Education Pathways:

Agribusiness Technology Diploma

Agribusiness Technology-Agribusiness Economics Certificate

Agribusiness Technology-Agribusiness Operations & Welding Certificate

Agribusiness Technology-Agribusiness Regulation & Compliance Certificate

Agribusiness Technology-Agricultural Applications Certificate

Agribusiness Technology-Agricultural Welding Certificate

Agribusiness Technology-Alternative Agriculture Certificate

Agribusiness Technology-Intro to Agribusiness Technology Certificate

Automotive Systems Technology Diploma

Automotive Systems Technology Certificate

Automotive Systems Technology-Chassis Certificate

Automotive Systems Technology-Drivetrains Certificate

Automotive Systems Technology-Electrical & Electronics Certificate

Automotive Systems Technology-Engines Certificate

Automotive Systems Technology-Engines & Brakes Certificate
Boat Manufacture & Service-Boat Construction Diploma
Boat Manufacture & Service-Adv Composite Boat Construction Certificate
Boat Manufacture & Service-Intro to Composite Boat Construction Certificate
Business Administration-Career Entry Diploma
Business Administration-Transfer Diploma
Business Administration Certificate
Business Administration-Accounting Certificate
Business Administration-Entrepreneurship Certificate
Business Administration-Human Resource Management Certificate
Business Administration-Management / Supervision Certificate
Business Administration-Marketing Certificate
Community Spanish Interpreter Certificate
Cosmetology Diploma
Criminal Justice Technology Diploma
Criminal Justice Technology-Basics of Criminal Justice Certificate
Criminal Justice Technology-Corrections Certificate
Criminal Justice Technology-Essential Police Operations Certificate
Criminal Justice Technology-Transfer Certificate
Early Childhood Education Certificate
Electrical Engineering Technology-Applied Electrical Principles Diploma
Electrical Engineering Technology-Basic Electrical Wiring Methods Certificate
Human Services Technology Diploma
Human Services Technology-Career Entry Certificate
Human Services Technology-Transfer Certificate
Information Technology-Cloud Computing Certificate
Information Technology-Computer Repair & Troubleshooting Certificate
Information Technology-Cybersecurity Certificate

Information Technology-Mobile App & Web Programming Certificate
Information Technology-Networking Support Certificate
Information Technology-Programming Certificate
Information Technology-Transfer Certificate
Information Technology-Web Development & Design Certificate
Manicuring Nail Technology Certificate
Mechanical Engineering Technology-Machinist Diploma
Mechanical Engineering Technology-CAD Operator Certificate
Mechanical Engineering Technology-CNC Machinist Certificate
Mechanical Engineering Technology-Industrial Technology Certificate
Mechanical Engineering Technology-Machinist Certificate
Mechanical Engineering Technology-Machinist (Advanced) Certificate
Medical Office Administration Diploma
Medical Office Administration-Basic Medical Office Certificate
Medical Office Administration-Medical Coding, Billing, and Insurance Certificate
Medical Office Administration-Medical Document Specialist Certificate
Medical Office Administration-Patient Services Representative Certificate
Office Administration Diploma
Office Administration-Basic Office Skills Certificate
Office Administration-Office Finance Certificate
Office Administration-Software Applications Specialist Certificate
Office Administration-Word Processing Specialist Certificate
Welding Technology Certificate
Welding Technology-Basic MIG/TIG (Plate) Certificate
Welding Technology-Basic Pipe Certificate
Welding Technology-Basic Stick and MIG Certificate
Welding Technology-GTAW TIG (Plate/Pipe) Certificate
Welding Technology-SMAW (Stick Plate/Pipe) Certificate

Specific course requirements for these pathways can be found in the [Career and College Promise Pathways Notebook](#).

Cooperative Innovative High School (Early College)

The structure of Cooperative Innovative High Schools fosters academic acceleration, personalization, and connections to workplace knowledge and skills. Extensive support is provided to each student, and these schools are centered on improving graduation rates and preparing students for life-long learning and entry into high-skill careers. Students who attend one of these five-year programs will have the opportunity to graduate with a high school diploma and up to two years of college credit toward a bachelor's degree or an associate degree (at no cost to the student) in one of the following pathways: Associate in Arts, or Associate in Science. Visit BCCC Career and College Promise for more information.

Beaufort County Community College has a partnership with 4 service area (CIHS) Schools:

1. Beaufort County Early College High School
2. Columbia Early College High School
3. Hyde Academy
4. Washington County Early College High School

Maintaining Eligibility

1. Continue to make progress toward high school graduation, and
2. Maintain a 2.0 GPA in college coursework after completing two courses.
3. 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.

Course Descriptions

Accounting

ACC 120 - Prin of Financial Accounting

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

ACC 121 - Prin of Managerial Accounting

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take [ACC 120](#)

Agriculture

AGR 111 - Basic Farm Maintenance

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

AGR 112 - Agri Records & Accounting

This course covers principles involved in establishing, maintaining, and analyzing livestock and farm records. Topics include computerized livestock and farm records, net worth statements, and income and cash flow statements. Upon completion, students should be able to develop a production record keeping system, calculate performance efficiencies, and establish production goals.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

AGR 130 - Alternative Ag Production

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

Credit Hours: 3

Class Contact Hours: 3

AGR 139 - Intro to Sustainable Ag

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.

Credit Hours: 3

Class Contact Hours: 3

AGR 140 - Agricultural Chemicals

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

AGR 150 - Ag-O-Metrics

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

Credit Hours: 3

Class Contact Hours: 3

AGR 160 - Plant Science

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

AGR 170 - Soil Science

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

AGR 212 - Farm Business Management

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.

Credit Hours: 3

Class Contact Hours: 3

AGR 213 - Ag Law & Finance

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.

Credit Hours: 3

Class Contact Hours: 3

AGR 214 - Agricultural Marketing

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.

Credit Hours: 3

Class Contact Hours: 3

AGR 261 - Agronomy

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Animal Science

ANS 110 - Animal Science

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.

Credit Hours: 3

Class Contact Hours: 3

Art

ART 111 - Art Appreciation

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

Credit Hours: 3

Class Contact Hours: 3

ART 114 - Art History Survey I

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

Credit Hours: 3

Class Contact Hours: 3

ART 115 - Art History Survey II

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

Credit Hours: 3

Class Contact Hours: 3

Automation & Robotics

ATR 115 - Introduction to Mechatronics

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Topics include automation, advanced manufacturing, sensors, actuators, process control, circuits, robotics, electromechanical equipment, hydraulics, pneumatics, electrical drives, motors, and programmable logic controllers. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Automotive

AUT 114 - Safety and Emissions

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

Co-requisite(s): Take [AUT 114A](#)

AUT 114A - Safety and Emissions Lab

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

Credit Hours: 1

Lab Contact Hours: 2

Co-requisite(s): Take AUT 114

AUT 116 - Engine Repair

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Co-requisite(s): Take [AUT 116A](#)

AUT 116A - Engine Repair Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take AUT 116

AUT 141 - Suspension & Steering Sys

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Co-requisite(s): Take [AUT 141A](#)

AUT 141A - Suspension & Steering Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take AUT 141

AUT 151 - Brake Systems

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Co-requisite(s): Take [AUT 151A](#)

AUT 151A - Brakes Systems Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take AUT 151

AUT 181 - Engine Performance 1

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Co-requisite(s): Take [AUT 181A](#)

AUT 181A - Engine Performance 1 Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take AUT 181

AUT 183 - Engine Performance 2

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

Prerequisite(s): Take AUT 181

AUT 212 - Auto Shop Management

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

Credit Hours: 3

Class Contact Hours: 3

AUT 221 - Auto Transm/Transaxles

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Co-requisite(s): Take [AUT 221A](#)

AUT 221A - Auto Transm/Transax Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take AUT 221

AUT 231 - Man Trans/Axles/Drtrains

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Co-requisite(s): Take AUT 231A

AUT 231A - Man Trans/Ax/Drtrains Lab

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take AUT 231

AUT 281 - Adv Engine Performance

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Biology

BIO 110 - Principles of Biology

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

BIO 111 - General Biology I

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

BIO 112 - General Biology II

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Take [BIO 111](#)

BIO 140 - Environmental Biology

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.

Credit Hours: 3

Class Contact Hours: 3

Co-requisite(s): Take [BIO 140A](#)

BIO 140A - Environmental Biology Lab

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.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take [BIO 140](#)

BIO 155 - Nutrition

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.

Credit Hours: 3

Class Contact Hours: 3

BIO 163 - Basic Anat & Physiology

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.

Credit Hours: 5

Class Contact Hours: 4

Lab Contact Hours: 2

BIO 168 - Anatomy and Physiology I

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

BIO 169 - Anatomy and Physiology II

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Take [BIO 168](#)

BIO 175 - General Microbiology

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take One: [BIO 110](#), [BIO 111](#), [BIO 163](#), BIO 165 , or [BIO 168](#)

BIO 275 - Microbiology

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Take One: [BIO 111](#), [BIO 163](#), BIO 165 , or [BIO 168](#)

Blueprint Reading

BPR 111 - Print Reading

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

Boat Building

BTB 193A - Selected Topics in Boat Building

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course will introduce various Marine Systems found in boat building and manufacturing. Topics include electrical, plumbing and engine systems. Upon completion, students will be familiar with the processes involved in electrical, plumbing and engine system installation and troubleshooting.

Credit Hours: 3

Class Contact Hours: 3

Lab Contact Hours: 9

Boat Manufacturing/Service

BMS 110 - Intro to Marine Woodwork

This course introduces woodworking techniques common to boat manufacturers and repair yards including setting up and adjustment of tools and equipment. Emphasis is placed on safety, understanding functions and limitations of equipment, project planning, and working accurately and efficiently with sharp tools. Upon completion, students should be able to fabricate basic marine wood components safely and efficiently.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

BMS 111 - Marine Joinery

This course builds on Marine Woodworking and introduces constructing advanced joinery projects utilizing modern boat shop tools and equipment. Emphasis is placed on designing and building very accurate production jigs and fixtures for increased efficiency and part consistency. Upon completion, students should be able to fabricate high quality cabinets and moldings typically found in yachts.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

Prerequisite(s): [BMS 110](#)

BMS 112 - Marine Blueprints/Lofting

This course introduces boat plans and blueprints used in the construction or renovation of a boat. Emphasis is placed on the importance of understanding the Lines Plan which describes the shape of the hull. Upon completion, students should be able to prepare full size drawings (lofting) of a boat, plug, or boat component.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 4

Prerequisite(s): [BMS 111](#)

BMS 113 - Hull & Deck Construction

This course provides hands-on instruction on how to build custom hulls and decks. Emphasis is placed on acquiring the skills necessary to build composite fiberglass hulls, plugs, molds, and cold molded wooden vessels. Upon completion, students should be able to construct a hull or deck to boat industry standards.

