WAYNE
COMMUNITY COLLEGE

2023-2024 GENERAL CATALOG

and Student Handbook

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Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs, facilities, and activities be accessible to all qualified students. It is the responsibility of the student to self-disclose a disability to the Accessibility Services Office to discuss services needed for equal access. The student must request accommodations in a timely manner to the Accessibility Services Office for the process of documentation review, eligibility determination, and to establish reasonable accommodations specific to the individual needs of the student. The Accessibility Services Office is located in the Wayne Learning Center building, room #181, 919-739-6729.

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

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at www.ed.gov/policy/gen/guid/fcpo/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services.

For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our website at, http://www.waynecc.edu/gainful-employment/
Wayne Community College is a tobacco-free institution.

This catalog/student handbook is current as of August 1, 2023. Check the WCC online catalog/student handbook at waynecc.edu/catalog/ for the most up-to-date information. It is the responsibility of all students to read, understand, and adhere to the contents of the General Catalog and Student Handbook.

PRESIDENT'S WELCOME

Welcome to Wayne Community College! We are excited to assist you in exploring the many opportunities that exist at our College. We exist to provide for the educational, training, and cultural needs and desires.

Wayne Community College has built a reputation of providing students with exceptional educational and workforce training programs along with the support they need to achieve their objectives.

Whatever your interest, wherever you are on your path, WCC can meet you there and help you develop and implement a plan to pursue your goals. Whether you take advantage of the services and programs on the campus, on Seymour Johnson Air Force Base, at the Wayne Executive Jetport, or online, you will find dedication to providing quality education and will build lasting relationships.

If you want to be a part of a community that makes your success its number one priority, Wayne Community College is your college!

Dr. Patricia Pfeiffer
President

CELEBRATING SIX DECADES OF QUALITY EDUCATION AND COMMUNITY SERVICE

1958

Industrial Education Center

1963

Technical Institute

1967

Community College

Wayne Community College is dedicated to equality of opportunity in all areas of education and employment. Accordingly, Wayne Community College does not practice or condone discrimination against students, employees, or applicants on the basis of race, color, national origin, religion, sex, age, or disability. Wayne Community College is an Equal Opportunity, Affirmative Action institution and accommodates the needs of individuals with disabilities.

Wayne Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded as binding obligations on the College or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the North Carolina Community College System, or by local conditions may make some alterations in curriculums, fees, etc., necessary. For additional information, contact the College at (919) 735-5151 or view our website at www.waynecc.edu.

WAYNE COMMUNITY COLLEGE

3000 Wayne Memorial Drive | Goldsboro, NC 27534 | 919-735-5151 | waynecc.edu

WAYNE COMMUNITY COLLEGE 2023-2024 CALENDAR

FALL SEMESTER 2023

AUG.	15	8 a.m.-7 p.m.	Fall Open Registration - Tuition due by August 16 at 4 p.m.**
	16	8 a.m.-4 p.m.	Fall Open Registration - Tuition due at 4 p.m.**
	17		Fall Classes Begin
	22		Last Day to Receive 75 percent Refund for Fall I Classes
	28		Last Day to Receive 75 percent Refund for Full Term Classes
SEPT.	4		Labor Day Holiday - Campus Closed
	15	12 p.m.**	Tuition Due for Late Start Classes
	18		Late Start Classes Begin
	25		Last Day to Receive 75 percent Refund for Late Start Classes
	27		Last Day to Drop Fall I Classes with 'W'
OCT.	11		Fall I Classes End
	12-13		Student/Faculty Break
	16	8 a.m. - 4 p.m.	Fall II Registration - Tuition Payment Due at 4 p.m.**
	17		Fall II Classes Begin
	20		Last Day to Receive 75 percent Refund for Fall II Classes
	23		Spring Advising Begins
NOV.	6-9		Spring Priority Registration for Students Enrolled Fall 2023*
			Tuition Payment Due by December 13th at 4 p.m.**
	9		Graduation Application Deadline
	10		Veteran's Day Holiday - Campus Closed
	13		Spring Open Registration Begins for New and Current Students
			Tuition Payment Due by December 13 at 4 p.m.**
	21	12 p.m.**	Tuition Due for Holiday Term Classes **
	22-24		Thanksgiving Holiday - Campus Closed
	27		Holiday Term Classes Begin
	29		Last Day to Drop Fall II, Late Start, and Full-Term Classes with 'W'
	29		Last Day to Receive 75 percent Refund for Holiday Term Classes
DEC.	13		Last Day of Fall Classes
	13	4 p.m.**	Tuition due for Spring 2024
	15		Curriculum Graduation
	22-29		Christmas Holiday Break - Campus Closed
	29		Holiday Term Classes End