Credit Hours: 5

Class Contact Hours: 2

Lab Contact Hours: 6

Prerequisite(s): [BMS 112](#)

BMS 114 - Intro to Composites

This course covers the fundamental techniques utilized in working with resins, fabrics, and adhesives, with special emphasis on composite material safety. Topics include component resin mixing and application of cores and fabrics, using product data sheets while emphasizing quality control of raw materials and finished product. Upon completion, students should be able to follow a lamination schedule, mix resins within strict parameters, and execute gel coat, solid, and cored panel repairs.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

BMS 115 - Tooling/Mold Construction

This course covers the composite tooling process, including new mold designs for closed molding and infusion manufacturing techniques. Emphasis is placed on modern mold designs and construction techniques. Upon completion, students should be able to design and build composite molds for the boat manufacturing industry.

Credit Hours: 5

Class Contact Hours: 2

Lab Contact Hours: 6

Prerequisite(s): [BMS 114](#)

BMS 116 - Composite Production

This course introduces composite equipment and manufacturing techniques utilized in industry for mass producing composite parts from composite molds. Emphasis is placed on using production molds to produce fiberglass components. Upon completion, student should be able to build a quality composite part to design standards using hand lay, spray, or infusion techniques.

Credit Hours: 5

Class Contact Hours: 3

Lab Contact Hours: 6

Prerequisite(s): [BMS 115](#)

BMS 117 - Marine Spray Finishing

This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

Business

BUS 110 - Introduction to Business

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.

Credit Hours: 3

Class Contact Hours: 3

BUS 115 - Business Law I

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.

Credit Hours: 3

Class Contact Hours: 3

BUS 116 - Business Law II

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [BUS 115](#)

BUS 121 - Business Math

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

BUS 137 - Principles of Management

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.

Credit Hours: 3

Class Contact Hours: 3

BUS 139 - Entrepreneurship I

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Credit Hours: 3

Class Contact Hours: 3

BUS 153 - Human Resource Management

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Credit Hours: 3

Class Contact Hours: 3

BUS 225 - Business Finance

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

BUS 240 - Business Ethics

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.

Credit Hours: 3

Class Contact Hours: 3

BUS 260 - Business Communication

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take One: [ENG 110](#) or [ENG 111](#)

Chemistry

CHM 130 - Gen, Org, & Biochemistry

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

Credit Hours: 3

Class Contact Hours: 3

Co-requisite(s): [CHM 130A](#)

CHM 130A - Gen, Org, & Biochem Lab

This course is a laboratory for [CHM 130](#). Emphasis is placed on laboratory experiences that enhance materials presented in [CHM 130](#). Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in [CHM 130](#).

Credit Hours: 1

Lab Contact Hours: 2

Co-requisite(s): [CHM 130](#)

CHM 151 - General Chemistry I

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](#).

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

CHM 152 - General Chemistry II

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Take [CHM 151](#)

CHM 251 - Organic Chemistry I

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in [CHM 252](#).

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): [CHM 152](#)

CHM 252 - Organic Chemistry II

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): [CHM 251](#)

College Student Success

ACA 111 - College Student Success

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.

Credit Hours: 1

Class Contact Hours: 1

ACA 115 - Success & Study Skills

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

Credit Hours: 1

Lab Contact Hours: 2

ACA 118 - College Study Skills

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

ACA 122 - College Transfer Success

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Credit Hours: 1

Lab Contact Hours: 2

ACA 220 - Professional Transition

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on

workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

Credit Hours: 1

Class Contact Hours: 1

Communication

COM 120 - Intro Interpersonal Com

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.

Credit Hours: 3

Class Contact Hours: 3

COM 231 - Public Speaking

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.

Credit Hours: 3

Class Contact Hours: 3

Computer Information Technology

CTS 115 - Info Sys Business Concepts

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.

Credit Hours: 3

Class Contact Hours: 3

CTS 120 - Hardware/Software Support

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

CTS 285 - Systems Analysis & Design

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Credit Hours: 3

Class Contact Hours: 3

CTS 289 - System Support Project

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

Prerequisite(s): [CTI 110](#) [CTI 120](#) [CTS 115](#)

Computer Science

CSC 118 - Swift Programming I

This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

CSC 134 - C++ Programming

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

CSC 143 - Object-Oriented Prog

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

CSC 151 - JAVA Programming

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

CSC 218 - Swift Programming II

This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Prerequisite(s): [CSC 118](#)

Computer Technology Integration

CTI 110 - Web, Pgm, & Db Foundation

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

CTI 120 - Network & Sec Foundation

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

CTI 140 - Virtualization Concepts

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.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

CTI 141 - Cloud and Storage Concepts

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

Cosmetology

COS 111 - Cosmetology Concepts I

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

Credit Hours: 4

Class Contact Hours: 4

Co-requisite(s): Take [COS 112](#)

COS 112 - Salon I

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

Credit Hours: 8

Lab Contact Hours: 24

Co-requisite(s): Take COS-111

COS 112AB - Salon I

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

Credit Hours: 4

Lab Contact Hours: 12

Prerequisite(s): [COS 111](#)

COS 112BB - Salon I

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

Credit Hours: 4

Lab Contact Hours: 14

Co-requisite(s): [COS 111](#) and COS 112AB

COS 113 - Cosmetology Concepts II

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Credit Hours: 4

Class Contact Hours: 4

Prerequisite(s): [COS 111](#) and [COS 112](#)

COS 114 - Salon II

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Credit Hours: 8

Lab Contact Hours: 24

Prerequisite(s): [COS 111](#) and [COS 112](#)

COS 115 - Cosmetology Concepts III

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Credit Hours: 4

Class Contact Hours: 4

Prerequisite(s): [COS 111](#) and [COS 112](#)

COS 116 - Salon III

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Credit Hours: 4

Lab Contact Hours: 12

Prerequisite(s): [COS 111](#) and [COS 112](#)

COS 117 - Cosmetology Concepts IV

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

Credit Hours: 2

Class Contact Hours: 2

Prerequisite(s): [COS 111](#) and [COS 112](#)

COS 118 - Salon IV

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and

employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

Credit Hours: 7

Lab Contact Hours: 21

Prerequisite(s): [COS 111](#) and [COS 112](#)

COS 121 - Manicure/Nail Technology I

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

Credit Hours: 6

Class Contact Hours: 4

Lab Contact Hours: 6

COS 222 - Manicure/Nail Tech. II

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Credit Hours: 6

Class Contact Hours: 4

Lab Contact Hours: 6

Prerequisite(s): [COS 121](#)

COS 223 - Contemp Hair Coloring

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Prerequisite(s): Take All: [COS 111](#) and [COS 112](#)

COS 224 - Trichology & Chemistry

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on

hair.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

COS 240 - Contemporary Design

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Prerequisite(s): Take All: [COS 111](#) and [COS 112](#)

COS 250 - Computerized Salon Ops

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

Credit Hours: 1

Class Contact Hours: 1

COS 271 - Instructor Concepts I

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

Credit Hours: 5

Class Contact Hours: 5

Co-requisite(s): [COS 272](#)

COS 272 - Instructor Practicum I

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Credit Hours: 7

Lab Contact Hours: 21

Co-requisite(s): [COS 271](#)

COS 273 - Instructor Concepts II

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment

tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

Credit Hours: 5

Class Contact Hours: 5

Lab Contact Hours: 0

Prerequisite(s): [COS 271](#) [COS 272](#)

Co-requisite(s): [COS 274](#)

COS 274 - Instructor Practicum II

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

Credit Hours: 7

Lab Contact Hours: 21

Prerequisite(s): [COS 271](#) [COS 272](#)

Co-requisite(s): [COS 273](#)

Criminal Justice

CJC 111 - Intro to Criminal Justice

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 112 - Criminology

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 113 - Juvenile Justice

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 121 - Law Enforcement Operations

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

Credit Hours: 3

Class Contact Hours: 3

CJC 122 - Community Policing

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

Credit Hours: 3

Class Contact Hours: 3

CJC 131 - Criminal Law

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 132 - Court Procedure & Evidence

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 141 - Corrections

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 170 - Critical Incident Mgmt Pub Saf

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

Credit Hours: 3

Class Contact Hours: 3

CJC 212 - Ethics & Comm Relations

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 213 - Substance Abuse

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 215 - Organization & Administration

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

Credit Hours: 3

Class Contact Hours: 3

CJC 221 - Investigative Principles

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

CJC 223 - Organized Crime

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 225 - Crisis Intervention

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

Credit Hours: 3

Class Contact Hours: 3

CJC 231 - Constitutional Law

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.

Credit Hours: 3

Class Contact Hours: 3

CJC 233 - Correctional Law

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

Credit Hours: 3

Class Contact Hours: 3

CJC 255 - Issues in Crim Justice App

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take All: [CJC 111](#), [CJC 221](#), and [CJC 231](#)

CJC 264 - Policing in the 21st Century

This course is designed to examine the issues and challenges facing law enforcement today through the study of real-world scenarios. Topics include professionalism, leadership, communication, diversity, and community relationships. Upon completion, students should be able to exhibit leadership abilities, demonstrate the importance of verbal and non-verbal communication, and display the professionalism and decorum required of public safety personnel.

Credit Hours: 3

Class Contact Hours: 3

Database Management Technology

DBA 120 - Database Programming I

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

DBA 221 - SQL Server DB Prog II

This course is designed to enhance programming skills developed in [DBA 120](#). Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): [DBA 120](#)

Drafting

DFT 151 - CAD I

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

DFT 154 - Intro Solid Modeling

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Drama

DRA 111 - Theatre Appreciation

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

Credit Hours: 3

Class Contact Hours: 3

Lab Contact Hours: 0

Economics

ECO 251 - Prin of Microeconomics

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.

Credit Hours: 3

Class Contact Hours: 3

ECO 252 - Prin of Macroeconomics

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.

Credit Hours: 3

Class Contact Hours: 3

Education

EDU 119 - Intro to Early Child Educ

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.

Credit Hours: 4

Class Contact Hours: 4

EDU 131 - Child, Family, and Community

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 144 - Child Development I

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 145 - Child Development II

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 146 - Child Guidance

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 151 - Creative Activities

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 153 - Health, Safety and Nutrition

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 187 - Teaching and Learning for All

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

EDU 216 - Foundations of Education

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 221 - Children With Exceptionalities

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take one set:

[EDU 144](#) [EDU 145](#)

or

PSY 244 and PSY 245

EDU 234 - Infants, Toddlers, and Twos

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): [EDU 119](#)

EDU 235 - School-Age Develop & Programs

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

Credit Hours: 3

Class Contact Hours: 3

EDU 250 - Teacher Licensure Preparation

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take one set:

[ENG 111](#) and [MAT 143](#)

[ENG 111](#) and [MAT 152](#)

[ENG 111](#) and [MAT 171](#)

EDU 261 - Early Childhood Admin I

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): [EDU 119](#)

EDU 262 - Early Childhood Admin II

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): [EDU 119](#)

EDU 279 - Literacy Develop and Instruct

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

EDU 280 - Language/Literacy Experiences

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.

Credit Hours: 3

Class Contact Hours: 3

EDU 284 - Early Child Capstone Prac

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.

Credit Hours: 4

Class Contact Hours: 1

Lab Contact Hours: 9

Prerequisite(s): Take one set:

[EDU 119](#) [EDU 144](#) [EDU 145](#) [EDU 146](#) [EDU 151](#)

or

[EDU 119](#) [EDU 146](#) [EDU 151](#) PSY 244 and PSY 245

or

[EDU 119](#) [EDU 144](#) [EDU 146](#) [EDU 151](#) and PSY 245

or

[EDU 119](#) [EDU 145](#) [EDU 146](#) [EDU 151](#) and PSY 244

Electrical

ELC 113 - Residential Wiring

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

ELC 113AB - Residential Wiring

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

ELC 113BB - Residential Wiring

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Co-requisite(s): ELC 113AB

ELC 114 - Commercial Wiring

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.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

ELC 114AB - Commercial Wiring

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

ELC 114BB - Commercial Wiring

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Co-requisite(s): ELC 114AB

ELC 127 - Software for Technicians

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics- related applications.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

ELC 128 - Intro to PLC

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

ELC 131 - Circuit Analysis I

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

ELC 131A - Circuit Analysis I Lab

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take ELC 131

ELC 135 - Electrical Machines

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

ELC 136 - Electrical Machines II

This course covers DC/AC machine fundamentals including applications and control. Topics include control devices and induction single and polyphase AC motors, DC motors, stepper, and special purpose motors. Upon completion, students should be able to perform regulation and efficiency calculations and apply motor theory to practical control applications.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

ELC 192A - Selected Topics in Electrical

This course provides an opportunity to explore areas of current interest in the specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Credit Hours: 2

Class Contact Hours: 2

Lab Contact Hours: 6

ELC 231 - Electric Power Systems

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Electronics

ELN 131 - Analog Electronics I

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

ELN 133 - Digital Electronics

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Emergency Medical Science

EMS 140 - Rescue Scene Management

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

EMS 235 - EMS Management

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

Credit Hours: 2

Class Contact Hours: 2

Lab Contact Hours: 0

Clinical Contact Hours: 0

Engineering

EGR 110 - Intro to Engineering Tech

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

EGR 250 - Statics/Strength of Mater

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

Credit Hours: 5

Class Contact Hours: 4

Lab Contact Hours: 3

Prerequisite(s): Take One: [MAT 121](#) or [MAT 171](#)

EGR 285 - Design Project

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

Credit Hours: 2

Lab Contact Hours: 4

English

ENG 011 - Writing and Inquiry Support

This course is designed to support students in the development of skills necessary for success in [ENG 111](#) by complementing, supporting, and reinforcing [ENG 111](#) Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

Co-requisite(s): [ENG 111](#)

ENG 101 - Applied Communications I

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.

Credit Hours: 3

Class Contact Hours: 3

ENG 110 - Freshman Composition

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take one set: Set 1: DRE-097; Set 2: ENG-002; Set 3: BSP-4002

ENG 111 - Writing and Inquiry

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take One Set:

Set 1: DRE-097

Set 2: ENG-002

Set 3: BSP-4002

Co-requisite(s):

Take ENG 011

ENG 112 - Writing/Research in the Disc

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [ENG 111](#)

ENG 114 - Prof Research & Reporting

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [ENG 111](#)

ENG 125 - Creative Writing I

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [ENG 111](#)

ENG 231 - American Literature I

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take One: [ENG 112](#), ENG-113, or [ENG 114](#)

ENG 232 - American Literature II

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take One: [ENG 112](#), ENG-113, or [ENG 114](#)

ENG 241 - British Literature I

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [ENG 112](#), ENG-113, or [ENG 114](#)

ENG 242 - British Literature II

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take One: [ENG 112](#), ENG-113, or [ENG 114](#)

Entrepreneurship

ETR 220 - Innovation and Creativity

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

Credit Hours: 3

Class Contact Hours: 3

ETR 240 - Funding for Entrepreneurs

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [ACC 120](#)

ETR 270 - Entrepreneurship Issues

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

Credit Hours: 3

Class Contact Hours: 3

Geography

GEO 111 - World Regional Geography

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

Credit Hours: 3

Class Contact Hours: 3

Health

HEA 110 - Personal Health/Wellness

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.

Credit Hours: 3

Class Contact Hours: 3

History

HIS 111 - World Civilizations I

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

Credit Hours: 3

Class Contact Hours: 3

HIS 112 - World Civilizations II

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.

Credit Hours: 3

Class Contact Hours: 3

HIS 131 - American History I

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.

Credit Hours: 3

Class Contact Hours: 3

HIS 132 - American History II

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.

Credit Hours: 3

Class Contact Hours: 3

Human Services

HSE 110 - Intro to Human Services

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

HSE 112 - Group Process I

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

HSE 123 - Interviewing Techniques

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

HSE 125 - Counseling

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

HSE 210 - Human Services Issues

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion,

students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

Credit Hours: 2

Class Contact Hours: 2

HSE 225 - Crisis Intervention

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

Credit Hours: 3

Class Contact Hours: 3

HSE 240 - Issues in Client Services

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Credit Hours: 3

Class Contact Hours: 3

Humanities

HUM 115 - Critical Thinking

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s):

Take One Set:

Set 1: DRE-098

Set 2: ENG-002

Set 3: BSP-4002

Set 4: [ENG 111](#)

HUM 120 - Cultural Studies

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture.

Credit Hours: 3

Class Contact Hours: 3

HUM 122 - Southern Culture

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture.

Credit Hours: 3

Class Contact Hours: 3

HUM 160 - Introduction to Film

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

HUM 180 - Internat Cultural Explor

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Hydraulics & Pneumatics

HYD 110 - Hydraulics/Pneumatics I

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Industrial Science

ISC 112 - Industrial Safety

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.

Credit Hours: 2

Class Contact Hours: 2

ISC 121 - Envir Health & Safety

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Credit Hours: 3

Class Contact Hours: 3

Information System Security

SEC 160 - Security Administration I

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Information Systems

CIS 110 - Introduction to Computers

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Machining

MAC 178 - CNC Turning: Operator

This course introduces the operation of a qualified computer numerical controlled (CNC) program on a CNC controlled lathe. Topics include blueprints, tool offsets, speed and feed adjustment, G and M codes, program execution, cutting tools, holding devices and parts inspection. Upon completion, students should be able to safely demonstrate the operation of a CNC lathe.

Credit Hours: 1

Lab Contact Hours: 2

MAC 179 - CNC Milling: Operator

This course introduces the operation of a qualified computer numerical controlled (CNC) program on a CNC controlled milling machine. Topics include blueprints, tool offsets, speed and feed adjustment, G and M codes, program execution, cutting tools, holding devices and parts inspection. Upon completion, students should be able to safely demonstrate the safe operation of a CNC milling machine.

Credit Hours: 1

Lab Contact Hours: 2

Marketing and Retailing

MKT 120 - Principles of Marketing

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.

Credit Hours: 3

Class Contact Hours: 3

MKT 220 - Advertising and Sales Promotio

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Credit Hours: 3

Class Contact Hours: 3

MKT 223 - Customer Experience

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

Credit Hours: 3

Class Contact Hours: 3

Mathematics

MAT 001 - Math Skills Support

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

Credit Hours: 1

Lab Contact Hours: 2

Co-requisite(s): Take One: [MAT 110](#), [MAT 121](#), [MAT 143](#), [MAT 152](#), or [MAT 171](#)

MAT 110 - Math Measurement & Literacy

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s):

Take One Set:

Set 1: DMA 010, DMA 020, DMA 030

Set 2: DMA 025

Set 3: MAT 003

Set 4: BSP 4003

Co-requisite(s): Take MAT 010 or [MAT 001](#)

MAT 121 - Algebra/Trigonometry I

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050

Set 2: DMA-025, DMA-040, DMA-050

Set 3: DMA-025, DMA-045

Set 4: DMA-010, DMA-020, DMA-030, DMA-045

Set 5: MAT 003

Set 6: BSP-4003

Co-requisite(s): MAT 021 or MAT 001

MAT 122 - Algebra/Trigonometry II

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take [MAT 121](#)

MAT 143 - Quantitative Literacy

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s):

Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, and DRE-098

Set 2: DMA-010, DMA-020, DMA-030, and ENG-002

Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002

Set 4: DMA-025, and DRE-098

Set 5: DMA-025, and ENG-002

Set 6: DMA-025, and BSP-4002

Set 7: MAT-003 and DRE-098

- Set 8: MAT-003 and ENG-002
- Set 9: MAT-003 and BSP-4002
- Set 10: BSP-4003 and DRE-098
- Set 11: BSP-4003 and ENG-002
- Set 12: BSP-4003 and BSP-4002

Co-requisite(s): MAT-043 or MAT 001

MAT 152 - Statistical Methods I

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Set 1: DMA-010, DMA-020, DMA-030, and DRE-098

Set 2: DMA-010, DMA-020, DMA-030, and ENG-002

Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002

Set 4: DMA-025, and DRE-098

Set 5: DMA-025, and ENG-002

Set 6: DMA-025, and BSP-4002

Set 7: MAT-003 and DRE-098

Set 8: MAT-003 and ENG-002

Set 9: MAT-003 and BSP-4002

Set 10: BSP-4003 and DRE-098

Set 11: BSP-4003 and ENG-002

Set 12: BSP-4003 and BSP-4002

Co-requisite(s): MAT-052 or MAT 001

MAT 171 - Precalculus Algebra

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050

Set 2: DMA-010, DMA-020, DMA-030, DMA-045

Set 3: DMA-025, DMA-045

Set 4: DMA-025, DMA-040, DMA-050

Set 5: [MAT 121](#)

Set 6: MAT-003

Set 7: BSP-4003

Co-requisite(s): MAT-071 or MAT 001

MAT 172 - Precalculus Trigonometry

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take [MAT 171](#)

MAT 263 - Brief Calculus

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take [MAT 171](#) or MAT 175

MAT 271 - Calculus I

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take: [MAT 172](#) or MAT 175

MAT 272 - Calculus II

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take [MAT 271](#)

Mechanical

MEC 110 - Intro to CAD/CAM

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

MEC 111 - Machine Processes I

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.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

MEC 128 - CNC Machining Processes

This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 4

MEC 145 - Mfg Materials I

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

MEC 161 - Manufacturing Processes I

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate

manufacturing processing for common engineering materials.

Credit Hours: 3

Class Contact Hours: 3

MEC 161A - Manufacturing Proc I Lab

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

Credit Hours: 1

Lab Contact Hours: 3

Co-requisite(s): Take [MEC 161](#)

Medical Laboratory Technology

MLT 110 - Intro to MLT

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

MLT 111 - Urinalysis & Body Fluids

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 120 - Hematology/Hemostasis I

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 125 - Immunohematology I

This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.

Credit Hours: 5

Class Contact Hours: 4

Lab Contact Hours: 3

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 130 - Clinical Chemistry I

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 140 - Intro to Microbiology

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 215 - Professional Issues

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

Credit Hours: 1

Class Contact Hours: 1

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 240 - Special Clin Microbiology

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Prerequisite(s): Take [MLT 140](#) ; and Admission into the BCCC medical laboratory technology program.

MLT 271 - MLT Practicum III

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

Credit Hours: 1

Clinical Contact Hours: 3

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

MLT 283 - MLT Practicum I

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

Credit Hours: 13

Clinical Contact Hours: 39

Prerequisite(s): Admission into the BCCC medical laboratory technology program.

Music

MUS 110 - Music Appreciation

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.

Credit Hours: 3

Class Contact Hours: 3

MUS 112 - Introduction to Jazz

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.