SPRING SEMESTER 2024

JAN.	1		New Years Holiday - Campus Closed
	3	8 a.m.-7 p.m.	Spring Open Registration - Tuition due by January 4 at 4 p.m.**
	4	8 a.m.-4 p.m.	Spring Open Registration - Tuition due at 4 p.m.**
	8		Spring Classes Begin
	11		Last Day to Receive 75 percent Refund for Spring I Classes
	15		Martin Luther King Holiday - Campus Closed
	18		Last Day to Receive 75 percent Refund for Full Term Classes
FEB.	9	12 p.m.**	Tuition due for Late Start Classes
	12		Late Start Classes Begin
	16		Last Day to Drop Spring I Classes with 'W'
	19		Last Day to Receive 75 percent Refund for Late Start Classes
	19		President's Day - No SJAFB Classes
	29	8 a.m.-4 p.m.	Spring II Registration - Tuition due by March 6 at 4 p.m.**

MAR.	1		Spring I Classes End
	4-5		Student/Faculty Break
	6	4 p.m.**	Tuition Due for Spring II Classes**
	7		Spring II Classes Begin
	8		Graduation Application Deadline
	12		Last Day to Receive 75 percent Refund for Spring II Classes
	29		Easter Holiday - Campus Closed
APRIL	1		Easter Holiday - Campus Closed
	2-5		Spring Break for Students/Faculty
	8		Summer/Fall Advising Begins
	22-26		Summer/Fall Priority Registration for Students Enrolled Spring 2024*
			Tuition for Summer Classes due by May 13 at 4 p.m.**
			Tuition for Fall Classes due by August 2 at 4 p.m.**
	24		Last Day to Drop Spring II, Late Start, and Full-Term Classes with 'W'
	29		Summer Open Registration Begins for New and Current Students
			Tuition Payment Due by May 13 at 4 p.m.**
MAY	8		Last Day of Spring Classes
	10		Curriculum Graduation
	13	4 p.m.**	Tuition due for Summer 2024 Classes**

SUMMER SEMESTER 2024

MAY	20	8 a.m.-7 p.m.	Summer Open Registration - Tuition due by 7 p.m.**
	21		Summer Classes Begin
	27		Memorial Day Holiday - Campus Closed
	28		Last Day to Receive 75% Refund for Full-Term Classes
JUNE	6	4 p.m.**	Tuition Due for Late Start Classes
	10		Late Start Classes Begin
	27		Last Day to Receive 75% Refund for Late Start Classes
	27		Graduation Application Deadline
JULY	4		July 4th Holiday - Campus Closed
	8	8 a.m.-7 p.m.	Fall Open Registration Begins for New and Current Students
			Tuition due by August 2 at 4 p.m.**
	9		Last Day to Drop Late Start and Full-Term Classes with 'W'
	23		Last Day of Summer Classes
AUG	2	4 p.m.**	Tuition Due for Fall 2024 Classes**

*Contact the Office of Admissions and Records for Priority Registration Schedule.
** This payment may be made online, at the Cashier's Office (Dogwood 140) on campus, or mailed to Wayne Community College, P.O. Box 8002, Goldsboro, NC 27533-8002 Attention: Cashier's Office.

CALENDAR SUBJECT TO CHANGE

Curriculum Students should contact the Office of Admissions and Records for information on classes that have beginning dates which differ from the start of the semester.