Credit Hours: 3

Class Contact Hours: 3

MUS 114 - Introduction to World Music

This course provides a basic survey of World Music. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of World Music.

Credit Hours: 3

Class Contact Hours: 3

Network Operating Systems

NOS 110 - Operating Systems Concepts

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

NOS 230 - Windows Administration I

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Networking Technology

NET 125 - Introduction to Networks

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

NET 126 - Switching and Routing

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.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 4

NET 235 - Netwking. Troubleshooting

This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Nursing

NUR 101 - Practical Nursing I

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.

Credit Hours: 11

Class Contact Hours: 7

Lab Contact Hours: 6

Clinical Contact Hours: 6

Prerequisite(s): Admission into BCCC Practical Nursing Program.

NUR 102 - Practical Nursing II

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.

Credit Hours: 10

Class Contact Hours: 7

Clinical Contact Hours: 9

Prerequisite(s): Take All: [NUR 101](#) ; and [BIO 163](#) or [BIO 168](#) and [BIO 169](#); and Admission into BCCC Practical Nursing Program.

NUR 103 - Practical Nursing III

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.

Credit Hours: 9

Class Contact Hours: 6

Clinical Contact Hours: 9

Prerequisite(s): Take All: [NUR 101](#) and [NUR 102](#); and Admission into BCCC Practical Nursing Program.

NUR 103AB - Practical Nursing III

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.

Credit Hours: 2

Class Contact Hours: 2

Clinical Contact Hours: 2

Prerequisite(s): Take All: [NUR 101](#) and [NUR 102](#) ; and Admission into BCCC Practical Nursing Program.

NUR 103BB - Practical Nursing III

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.

Credit Hours: 7

Class Contact Hours: 4

Clinical Contact Hours: 7

Prerequisite(s): Take All: [NUR 101](#) and [NUR 102](#); and Admission into BCCC Practical Nursing Program.

Co-requisite(s): NUR 103AB

NUR 111 - Intro to Health Concepts

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.

Credit Hours: 8

Class Contact Hours: 4

Lab Contact Hours: 6

Clinical Contact Hours: 6

Prerequisite(s): Admission into BCCC Associate Degree Nursing Program.

NUR 112 - Health-Illness Concepts

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Credit Hours: 5

Class Contact Hours: 3

Clinical Contact Hours: 6

Prerequisite(s): Take All: [NUR 111](#), [BIO 168](#), and [PSY 150](#); and Admission into BCCC Associate Degree Nursing Program.

NUR 113 - Family Health Concepts

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.

Credit Hours: 5

Class Contact Hours: 3

Clinical Contact Hours: 6

Prerequisite(s): Take [NUR 111](#) and Admission into BCCC Associate Degree Nursing Program.

Co-requisite(s): [PSY 241](#)

NUR 114 - Holistic Health Concepts

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.

Credit Hours: 5

Class Contact Hours: 3

Clinical Contact Hours: 6

Prerequisite(s): Take all: [NUR 111](#), [BIO 168](#), and [PSY 150](#); and Admission into BCCC Associate Degree Nursing Program.

NUR 211 - Health Care Concepts

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.

Credit Hours: 5

Class Contact Hours: 3

Clinical Contact Hours: 6

Prerequisite(s): Take all: [NUR 111](#), [BIO 169](#), and [ENG 111](#); and Admission into BCCC Associate Degree Nursing Program.

NUR 212 - Health System Concepts

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

Credit Hours: 5

Class Contact Hours: 3

Clinical Contact Hours: 6

Prerequisite(s): Take [NUR 111](#) and Admission into BCCC Associate Degree Nursing Program.

Co-requisite(s): [ENG 112](#)

NUR 213 - Complex Health Concepts

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.

Credit Hours: 10

Class Contact Hours: 4

Lab Contact Hours: 3

Clinical Contact Hours: 15

Prerequisite(s): Take [NUR 111](#) and Admission into BCCC Associate Degree Nursing Program.

Co-requisite(s): Take All: [NUR 112](#), [NUR 113](#), [NUR 114](#), [NUR 211](#), [NUR 212](#), [ACA 220](#)

NUR 214 - Nursing Transition Concepts

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 0

Clinical Contact Hours: 3

Work Contact Hours: 0

Prerequisite(s):

ENG-111

BIO-168

BIO-169

PSY-150

Co-requisite(s):

PSY-241

Office Systems Technology

OST 134 - Text Entry & Formatting

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

OST 135 - Adv Text Entry & Format

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): [OST 134](#)

OST 136 - Word Processing

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

OST 137 - Office Applications I

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

OST 138 - Office Applications II

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion,

students should be able to master the skills required to design documents that can be customized using the latest software applications.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take 1:

[CIS 110](#) CIS 111 [OST 137](#)

OST 141 - Med Office Terms I

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.

Credit Hours: 3

Class Contact Hours: 3

OST 142 - Med Office Terms II

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): [OST 141](#) or MED 121

OST 148 - Med Ins & Billing

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.

Credit Hours: 3

Class Contact Hours: 3

OST 149 - Medical Legal Issues

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.

Credit Hours: 3

Class Contact Hours: 3

OST 153 - Office Finance Solutions

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take 1:

[CIS 110](#) CIS 111 or [OST 137](#)

OST 164 - Office Editing

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

Credit Hours: 3

Class Contact Hours: 3

OST 236 - Adv Word Processing

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): [OST 136](#)

OST 243 - Med Office Simulation

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take [OST 148](#)

OST 247 - Procedure Coding

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): [OST 141](#) or MED 121

OST 248 - Diagnostic Coding

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): [OST 141](#) or MED 121

OST 263 - Healthcare Customer Relations

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 such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

Credit Hours: 3

Class Contact Hours: 3

OST 289 - Office Admin Capstone

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

Prerequisite(s): Take One Set:

[OST 134](#) [OST 164](#)

or

[OST 136](#) [OST 164](#)

Philosophy

PHI 240 - Introduction to Ethics

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [ENG 111](#)

Physical Education

PED 110 - Fit and Well for Life

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

PED 117 - Weight Training I

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

Credit Hours: 1

Lab Contact Hours: 3

PED 137 - Badminton

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

Credit Hours: 1

Lab Contact Hours: 2

PED 147 - Soccer

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

Credit Hours: 1

Lab Contact Hours: 2

PED 219 - Disc Golf

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations.

Credit Hours: 1

Lab Contact Hours: 2

Physics

PHY 110 - Conceptual Physics

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.

Credit Hours: 3

Class Contact Hours: 3

Co-requisite(s): [PHY 110A](#)

PHY 110A - Conceptual Physics Lab

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.

Credit Hours: 1

Class Contact Hours: 0

Lab Contact Hours: 2

Co-requisite(s): Take [PHY 110](#)

PHY 131 - Physics-Mechanics

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.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take One: [MAT 121](#) or [MAT 171](#)

PHY 133 - Physics-Sound & Light

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take [PHY 131](#)

PHY 151 - College Physics I

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): [MAT 171](#) or [MAT 271](#)

PHY 152 - College Physics II

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 2

Prerequisite(s): Take [PHY 151](#)

PHY 251 - General Physics I

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Take [MAT 271](#)

Co-requisite(s): Take [MAT 272](#)

PHY 252 - General Physics II

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Credit Hours: 4

Class Contact Hours: 3

Lab Contact Hours: 3

Prerequisite(s): Take All: [MAT 272](#) and [PHY 251](#)

Political Science

POL 120 - American Government

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.

Credit Hours: 3

Class Contact Hours: 3

Process Control Instrumentation

PCI 162 - Instrumentation Controls

This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Psychology

PSY 118 - Interpersonal Psychology

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

Credit Hours: 3

Class Contact Hours: 3

PSY 150 - General Psychology

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.

Credit Hours: 3

Class Contact Hours: 3

PSY 241 - Developmental Psych

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [PSY 150](#)

PSY 281 - Abnormal Psychology

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [PSY 150](#)

Religion

REL 110 - World Religions

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

Credit Hours: 3

Class Contact Hours: 3

REL 211 - Intro to Old Testament

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

Credit Hours: 3

Class Contact Hours: 3

REL 212 - Intro to New Testament

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

Credit Hours: 3

Class Contact Hours: 3

Social Work

SWK 110 - Intro to Social Work

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

Credit Hours: 3

Class Contact Hours: 3

SWK 113 - Working With Diversity

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

Credit Hours: 3

Class Contact Hours: 3

Sociology

SOC 210 - Introduction to Sociology

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.

Credit Hours: 3

Class Contact Hours: 3

SOC 213 - Sociology of the Family

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.

Credit Hours: 3

Class Contact Hours: 3

SOC 220 - Social Problems

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

Credit Hours: 3

Class Contact Hours: 3

SOC 225 - Social Diversity

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.

Credit Hours: 3

Class Contact Hours: 3

Spanish

SPA 111 - Elementary Spanish I

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.

Credit Hours: 3

Class Contact Hours: 3

SPA 112 - Elementary Spanish II

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [SPA 111](#)

SPA 141 - Culture and Civilization

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.

Credit Hours: 3

Class Contact Hours: 3

SPA 211 - Intermediate Spanish I

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [SPA 112](#)

SPA 212 - Intermediate Spanish II

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [SPA 211](#)

SPA 221 - Spanish Conversation

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.

Credit Hours: 3

Class Contact Hours: 3

Prerequisite(s): Take [SPA 212](#)

Substance Abuse

SAB 110 - Substance Abuse Overview

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

Credit Hours: 3

Class Contact Hours: 3

Transportation Technology

TRN 110 - Intro to Transport Tech

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

TRN 112 - Powertrain Maint/Light Repair

This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

TRN 120 - Basic Transp Electricity

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

Credit Hours: 5

Class Contact Hours: 4

Lab Contact Hours: 3

TRN 140 - Transp Climate Control

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

TRN 140A - Transp Climate Cont Lab

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

Co-requisite(s): Take TRN 140

TRN 145 - Adv Transp Electronics

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

Prerequisite(s): Take [TRN 120](#)

TRN 170 - Pc Skills for Transp

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 2

Web Technologies

WEB 110 - Web Development Fundamentals

This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

WEB 115 - Web Markup and Scripting

This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

WEB 250 - Database Driven Websites

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

Class Contact Hours: 2

Lab Contact Hours: 3

Welding

WLD 110 - Cutting Processes

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

WLD 115 - SMAW (Stick) Plate

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.

Credit Hours: 5

Class Contact Hours: 2

Lab Contact Hours: 9

WLD 115AB - SMAW (Stick) Plate

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

WLD 115BB - SMAW (Stick) Plate

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.

Credit Hours: 2

Lab Contact Hours: 6

Co-requisite(s): WLD 115AB

WLD 116 - SMAW (stick) Plate/Pipe

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.

Credit Hours: 4

Class Contact Hours: 1

Lab Contact Hours: 9

Prerequisite(s): Take [WLD 115](#)

WLD 116AB - SMAW (stick) Plate/Pipe

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 4

Prerequisite(s): [WLD 115](#)

WLD 116BB - SMAW (stick) Plate/Pipe

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.

Credit Hours: 2

Lab Contact Hours: 5

Prerequisite(s): [WLD 115](#)

Co-requisite(s): WLD 116AB

WLD 121 - GMAW (MIG) FCAW/Plate

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

WLD 131 - GTAW (TIG) Plate

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.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

WLD 131AB - GTAW (TIG) Plate

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

WLD 131BB - GTAW (TIG) Plate

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.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Co-requisite(s): WLD 131AB

WLD 132 - GTAW (TIG) Plate/Pipe

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.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 6

Prerequisite(s): Take [WLD 131](#)

WLD 141 - Symbols & Specifications

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

WLD 151 - Fabrication I

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.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

Prerequisite(s): Take 1:

[WLD 110](#) [WLD 115](#) [WLD 116](#) or [WLD 131](#)

WLD 251 - Fabrication II

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

Credit Hours: 3

Class Contact Hours: 1

Lab Contact Hours: 6

Prerequisite(s): Take [WLD 151](#)

WLD 262 - Inspection & Testing

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.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 2

WLD 265 - Automated Welding/Cutting

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Credit Hours: 4

Class Contact Hours: 2

Lab Contact Hours: 6

Prerequisite(s): Take All: [WLD 110](#) and [WLD 121](#)

WLD 265AB - Automated Welding/Cutting

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Prerequisite(s): [WLD 110](#) and [WLD 121](#)

WLD 265BB - Automated Welding/Cutting

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Credit Hours: 2

Class Contact Hours: 1

Lab Contact Hours: 3

Prerequisite(s): [WLD 110](#) and [WLD 121](#)

Co-requisite(s): WLD 265AB

Work-based Learning

WBL 111 - Work-Based Learning I

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.

Credit Hours: 1

WBL 112 - Work-Based Learning I

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.

Credit Hours: 2

WBL 113 - Work-Based Learning I

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.

Credit Hours: 3

Class Contact Hours: 3

WBL 115 - Work-Based Learning Seminar I

This course description may be written by the individual colleges.

Credit Hours: 1

Class Contact Hours: 1

Co-requisite(s): Take One: [WBL 111](#), [WBL 112](#), [WBL 113](#) or WBL-114

WBL 120 - Career Read/Explore/Employ

This course is designed to familiarize individuals with fundamental skill sets that are critical for successful employment including locating and using workplace information, conveying professionalism, communicating effectively, promoting teamwork, thinking critically, and providing individuals with career exploration experiences. Topics include career readiness credential preparation, career exploration, and employability skillsets. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, apply mathematics to work-related situations, use key employability skills, and match education with careers in business and industry.

Credit Hours: 3

Class Contact Hours: 2

Lab Contact Hours: 3

WBL 122 - Work-Based Learning II

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.

Credit Hours: 2

Continuing Education

General Information

Continuing Education provides life-long learning experiences that will help adults fulfill occupational, social, and personal needs. Through this division, students may acquire or enhance basic academic skills, gain new or upgrade current job-related skills, and participate in courses leading to cultural, civic, and personal growth. The Continuing Education Division includes training and programs in the following areas: College and Career Readiness (adult basic education, English Language Acquisition, and high school equivalency), Business and Industry Services (Customized Training and Small Business Center), Occupational Extension, Public Safety (Fire, EMS, Law Enforcement, and Emergency Management), and Personal Enrichment. The development of these courses is based on community needs and interests. A printed and digital class schedule is available before the beginning of a term (summer, fall, and spring), and offerings are also posted and updated on the Beaufort website at www.beaufortccc.edu/continuing-education.

Continuing Education Class Schedules

A printed and digital class schedule is available before the beginning of a term (summer, fall, and spring), and offerings are also posted and updated on the Beaufort website at <https://www.beaufortccc.edu/student-records/schedules>.

Who May Register?

Any individual 16 years old or older may register for a Continuing Education course. Students under 16 may take Defensive Driving courses at a any time throughout the year. Students under 16 are not allowed to register for other continuing education courses, except personal enrichment courses offered during the summer months (May 16 - August 14).

Pre-registration

Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail, online, or in person on or before the start date of the class. If you wait, the class may be full or canceled due to low enrollment.

Fees, Books & Supplies

Registration fees are established in compliance with North Carolina law and vary according to the type and length of course. Registration fees are payable prior to or at the first class meeting and are subject to change by the N.C. General Assembly and/or the State Board of Community Colleges. Current registration fees are:

Occupational Extension Courses

- 0-24 hours \$70

- 25-50 hours \$125
- 51+ hours \$180

Self-Supporting Course Fees vary

High School Equivalency

- GED® Testing \$20 each subject or \$80 total
- HiSET® Testing \$15 each subject or \$75 total

National Career Readiness Certificate (NCRC) Testing Fees

- NCRC Initial Testing: \$42
- NCRC Retesting: \$15
- Business Writing: \$25
- Applied Technology: \$15
- Workplace Observation: \$22
- FIT: \$16
- Talent: \$16
- Personal Skills: \$15

Other continuing education local course fees vary and are subject to change.

Continuing Education courses requiring the use of technology equipment, software, or the Learning Management System will include a \$5 technology fee.

Continuing Education courses requiring accident insurance will include a \$1.25 fee.

Continuing Education courses requiring malpractice insurance will include a \$13 fee.

Fees may be waived in compliance with North Carolina Statutes, as specified under fee waivers. Other costs in continuing education classes may include textbooks, equipment, tools, or other local, specific fees. Fees are subject to change.

Continuing Education students with any outstanding balance may still enroll in occupational extension certification classes (1) if the course section is offered for the benefit of a company or agency, and (2) when course attendance is limited to employees of said company/agency, and (3) the company/agency pays the tuition. The students will be made aware that the outstanding balance

remains on their account. They will be restricted to taking company/agency sponsored classes until the outstanding balance is paid in full.

Bookstore

The BCCC College Bookstore is open Monday, 8:00 am-3:00 pm, Tuesday-Thursday, 9:00 am-3:00 pm, and Friday, 9:00-12:00 pm. You can contact the bookstore at 252-940-6260 or by visiting their website at www.beaufortccc.edu/bookstore.

Class Locations

The College is committed to extending its services to locations in our service region, including business and industry. Although classes are offered continually on our main campus in Washington and at our Regional Centers in Engelhard and Roper, they have also been offered regularly in various locations across our four-county service area. Every effort will be made to make courses easily accessible. Classes may be offered in any geographic area when enough citizens are interested in bringing a class to a particular location. Interested persons or parties should contact the Continuing Education Division.

Registration

Continuing Education offers four ways to register:

- In Person: Students may register in person at the BCCC Continuing Education, Building 8, 5337 US 264 East Washington, NC 27889.
- By Mail: The Student Registration Form can be found in our course schedule and on our website. Print or tear it out, insert payment and mail to: BCCC Continuing Education, 5337 US 264 East, Washington, NC 27889.
- By Phone: Call 252.940.6375 to register for classes and provide credit card information for payment.
- Online: You can now register and pay for some classes online.
<https://www.beaufortccc.edu/conedregistration>

Payment can be made with cash, check, money order & credit card cards (MasterCard, Visa, and Discover). You must pay at the time of registration to complete your enrollment. For questions related to Continuing Education Registration and Records, please call 252-940-6375 or email continuingeducation@beaufortccc.edu.

Company/Organization Payment Process (Sponsorship Billing)

Companies and Organizations are invited to use the sponsorship billing process when sponsoring employees completing BCCC Continuing Education classes. You will not need to send a company/organization check or credit card with your employee at the time of registration. Instead, please submit a signed company/organization letter or memorandum on letterhead to our office via in-

person, fax to (252) 940-6254, email to continuingeducation@beaufortccc.edu, or postal mail with the following key items:

- Company/Organization point of contact information (in the event there are questions regarding a student or payment)
- Billing Information (include mailing address and email address)
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (i.e., registration fees, testing, textbooks, etc.)

Once we have received the letter/memorandum and student(s) registration form(s), the student will be registered for the class. Our BCCC Business Office will submit an invoice to your company/organization. If you have any further questions about the Sponsorship Billing process, please contact the Continuing Education Registration & Records Clerk at continuingeducation@beaufortccc.edu or (252) 940-6375

Join Our Mailing Lists

To receive a printed copy of our course catalog mailed directly to your home, please complete our online form. Catalogs are mailed in April, July, and December. Complete this form to receive a printed copy of the catalog. www.beaufortccc.edu/maillsubscription

To join our email newsletter to receive continuing education class updates on a weekly basis, please enter your email address on our online form. www.beaufortccc.edu/conedmail

Refunds & Withdrawals

The refund policy for Beaufort County Community College was established by the North Carolina Community College System. A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is canceled due to insufficient enrollment.

After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the census date of the scheduled hours of the class. NOTE: Only class fees can be refunded in this circumstance. Technology, malpractice, accident, drug test, and testing fees are non-refundable.

Registration fees for self-supporting classes are non-refundable once the class begins.

Where a student, having paid the required registration fee for a semester, passes away during that semester (prior to or on the last day of examinations), all registration fees for that semester will be refunded to the estate of the deceased.

More information can be found at www.beaufortccc.edu/continuing-education/general-information/registration. Please note that refunds take 30-45 days for our business office to process.

Attendance

Instructors are required to take attendance for all meeting dates of the course. A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet. Students who do not attend one or more classes before or on the class's census date may be dropped from the class.

Absences may be considered legitimate and eligible for makeup at the instructor's discretion. The student is responsible for seeing the instructor, providing the reason and relevant documentation of the absence, and requesting a make-up date and/or make-up assignment.

An instructor may refuse admission to class to any student over ten minutes late. A student who leaves class early may be counted absent for that date.

Some classes may have more restrictive attendance procedures, which will be noted in the class syllabus. Attendance procedures described in syllabi will be the official procedures for that class. Continuing education certification classes governed by a state or federal accrediting agency may have attendance procedures that supersede the College's procedures.

Attendance for online students is calculated according to required assignments and a specified level of contact as determined by the instructor. Online students have a valid online class entry through a written assignment submitted before the census date. For more information, see our [Attendance Procedure](#).

Grading System

Final grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual Continuing Education instructors. Specific grading procedures, which may include an applicable numerical scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the Continuing Education Attendance Sheet Form. Continuing Education directors and coordinators are responsible for ensuring that grading procedures are consistent in all courses.

Final grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual Continuing Education instructors. Specific grading procedures, which may include an applicable numerical scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the Continuing Education Attendance Sheet Form. Continuing Education directors and coordinators are responsible for ensuring that grading procedures are consistent in all courses.

S	Satisfactory
NA**	Never Attended
I	Incomplete
U	Unsatisfactory
W**	Withdrawn
AU**	Audit the Course
SR**	Senior Audit
P1	Passed Tier 1 of Transitions Math/English
P2	Passed Tier 2 of Transitions Math/English
P3	Passed Tier 3 of Transitions Math
R	Did not complete Tier in Transitions Math/English

**Only assignable by the Continuing Education Registration and Records Office.

A student who incurs course absences in excess of twenty-five percent (25%) of the class hours for that course may be withdrawn from the course (without credit). If attendance by itself is the sole criterion, a student who incurs course absences in excess of ten percent (10%) of the class hours for that course may be withdrawn from the course (without credit). Any continuing education certification classes governed by a state or federal accrediting body may have attendance procedures that supersede the College's procedures.