This calendar reflects class meetings for curriculum students unless otherwise noted. Students in Workforce Continuing Education or Transitional Programs for College and Career should consult published schedule of classes or WCC website for specific class meeting information.

GENERAL INFORMATION

The Campus

Wayne Community College's 175 acre main campus is located in Goldsboro, NC at 3000 Wayne Memorial Drive. Thirteen modern buildings contain nearly 437,500 square feet of state-of-the art classrooms, laboratories, offices, and a model childcare center.

Additional campus amenities include greenhouses, hydroponic growing containers, cultivation plots, softball field, tennis courts, a walking track with exercise stations, and six landmarks and monuments.

An aviation classroom and hanger are located at the Wayne Executive Jetport.

Beyond the campus, curriculum and workforce continuing education courses are offered on Seymour Johnson Air Force Base and various locations throughout Wayne County.

The History

A member of North Carolina's system of 58 community and technical colleges, Wayne Community College was originally established as Goldsboro Industrial Education Center. The first on-campus building was completed in November 1960, and until fall 1962 all courses were taught in the evening, and all students were part time.

In the 1962-63 school year, the first full-time courses were offered leading to diplomas in automotive mechanics, electronics, drafting, and practical nursing. During the 1962-63 school year, Goldsboro I.E.C. had 47 students enrolled with eight faculty members; 1963 through 1965 three extension units of Goldsboro I.E.C. were established in Morehead City, Kenansville, and Clinton; later to become Carteret, James Sprunt, and Sampson community colleges.

In January 1964, Goldsboro I.E.C. became Wayne Technical Institute. By fall 1966, the enrollment had increased to approximately 550 curriculum students and more than 1,500 extension students. During the late sixties, several additional classroom buildings were added to the campus.

In November 1967, a community vote approved the necessary financial support, and Wayne Technical Institute became Wayne Community College. By the fall of 1968, the enrollment had risen to nearly 700 curriculum students.

The student population's rapid growth overwhelmed the facilities. In January 1974, the Board of Trustees commissioned a master plan for campus relocation to Wayne Memorial Drive. The first building on the new campus, constructed in 1978, housed auto-diesel technology, welding, watchmaking, drafting and electronics programs.

A local bond referendum in 1986 provided $9.9 million in construction funds, which were matched by state funds during the years to follow. By the fall of 1992, five buildings were completed. A 1993 statewide bond referendum provided the $6.3 million necessary to add two more buildings on campus and an aviation building at the local airport. All were in use by the winter of 1996.

Enrollment and program offerings continued to grow, and so has the campus. In the fall of 2000, voters overwhelmingly approved a statewide Higher Education Bond that provided Wayne Community College nearly $13 million for construction, renovation and repair. Three buildings were built and several functional areas were reconfigured and renovated, with the last of the new facilities opening in spring 2007.

More improvements and growth are resulting from the "Connect NC Public Improvement Bond" which voters approved in March 2016 and several grants and gifts. This funding allowed repairs and renovation to existing buildings and systems and new construction, including a new Automotive and Collision Repair Building that was completed in time for occupation in the Fall 2020 semester.

In the Spring 2022 semester, the college's curriculum welding program and workforce continuing education classes moved into a renovated and expanded space. The $1.2 million project was made possible in part by grants from the Golden Leaf Foundation and Duke Energy Corporation as well as funding from the County of Wayne and the Foundation of Wayne Community College.

Through the decades, Wayne Community College has established a reputation for quality in certificate, diploma, and associate degree programs which prepare students for promising careers. The College also takes pride in its Associate in Arts, Associate in Science, and Associate in Engineering college transfer programs and its graduates who have a high success rate at four-year institutions.

Use of technology in the classroom, modern computer labs, and options for Saturday and evening classes as well as an abundance of online and hybrid courses have made instruction at Wayne Community College more effective and convenient for students.

Wayne Community College will strive to maintain its long-standing reputation for quality training and education of our community's citizens.