Transition English and Math courses offered through College and Career Readiness are graded using grades of P1, P2, P3, and R.

Grades earned in continuing education courses are not included in GPA calculations.

For more information, see our [Grading System Procedure](#).

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are maintained in the college's information system. Student information requested by the College, at the time of registration, consists of social security number, name, address, telephone number, date of birth, county of residence, email address, employment status, race, gender, emergency contact information, and level of education completed. For more information, see our [Student Records and Privacy Policy](#).

Scholarships

There are various scholarship opportunities available for students' seeking funds for Continuing Education programs at Beaufort County Community College: Beaufort Promise, Continuing Education Foundation Scholarship, Golden Leaf Foundation Scholarship, State Employees Credit Union, Division of Continuing Education Scholarship, and much more! Please contact our Continuing Education Registration & Records Staff for more details at (252) 940-6375 or continuingeducation@beaufortccc.edu. You can also view our Financial Assistance webpage at <https://www.beaufortccc.edu/continuing-education/general-information/financial-assistance>.

Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office by contacting 252-940-6375 or continuingeducation@beaufortccc.edu. Transcripts may also be requested by fax at (252)940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at <https://www.beaufortccc.edu/continuing-education/general-information/transcript-information>. Official transcripts are \$2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit Diploma Sender at <https://diplomasender.com/> to access a copy of your transcript. Please call the chief high school equivalency examiner at (252)940-6209 for questions regarding the Diploma Sender process and high school equivalency transcript information. If you earned a National Career Readiness Certificate, please visit www.myworkkeys.com directly to retrieve your personal test scores or call 1-800-967-5539.

Continuing Education Units (CEUs)

The College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. The number of CEUs awarded for a course is recorded on the Continuing Education transcript and on the Certificate of Completion. Students are responsible for verifying that their governing agency will provide credit for any CEUs earned through continuing education courses.

Students enrolling in Continuing Education courses will have a permanent transcript on file at the College which lists all non-credit training completed through the College. Please reference the [Transcript Procedure](#).

Certificates of Completion for occupational extension classes are presented on the last night of class or mailed to the student's home. The Certificate of Completion provides the name of the course, instructional hours, number of CEU credits, signature lines for the Vice President of Continuing Education and continuing education staff member, and an embossed seal.

College and Career Readiness, Personal Enrichment, and most self-supporting courses do not award continuing education units. For more information, see our [CEU Procedure](#).

Continuing Education Programs

College & Career Readiness

Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell Counties. Programs focus on developing academic competencies and the skills needed for tomorrow's jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

- Acquire the reading, writing and mathematical skills needed to obtain or advance in a job

- Meet admission requirements for workforce programs
- Study to pass the High School Equivalency (HSE) test
- Gain basic skills for entry level employment
- Learn the skills needed to become a productive member of society and a smarter consumer.

College and Career Readiness offers the following programs:

- **Adult Basic Education (ABE):** program of instruction designed for adults functioning below a 9th grade level who need to improve their reading, writing, speaking, problem solving, or computation skills. Based on placement results from approved standardized tests, students fall into one of four ABE levels.
- **Adult Secondary Education (ASE):** Program of instruction designed for adults functioning between a 9.0 - 12.9 grade level who seek to further their education and transition to postsecondary education or employment.
- **English Language Acquisition (ELA):** Program of instruction designed to help limited English proficient adults achieve competence in speaking, reading, listening, and writing the English language as well as other related basic skills. ELA also assists those students seeking United States Citizenship.
- **Digital Literacy:** A self-paced program that allows students to gain essential computer skills and explores the use of technology. This program provides a system of badges and certificates that provide stackable employment credentials. The Northstar digital literacy program helps students learn how to send emails, organize emails, and introduces them to commonly used software.

The program operates year-round with enrollment open for new students to enter. No registration fee is required, and materials are provided by the College. All materials used have been specially prepared with emphasis on individual needs and interests. Visit our website at www.beaufortccc.edu/ccr for more information! Students are also encouraged to visit the College & Career Readiness office in Building 8, Room 814, and the phone number is 252-940-6325. For more information, visit www.beaufortccc.edu/ccr.

Beaufort County Community College's customized training program and small business center develops long-term strategic partnerships with business and industry leaders, assists in small business start-ups and expansions, and places Beaufort students into local jobs.

Business & Industry Services

Business & Industry Services offers the following programs:

- **Small Business Center (SBC):** The mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing

high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Services available include one-on-one business counseling, which provides an evaluation to determine immediate needs; resources to assist with preparation of paperwork necessary to obtain financing for a qualified new business or expansion of an existing business; and assistance for owners of existing businesses seeking information and direction. For more information, visit www.beaufortccc.edu/sbc.

- **NC Edge Customized Training:** Provides education, training and support services for new, expanding and existing business and industry in North Carolina. Our goal is to foster and support three key aspects of your company's well-being: Job Growth, Technology Investment and Productivity Enhancement. Enhance your company effectiveness with strategic training solutions in quality, productivity, leadership/management, safety, mechanic skills, and much more. It is at NO COST to the company and can be held at BCCC or the business location. For more information, visit <http://www.beaufortccc.edu/ncedge>.

- **Apprenticeship Beaufort County:** Combines on-the-job training with related classroom instruction at Beaufort County Community College. This program lets you grow your own talent with an "earn and learn" model. Upon successful completion of the program the apprentices qualify for industry recognized "journey worker" credentials in a skilled trade and academic credentials from BCCC. For more information, visit www.beaufortccc.edu/apprenticeship.

Occupational Extension

Occupational Extension Programs are designed to provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses and provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing), and meet local workforce pipeline needs.

Programs include:

- **Healthcare programs:** Designed to provide training for entry-level careers in the healthcare industry. A variety of courses are offered leading to certificates or certification, such as Nurse Aide I and Nurse Aide II, Phlebotomy, Medication Aide, Registered Medical Assistant, Pharmacy Technician, Cardiac Monitor Technician, Community Healthcare Worker, and specialized healthcare training. For more information, visit <https://www.beaufortccc.edu/continuing-education/healthcare-programs/home>.

- **Human Resource Development (HRD):** Provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. These courses will address six core components as follows: 1) assessment of an individual's assets and limitations; 2) development of a positive self-concept; 3) development of employability skills; 4) development of communication skills; 5) development of critical thinking skills; and 6) awareness of the impact of information technology in the workplace. A variety of courses are offered, such as National Career Readiness Certificate lab and testing, Employment Learning Lab, Resume &

Interview Prep, and much more! For more information, visit <https://www.beaufortccc.edu/continuing-education/workforce-programs/home>.

- Industry Training's: Designed to provide instructional opportunities for individuals seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses and provides instruction around skill competencies that leads to a recognized credential (licensure, certification, renewal, registry listing) and/or meets local workforce labor needs. Successful completion of programs in this field will enable students to pursue careers in many different areas. Courses are scheduled in response to anticipated or known need to upgrade existing skills or aid in the development of new skills. A variety of courses are offered leading to certificates or certification, such as HVAC Technician, CDL Truck Driving, Registered Barber, Manicure & Nail Technician, Forklift, OSHA 10, Notary, Real Estate, Advanced Manufacturing Institute, Natural Haircare Specialist, Industrial Sewing & Upholstery Academy, UAS Operations & Training Institute, and much more! For more information, visit <https://www.beaufortccc.edu/continuing-education/workforce-programs/home>.

- Ed2Go: BCCC offers over 350 online, highly interactive courses that cover a wide range of categories that you can take entirely over the Internet. All our courses include expert instructors, many of whom are nationally known authors. These high-quality courses are taught by industry experts and deliver specific skills and knowledge that help to advance student's personal or professional development. Fundamental courses start new each month or start anytime with a self-paced course. Categories include business, computer skills, medical, soft skills, language, personal development, teaching, writing, and more! Our online courses are affordable, fun, fast, convenient, and geared just for you. For more information, visit <https://www.ed2go.com/beaufortccc/>. Ed2Go also offers Advanced Career Training courses online that lead to attaining an industry-recognized credential. For more information, visit <https://careertraining.ed2go.com/beaufortccc/>.

Public Safety

The Public Safety program offers numerous education and training programs preparing future and existing professionals for careers in public safety. These comprehensive offerings include short-term workforce training and ongoing continuing professional education and training. Each public safety program below features a comprehensive training calendar on their webpage.

- Law Enforcement Training: Designed to provide training to local and state law enforcement agencies. Training includes Basic Law Enforcement, Training, specialized law enforcement courses, supervisor training, community policing training, and meeting the needs for federal and state-mandated training. For more information, visit <https://www.beaufortccc.edu/continuing-education/public-safety/law-enforcement-training>.

- Emergency Medical Service: Designed to meet the requirements for certifications including Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT, and Paramedic. In addition, many specialty certifications are offered, including Community Paramedic, Critical Care Paramedic/Flight Paramedic, and much more! The program also provides required training and continuing education for credentialed EMS providers as well as citizens seeking to obtain

an AHA BLS or Heartsaver CPR/AED First Aid certification. For more information, visit <https://www.beaufortccc.edu/continuing-education/public-safety/emergency-medical-services>.

- **Fire & Emergency Management:** Designed to provide fire personnel with an opportunity to gain technical information and to build skills in modern firefighting through a variety of learning experiences. Fire Service Training Program courses are conducted at local fire departments for volunteer and career firefighters who train as organized groups utilizing equipment and methods they would ordinarily use in preventing and suppressing fires. Offerings include the Fire Training Standards Program, Firefighter Certification, and specialty courses/programs. Courses are also offered to meet the workforce training needs of Emergency Management personnel, including county and state emergency managers and associated emergency response personnel and volunteers. For more information, visit <https://www.beaufortccc.edu/continuing-education/public-safety/fire-training>.

Personal Enrichment

Personal Enrichment programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth. A variety of courses are offered focusing on topics such as arts and crafts, music, firearms, motorcycle safety, defensive driving, cooking, culture, pottery, and much more! For more information, visit <https://www.beaufortccc.edu/continuing-education/personal-enrichment/home>.

Career and College Promise Workforce Pathways

The Career and College Promise (CCP) Workforce Pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school. The registration fee for the pathway courses is waived for eligible 11th and 12th graders. Students are responsible for purchasing textbooks and paying local course fees associated with the course. Eligible pathways include CDL Truck Driving, Nurse Aide I, Pharmacy Technician, Phlebotomy Technician, EMT, and HVAC Technician.

Students are eligible to receive high school credit if they complete CCP Workforce Pathway courses contingent upon the approval of the Career and Technical Education Director or Chief Academic Officer of their school system.

The process to register is simple:

- Ask your principal or school counselor to complete a Verification of Eligibility Form.
- Complete a Continuing Education Student Registration Form.
- Bring these forms with any other required documentation to BCCC Building 8 Registration and Records desk to register. The \$180 registration fee is waived. However, students are required to pay any applicable local course fees.

For more information on Career and College Promise Workforce Pathways, please visit our webpage at <https://www.beaufortccc.edu/continuing-education/career-and-college-promise>

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Chairman, State Board of Community Colleges

Dr. Jeff Cox

President, Community College System

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Kimberly Jackson, Director of Counseling

Faculty and Administration

Aaron Adams, Lead Instructor, Boat Building
A.S., North Carolina State University

Joseph Alford, Lead Instructor, Psychology
B.A., University of North Carolina - Wilmington
M.A., Western Carolina University

Jessama Allender, Instructor, Sociology
A.A.S., Beaufort County Community College
B.S., M.A., East Carolina University

Anthony Arcangeli, Librarian
B.A., SUNY Binghamton University
M.A., George Washington University
MLIS, UNC Greensboro

Amanda Avery, Washington County Early College High School Liaison
B.M., M.M., East Carolina University

Eddie Barbour, Controller
A.A.S., Beaufort County Community College
B.S., North Carolina Wesleyan College

Abbie Barfield, Lead Instructor, Argi-Business
A.A.S., Beaufort County Community College
B.S., North Carolina Wesleyan College

Ann Barnes, Lead Instructor, Human Services Technology
B.S.W., University of North Carolina - Wilmington
M.S.W., East Carolina University

Dillon Bunch, Instructor, Mathematics
B.A., M.A., East Carolina University
Jackie Butcher Director of Healthcare Programs
A.A.S., Beaufort County Community College
B.S., Elizabeth City State University

Christopher Campbell, Instructor, Music
B.A., Kennesaw State University
M.A., East Carolina University

Henry Clay Carter, Director of Personal Enrichment Initiatives & BCCC Centers
B.S.B.A., East Carolina University

James Casey, Director, Learning Enhancement Center
B.A., East Carolina University
M.A., Appalachian State University

William Chrismon, Chief of Campus Police
A.A.S., Beaufort County Community College

Ted Clayton, Coordinator of Welding & Mechanical Engineering Technology
A.A.S., Beaufort County Community College
C.W.I., American Welding Society

Jamie Cohick, Counselor
B.S., M.A., Edinboro University of PA

Ben Cole, Lead Instructor, Electrical/Electronics Engineering
A.A.S., Beaufort County Community College
B.S., East Carolina University
M.E., North Carolina State University

Jill Collins, Academic Advisor, Centralized Advising Center
B.A., Salisbury State University
M.A., Idaho State University

Crystal Crosby, Instructor, Biology
B.S., Methodist University
M.A., East Carolina University

Samuel Deans, Director, Campus Operations
High School Diploma, Chocowinity High School

Ben Deck, Instructor, Communications
B.A., University of Georgia
M.A., East Carolina University

Kent Dickerson, Dean, Allied Health and Nursing
B.S.N., University of North Carolina - Charlotte
M.S.N., Ph.D., East Carolina University

Jack Dugan, Director of Small Business Center
B.S., University of Toledo

Elizabeth Dyer, Instructor, Health & Physical Education
B.S., M.A., East Carolina University

Laurie Evans, Director, Centralized Advising Center
B.A., University of North Carolina - Chapel Hill
M.A., East Carolina University

Brian Frizzelle, Instructor, English
B.A., M.A., East Carolina University

Stacey Gerard, Vice President of Continuing Education
B.S., M.S., Ed.D., East Carolina University

Bill Gardner, Director, Plant & Maintenance
High School Diploma

Chanta Gibbs, Rickard Regional Centers Coordinator
A.A.S., Beaufort County Community College

Brenda Godwin, Health and Safety Coordinator
A.A.S., Pitt Community College
B.S., East Carolina University

Candace Griekspoor, Instructor, Registered Medical Assistant
Certificate, NC Dental U

Larry Grubb, Instructor, Art
B.S., Appalachian State University
M.F.A., East Carolina University

Ray Harris, Director of Fire and Emergency Management Training
A.A.S. Davidson County Community College

James Hill, Instructor, Medical Office Technology
A.A.S., Pitt Community College
B.A., M.A., East Carolina University

Lisa Hill, Vice President, Academic Affairs
B.S., M.Ed., M.S.A., Ed.D., East Carolina University

Renee Hinchey, Academic Advisor, Centralized Advising Center
B.A., Georgia State University
M.Ed., Troy State University
M.Ed., Liberty University

Matt Holliday, Lead Instructor, Mechanical Engineering Technology
B.S., M.A., East Carolina University

Paula Hopper, Director of the Library
B.A., University of North Carolina - Wilmington
M.A., North Carolina State University
M.S., East Carolina University

Beth House, Instructor, Practical Nursing
P.N., Beaufort County Community College
A.D.N., Craven Community College
B.S.N., East Carolina University

Kendra Hubert, Instructor, Associate Degree Nursing
R.N., St. Luke's School of Nursing
B.S.N., Ohio University

Carol Ingalls, Instructor, Medical Office Technology
B.S., M.S., East Carolina University

Kimberly Jackson, Director of Counseling
B.A., University of North Carolina - Chapel Hill
M.A.Ed., East Carolina University

Ana Jimenez-Leary, Instructor, Spanish
B.S., Georg-August University
M.S., Studienseminar Hannover II

Nicole Johnson, Director of Human Resources
B.S., North Carolina State University

Misty Jones, Lead Instructor, Mathematics
B.S., North Carolina State University
M.A., East Carolina University

Stacy Jones, Director of High School Programs
B.A., East Carolina University
M.A., Cambridge College

Steve Jones, Early College Liaison
B.A., West Virginia Wesleyan College

B.S., York College
M.A.Ed., University of South Carolina

Dorothy Jordan, Director of Student Support Services
B.S., M.A.Ed., East Carolina University

Cynthia King, Lead Instructor, Business Administration
B.A., St. Leo University
B.S., University of South Carolina
M.S., Troy State University

Denise King, Lead Instructor, Practical Nursing
A.D.N. Alamance Community College
B.S.N., M.S.N., Kaplan University

Ashley Knox, Instructor, Mathematics
B.S., M.A., East Carolina University

Brandon Lewis, Washington County Early College Liaison
B.S., Mid Atlantic Christian University
M.S., East Carolina University

Lisa Liguori, Instructor, Biology
B.A., Haverford College
M.A., University of British Columbia
M.S., Clemson University

Robin Lilley, Lead Instructor, Business Technology
B.A., M.A., East Carolina University

Kevin Lloyd, Career Coach, Washington County
B.A., M.A., East Carolina University

David Looney, Director of Information Technology
B.S., North Carolina Central University

David Loope, President
B.A., University of Tennessee
M.A., Wake Forest University
Ed.D., The College of William and Mary

Jessica Mann, Lead Instructor, Early Childhood Education
B.A., East Carolina University
M.A., Ashford University

Rosemary Mann, Basic Skills Instructor, Hyde Correctional
A.A.S., Pitt Community College
B.S., M.S.A., East Carolina University

Dominique Marshall, Instructor, English
B.A., M.A., East Carolina University

Justin McKeithan, Webmaster
A.A.S., Pitt Community College
B.F.A., American InterContinental University

Jose Mendoza, Instructor, Spanish/Psychology
B.A., M.A., Universidad Manuel L. Escamilla Professor of Spanish, Universidad Antonio Nebrija

Kendra Mizell, Registration & Records Coordinator
A.A.S., Edgecombe Community College

Benjamin Morris, Dean, Business Technology and Public Services
B.A., University of North Carolina Pembroke
M.A., Fayetteville State University

Timothy Moser, Instructor, ACA
B.S., Western Carolina University
M.A., East Tennessee State University

Kimberly Moulden, Lead Instructor, Cosmetology
Cosmetology Diploma, Beaufort County Community College
NC Cosmetology License, NC Cosmetology Teacher License
A.G.E., Beaufort County Community College

Kimberly Mullis, Dean of Institutional Effectiveness
B.S., M.A.Ed., Ed.D, East Carolina University

Mark Nelson Vice President of Administrative Services
B.S., Liberty University
Masters of Strategic Studies, U.S. Army War College

Attila Nemezc, Director of Marketing and Public Relations
B.A., North Carolina State University

LaTonya Nixon, Vice President of Student Services
B.S., Longwood University
M.A., Norfolk State University
Ed.D., Walden University

Holly Parrott, Instructor, Communication
B.A., University of North Carolina, Wilmington
M.A., East Carolina University

Melissa Peoples, Lead Instructor, Associate Degree Nursing, Freshman
B.S., M.S., East Carolina University

Shelby Phillips, Director of Admissions & Records
B.A., M.S., East Carolina University
Ed.D., Grand Canyon University

Kate Purvis, Blackboard Administrator
B.S., M.A., Appalachian State University

Penelope Radcliffe, Director of College & Career Readiness
A.A.S., Beaufort County Community College
B.A., North Carolina Wesleyan College

Billy Respass, Director of EMS
A.A.S., Davidson County Community College

Joanna Rieg, Assistant Director of Admissions & Records
A.A.S., Beaufort County Community College
B.S., University of Missouri
M.A., East Carolina University

Justin Rose, Director of Industry Training
B.S., Mid-Atlantic Christian University
M.A., Ed.D., Liberty University

Bonnie Sadler, Instructor, Mathematics
B.A., Meredith College
M.A., East Carolina University

Tashawna Scott, Student Development Coordinator
A.A., Halifax Community College
B.S., East Carolina University
M.E., Guidance & Counseling, Cambridge College

Chad Smith, Lead Instructor, Science
B.S., M.S., Ph.D., East Carolina University

Nicole Smith-Poulin, Allied Health Academic Advisor and Admissions Coordinator, Centralized
Advising Center
A.A. and A.S., Southern Maine Community College
B.S., University of Southern Maine

Amanda Stevens, Dean, Arts & Sciences
B.A., M.A., East Carolina University

Shelly Stockton, Instructor, Associate Degree Nursing
A.A.S., Central Carolina Community College
B.S., New York Institute of Technology
B.S.N., University of North Carolina - Wilmington
M.S.N., Chamberlain University

Suzanne Stotesbury, Instructor, English
B.A., M.A., East Carolina University

Alyssa Sullivan, Academic Success Coordinator
A.A.S., Beaufort County Community College
B.A., M.S., East Carolina University

Serena Sullivan, Vice President of Institutional Advancement
B.S., University of North Carolina - Chapel Hill

Kathy Swann, Instructor, Business Administration
B.S., North Carolina Wesleyan College
M.S., Campbell University

Bryan Van Gyzen, Lead Instructor, Automotive Technology
A.A.S., Wayne Community College

Sara Watson, Director of Customized Training
B.S., East Carolina University

Amanda Waters, Student Success Coach, Centralized Advising Center
B.S., M.E., East Carolina University

Crystal Watts, Lead Instructor, Criminal Justice Programs
B.S., Mount Olive College
M.S., Capella University

Molly Wells, Lead Instructor, Associate Degree Nursing, Seniors
A.A.S., Beaufort County Community College
B.S., M.S.N., East Carolina University

Patricia Windley, Director of Financial Aid
A.A.S., Beaufort County Community College
B.S., North Carolina Wesleyan College

Darwin Woolard, Transitional & Career Studies Instructor, Hyde Correctional
B.A., North Carolina Wesleyan College

Brandi Ziegler, Psychology Instructor
A.A., University of Phoenix
B.A., Grand Canyon University
M.A., Nova Southeastern University