Wayne Community College was accredited by the Southern Association of Colleges and Schools Commission on Colleges in 1970, and was reaffirmed in 1974, 1986, 1995, 2006, and 2016.

The Community

Located in the east-west corridor between Raleigh to the west and the Outer Banks coastal region to the east, Wayne County is one of the leading agricultural areas of the coastal plains of North Carolina. The City of Goldsboro, the county seat, is the center of population, serving a major economic function as the trade and service center for Wayne County. The population of Wayne County is close to 117,000.

Wayne County, formed in 1770, was named for the great Continental Army General, Anthony Wayne. Almost a century later, in 1865, the last battle of the American Civil War was fought at Bentonville, 18 miles west of Goldsboro.

Since the mid-1960s, industrial growth led Wayne County to a more balanced industrial-agricultural economy. Agriculture continues to be the major source of income for Wayne County residents. Principal crops include tobacco, corn, cotton, grains, and soybeans. Livestock and poultry are major sources of income for Wayne County farmers.

Numerous manufacturing companies are located throughout the area. Manufacturing is diversified in Wayne County, including automotive parts, electrical components,

transformers, aviation-related cargo systems, and mass transit power systems; food stuffs such as tortillas, bread, pickles, and pork products; and wood products such as lumber chips, plywood, and timber.

Wayne County is served by several newspapers, "hometown" publications, and radio stations. It is home to a modern hospital affiliated with UNC Health Care. There are nearly 200 churches which represent many religious faiths. Varied recreational facilities include swimming pools, parks, public and private golf courses, a Family YMCA, a state park and robust municipal parks and recreation departments offers year-round activities. The county is home to several historic sites, museums, a renovated historic theater, and arts and cultural organizations. Numerous festivals provide year-round activities and entertainment.

Seymour Johnson Air Force Base, one of the most important and modern bases in the United States, is located at Goldsboro. It is the headquarters for the Air Combat Command's 4th Fighter Wing, the 916th Air Refueling Wing, an Air Force Reserve Command Unit, and several other squadrons and detachments.

College Mission

Vision statement

Wayne Community College will be the preferred choice for quality education and training in the communities it serves.

Mission Statement

Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open door admissions policy. WCC is located in Goldsboro, North Carolina and is part of the North Carolina Community College System.

Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

CORE VALUES

The College is united in sharing these core values:

- **Communication:** Encourage open dialogue at all levels
- **Compassion:** Exhibit concern for others
- **Diversity:** Value and respect each person's uniqueness
- **Excellence:** Set and meet high standards
- **Integrity:** Cultivate an environment of fairness and honesty
- **Leadership:** Develop and demonstrate leadership skills for our students, employees, and community
- **Learning:** Improve the quality of life by providing knowledge and developing skills
- **Service:** Foster a commitment in employees and students of serving and assisting others
- **Stewardship:** Hold ourselves accountable for the efficient and effective use of the resources entrusted to us
- **Teamwork:** Work together and encourage collaboration
- **Unity:** Operate as one college in purpose, plans, priorities, and processes

College Goals (2019-2024)

1. **Increase Student Access:** Develop policies and practices that provide increased opportunities for students to enter into, and successfully proceed through, post-secondary education and training programs.
2. **Ensure Program Excellence:** Examine and continually improve rigor, relevance, and quality in all academic and training opportunities to ensure that successful completion equates to a competitive position in the workforce or in the attainment of higher educational goals.
3. **Improve Student Success:** Increase the number of students leaving with a job-ready credential that can lead to successful employment in a global economy and provide for better skills, better jobs, better pay, and continued educational attainment.
4. **Ensure Institutional Quality:** Examine and continually improve relevance and quality in all college administrative, student, and support services to ensure that the College's vision, mission and goals will be achieved.

Institutional Learning Outcomes

A graduate of Wayne Community College should be able to:

1. Make effective oral presentations.
2. Compose effective written documents.
3. Apply critical or creative reasoning, including diverse perspectives, to address complex problems or to analyze original works.
4. Apply appropriate mathematics to solve real-world problems.
5. Interpret or analyze natural phenomena using concepts and principles of the natural sciences.