William Ziegler, History Instructor
B.A., Marywood University
M.S.A., East Carolina University

*Part-Time Employee

Staff

Rebecca Adams, Staff Accountant

Samantha Adams, Administrative Assistant - Academics

Todd Alligood*, BLET Coordinator (PT)

Katrina Barrow, Student Services Assistant

Sandy Berry, Admissions & Assessment Specialist

Brenda Bertrand, Registration & Records Specialist

Jahmar Bradby*, Men of Success Coach

Lindsay Biggs, Payroll Specialist

John Britt*, Library Assistant

Sue Britt*, Library Assistant

Candace Britt, Admissions & Records Specialist

Trina Cobb, Library Technician

Courtney Coltrain, Assistant Registrar

Jacob Congleton, Information Systems Specialist

Jolinda Cooper, Office Manager & Data Specialist - Arts & Sciences

Janet Corey, Accounts Payable Specialist

Lynda Corprew, Admissions & Records Assistant

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Marshall Hall, Audio-Visual Coordinator
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Ed Hodges*, Library Assistant
Susan Hodges*, Curriculum Data Clerk
Quisha Horton, Financial Aid Specialist
Ashley Howell, Financial Aid Specialist
Casey Langley, Coordinator, HRD and WFI
Lucy Lawrence, Office Manager - Student Support Services
Sheri Powell, Foundation Coordinator
Latina Shelley, Purchasing Coordinator
Leah Stevens, Office Assistant - Business and Public Services
Lindsay Temple, Human Resources Specialist
Mike Waters, Computer Support Services Specialist
Lisa Woolard, Equipment Coordinator
Kenneth Worsley, Information Center Coordinator

Facilities and Grounds

James Barnes, Custodian
Debra Clemmons, Custodian
Timothy Cohick, Maintenance Mechanic
Stephen Cutler, Maintenance Mechanic
Brian Fish, Coordinator, Grounds and Maintenance
Taiwan Godley, Custodian
Kodesia Hughey*, Custodian
Norma Laws, Custodian
Charles McCracken, Grounds & Maintenance Mechanic

Ernest Moore, Custodian

Kenneth Moore, Custodian

George Norfleet, Maintenance Mechanic

Michael Pensock, Coordinator of Maintenance

Charice Pope, Custodian

Thomas Reddick, Grounds & Maintenance Mechanic

Donnell Rhome, Custodian Coordinator

Tim Tuck, Maintenance Mechanic

Jo Ella Turnage, Custodian

Campus Police Staff

William Chrismon, Chief of Campus Police

Tom Amick, Police Officer

Natalie Voliva, Police Officer

Jimmy Pollard*, Assistant to the Police Department

Greg Harrison*, Police Officer

Robert Jones*, Police Officer

Tony Keech*, Police Officer

Michael Smiley*, Police Officer

*Part-Time Employee

For a complete and up to date list of employees you can view this webpage:

[Beaufort County Community College Faculty and Staff Directory](#)

Performance-Based Budgeting/Accountability

Met or Exceeded Excellence Level	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Pass Rate Index	Transfer Performance	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level	Met or Exceeded Excellence Level
≥ Avg Band Max, Below Excellence	Progress	Success	Success	Progression	Completion Rate	Pass Rate Index	Performance	Exceeded Level	Average Band Max, Below Excellence	Average Band Min, < Average Band Max	Baseline, < Average Band Min	Below Baseline Level
≥ Avg Band Min, < Avg Band Max												
≥ Baseline, < Avg Band Min												
Below Baseline Level												
System Excellence Level	1.216	1.174	1.204	1.063	1.094	1.073	1.031					
Average Band Max	1.104	1.099	1.114	1.036	1.048	1.029	1.012					
System Mean	0.992	1.025	1.024	1.009	1.002	0.986	0.993					
Average Band Min	0.880	0.950	0.934	0.981	0.956	0.942	0.974					
System Baseline	0.543	0.727	0.665	0.899	0.817	0.811	0.917					
Alamance CC	1.438	1.059	0.974	0.921	0.940	0.963	1.020	1	1	3	2	0
Asheville-Buncombe TCC	1.050	0.834	0.849	0.850	0.859	1.087	1.017	1	1	1	3	1
Beaufort County CC	1.038	1.004	1.243	1.074	0.924	0.973	1.025	2	1	3	1	0
Bladen CC	0.532	1.253	1.384	1.000	1.025	0.803	0.977	2	0	3	0	2
Blue Ridge CC	1.179	0.878	0.970	0.950	0.965	1.103	0.991	1	1	3	2	0
Brunswick CC	1.281	1.169	1.181	1.028	1.024	1.030	1.011	1	3	3	0	0
Caldwell CC & TI	1.102	0.983	1.067	0.960	1.093	1.168	1.006	1	1	4	1	0
Cape Fear CC	1.067	0.937	1.123	1.021	0.996	1.032	1.009	0	2	4	1	0
Carteret CC	1.044	0.858	0.775	1.037	1.010	1.028	1.002	0	1	4	2	0
Catawba Valley CC	1.122	1.300	1.320	1.076	1.018	1.024	1.002	3	1	3	0	0
Central Carolina CC	0.925	0.809	0.759	0.982	0.886	1.000	1.034	1	0	3	3	0
Central Piedmont CC	1.084	1.118	1.210	0.991	1.004	1.041	1.013	1	3	3	0	0
Cleveland CC	1.104	1.161	1.272	0.955	1.164	1.066	0.996	2	3	1	1	0
Coastal Carolina CC	1.226	1.244	1.269	0.953	1.129	1.041	0.968	4	1	0	2	0
College of the Albemarle	1.106	1.132	0.844	1.070	0.994	1.042	0.986	1	3	2	1	0
Craven CC	1.294	1.026	1.060	0.999	1.002	1.042	0.981	1	1	5	0	0
Davidson-Davie CC	1.086	1.135	1.132	1.057	1.187	0.986	0.967	1	3	2	1	0
Durham TCC	1.030	0.897	0.951	0.935	0.985	0.986	1.024	0	1	4	2	0
Edgecombe CC	1.309	0.999	0.754	0.991	0.868	0.893	0.849	1	0	2	3	1
Fayetteville TCC	0.751	0.978	0.804	0.922	1.028	0.999	0.956	0	0	3	4	0
Forsyth TCC	0.846	1.075	1.183	1.013	0.981	0.996	0.999	0	1	5	1	0
Gaston College	0.831	1.039	0.862	1.007	1.120	1.069	1.012	1	2	2	2	0
Guilford TCC	0.812	0.859	0.918	1.019	0.972	0.981	0.970	0	0	3	4	0
Halifax CC	0.551	1.151	0.641	0.997	0.989	0.821	0.940	0	1	2	3	1
Haywood CC	1.137	0.935	0.854	0.908	1.001	1.047	1.019	0	3	1	3	0
Isothermal CC	0.688	1.057	0.918	0.989	1.120	1.037	0.970	1	1	2	3	0
James Sprunt CC	0.818	1.091	1.192	1.100	1.067	0.796	0.939	1	2	1	2	1
Johnston CC	1.095	1.080	1.103	1.063	1.087	1.089	1.019	2	2	3	0	0
Lenoir CC	0.965	0.993	1.165	1.028	1.002	0.828	0.957	0	1	4	2	0
Martin CC	0.827	0.869	1.166	1.040	0.898	0.858	0.987	0	2	1	4	0
Mayland CC	1.054	0.742	1.305	0.982	0.903	1.069	0.957	1	1	2	3	0
McDowell TCC	1.155	1.141	0.888	1.109	0.888	1.080	1.005	2	2	1	2	0
Mitchell CC	1.298	0.894	0.845	1.024	1.105	1.024	1.030	2	1	2	2	0
Montgomery CC	0.466	1.134	1.105	1.001	0.804	0.954	1.070	1	1	3	0	2
Nash CC	1.278	0.788	1.063	1.001	0.957	0.970	0.958	1	0	4	2	0
Pamlico CC	1.000	0.875	0.892	0.980	0.896	0.964	1.001	0	0	3	4	0
Piedmont CC	0.404	1.199	0.897	1.031	0.880	0.979	0.990	1	0	3	2	1
Pitt CC	1.213	0.868	1.018	0.972	0.966	0.920	0.999	0	1	3	3	0
Randolph CC	1.102	1.113	0.922	1.030	0.921	0.888	1.025	0	2	2	3	0
Richmond CC	0.740	1.016	1.138	1.021	0.975	0.852	0.978	0	1	4	2	0
Roanoke-Chowan CC	0.726	1.326	1.333	1.105	1.276	0.913	1.048	5	0	0	2	0
Robeson CC	0.810	0.906	1.094	0.916	1.117	0.917	1.011	1	0	2	4	0
Rockingham CC	0.930	0.828	0.942	0.973	0.862	0.963	0.961	0	0	3	4	0
Rowan-Cabarrus CC	1.329	0.850	0.725	0.962	0.896	0.980	0.987	1	0	2	4	0
Sampson CC	1.117	0.985	0.849	1.042	1.144	0.857	1.035	2	2	1	2	0
Sandhills CC	0.839	1.005	0.917	1.083	1.024	0.940	1.007	1	0	3	3	0
South Piedmont CC	1.096	0.795	0.750	0.976	1.066	0.947	1.025	0	2	2	3	0
Southeastern CC	0.743	1.158	1.314	1.013	1.015	0.924	0.977	1	1	3	2	0
Southwestern CC	0.803	1.021	1.121	0.973	0.882	1.053	0.989	0	2	2	3	0
Stanly CC	0.867	1.017	1.158	1.008	0.974	1.008	1.011	0	1	5	1	0
Surry CC	1.098	1.019	0.952	0.989	0.985	1.107	1.037	2	0	5	0	0
Tri-County CC	1.108	1.436	1.253	1.087	1.042	0.900	0.875	3	1	1	1	1
Vance-Granville CC	0.710	1.051	1.029	1.086	1.006	0.821	1.001	1	0	4	2	0
Wake TCC	0.979	0.974	0.910	1.024	0.997	1.066	1.021	0	2	4	1	0
Wayne CC	1.032	1.165	0.908	1.083	1.043	0.979	0.990	1	1	4	1	0
Western Piedmont CC	1.179	1.268	1.077	0.982	0.996	1.125	1.011	2	1	4	0	0
Wilkes CC	1.093	1.009	1.083	0.999	1.040	1.053	1.013	0	2	5	0	0
Wilson CC	1.028	0.937	0.967	1.105	1.100	1.079	0.925	3	0	2	2	0

BCCC Campus Map



BEAUFORT

COUNTY COMMUNITY COLLEGE

BLDG NO.	BUILDING NAME
1	A . Graham Elliott Administration Building
2	Delmar Keech Business & Technology Building
3	Arts & Sciences
4	Advanced Manufacturing
5	Library, Early College High School, & Bookstore
6	College Operations
7	Skilled Trades
8	Continuing Education
8A	Agribusiness
9	Student Services
10	Conference Center & Early College High School
10A	B.L.E.T. Firing Range
10B	Law Enforcement Training
11	Cosmetology & Social Sciences
12	Katie Paul Nursing & Allied Health Building
13	Public Services Driving Pad
14	Fire Tower
15	Public Services