College Programs

In keeping with its mission of meeting the educational, training, and cultural needs of the communities it serves, the College offers the following educational programs:

1. Associate degree programs.
2. Diploma and certificate programs.
3. Transitional skills programs for college and career offer individuals instruction to increase their ability to (a) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (b) transition to postsecondary education and training; and (c) to obtain employment.
4. Workforce Continuing Education occupational extension programs (providing courses for adults to update or gain new skills for the workforce).
5. Community service programs (cultural enrichment, workshops/seminars, leisure, and recreation).
6. Wayne Business and Industry Center (workforce development and business counseling, education, training, and technical services for area businesses and organizations).

2022 Performance Measures Results

Introduction

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled during the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, a review process was established to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. Every three years, a committee that is inclusive of college leaders; subject matter experts; and research and assessment professionals are appointed to review the measures and recommend deletions, revisions, and additions. Recommendations from the most recent review were approved in 2021 and this is the first report reflecting those changes.

The current list of measures includes:

- Basic Skills Student Progress
- Student Success Rate in College Level English Courses
- Student Success Rate in College Level Math Courses
- First Year Progression
- Curriculum Student Completion
- Licensure and Certification Passing Rate
- College Transfer Performance

Baselines and Excellence Levels

The outcomes funding model associated with the performance measures was implemented in 2013. A major component of this model is the establishment of system-wide baseline and excellence levels for each measure. These statistically defined levels were developed to provide consistency and promote transparency, simplicity, and objectivity.

Baseline levels are set two standard deviations below the system's average index score and excellence levels are set one standard deviation above the system's average index scores. The average band is within 0.5 standard deviations above or below the average index score.

The North Carolina Community College Performance Measures for Students Success Report is designed to provide colleges and stakeholders with summary results related to the performance measures. Additional analysis and insights based on student characteristics, including race/ethnicity and gender can be accessed at: https://www.nccommunitycolleges.edu/analytics/dashboards/state-performance-measures-pm.

Each performance measure begins with a purpose and description, excellence, average band maximum, average band minimum, and baseline, and the College's performance for that measure. Additional information about the seven performance measures is available from the Wayne Community College Office of Institutional Effectiveness. Additional information can be accessed at: https://www.waynecc.edu/institutionaleffectiveness/planning-documents.

1. Basic Skills Student Progress. To ensure individuals with low literacy skills are progressing academically toward credential or employment. Index score based on the percentage of Basic Skills periods of participation (PoP) with measurable skill gain (MSG) during the Basic Skills program year (July 1 - June 30). Excellence: 1.348; Average Band Max 1.171; Average Band Min: 0.816; Baseline: 0.283; WCC Performance: 0.961 (Within Average Band).
2. Student Success Rate in College-Level English Courses. To ensure students are successfully completing a credit-bearing English course within their first three academic years. Index Score based on the percentage of first-time fall associate degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within three years. Excellence: 1.147; Average Band Max: 1.081; Average Band Min: 0.947; Baseline: 0.747; WCC Performance: 1.144 (Above Average Band, Below Excellence).
3. Student Success Rate in College-Level Math Courses. To ensure students are successfully completing credit-bearing Math courses within their first three academic years. Index score based on the percentage of first-time fall associate degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within three years. Excellence: 1.192; Average Band Max: 1.104; Average Band Min: 0.927; Baseline: 0.662; WCC Performance: 0.998 (Within Average Band).
4. First Year Progression. To ensure first-year students are making progress toward credential completion. Index score based on the percentage of first-time fall credential-seeking curriculum students graduated prior to or enrolled in post-secondary education the subsequent fall term semester. Excellence: 1.069; Average Band Max: 1.036; Average Band Min: 0.970; Baseline: 0.872; WCC Performance: 1.021 (Within Average Band).
5. Curriculum Completion. To ensure student completion and/or persistence toward a post-secondary credential in a timely manner. Index score based on percentage of first-time fall credential-seeking curriculum students who graduate, transfer, or are enrolled during the fourth academic year with 42 successfully completed non-developmental hours. Excellence: 1.094; Average Band Max: 1.054; Average Band Min: 0.973; Baseline: 0.853; WCC Performance: 1.160 (Met or Exceeded Excellence Level)
6. Licensure and Certification Passing Rate. To ensure programmatic coursework prepares students to competently practice in their chosen profession. Index score based on the percentage of first-time test-takers passing licensure and certification exams within each exam. Exams

included in the measure are state-mandated exams which candidates must pass before becoming active practitioners. Excellence: 1.073; Average Band Max: 1.027; Average Band Min: 0.937; Baseline: 0.800; WCC Performance: 1.004 (Within Average Band)

7. College Transfer Performance. To ensure the academic success of community college students at a four-year university or college. Index score based on the percentage of community college students (Associate Degree completers and those who have completed 30 or more articulated transfer credits) transferring to a four-year university or college during the fall semester who remain enrolled at any four-year university or college the subsequent fall semester or graduate prior to. Excellence: 1.024; Average Band Max: 1.007; Average Band Min: 0.973; Baseline: 0.922; WCC Performance: 0.982 (Within Average Band).

WCC Accreditations

In addition to the SACSCOC accreditation, other agencies that currently accredit the institution and any of its programs are listed below:

Accreditation Commission for Education in Nursing (ACEN)*
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Commission on Colleges, Southern Association of Colleges and Schools (SACSCOC)
Commission on Dental Accreditation of the American Dental Associate (CODA)*
Federal Aviation Administration (FAA), US Department of Transportation
National Accrediting Agency for Clinical Laboratory Science (NAACLS)
National Associate for the Education of Young Children (NAEYC)
National Automotive Technician Education Foundation (NATEF)
North Carolina Board of Nursing (NCBON)
North Carolina Department of Justice Criminal Justice Standards Division
North Carolina Office of Emergency Medical Services (NC OEMS)
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (CoAEMSP)**

*Programs accredited by US Department of Education recognized agencies

**Wayne Community College Paramedic program has been issued a Letter of Review by the Commission on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation period. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

ADMISSIONS

Admissions Requirements and Procedures

Admission to the College

Wayne Community College subscribes to the "open door" policy as set by the North Carolina Community College System. The College will admit all* applicants who are high school graduates or equivalent (High School Equivalency Diploma) or eighteen years old or older. If a student elects to enroll in a course for which there is a prerequisite, evidence of meeting the prerequisite is required. The College serves all students regardless of race, color, national origin, religion, sex, age, or disability. *Per State Board policy [23 SBCCC 02C.0301(e)(f)], the College has the authority to deny admission to an applicant who poses a safety threat.

Admission to Curriculum Programs

High school graduation from an accredited school or equivalent (HSE) is required for admission to all curriculum programs except Air Conditioning, Heating, and Refrigeration Technology and Welding Technology.

Persons wishing to apply for admission to a curriculum program should contact the Office of Admissions and Records for necessary forms and testing/interview appointments. The following items are generally required for all curriculum programs:

1. Application for admission (includes Residency Application or valid RCN number)
2. High school transcript or equivalent (not required for students that have received an associate degree or higher from an accredited institution, as verified on an official college transcript, unless applying to a limited admission program or receiving financial aid or veterans benefits)
3. Placement test, if necessary
4. Official Transcripts from all previous colleges (unless student signs exemption form waiving access to financial aid, veterans benefits, transfer credit, and eligibility for admission to allied health programs)

Career and College Promise

The Career and College Promise (CCP) Program provides educational opportunities for eligible North Carolina high school students to enroll in college-level courses tuition-free while still enrolled in high school classes.

Program pathways include the following: College Transfer (CT), Career and Technical Education (CTE), and Cooperative Innovative High Schools (Wayne Early Middle College High School and Wayne School of Engineering). For further information concerning eligibility requirements, students should contact the Cooperative High School Programs Department at (919) 739-6757 or (919) 739-6758. Eligibility Requirements: www.waynecc.edu/career-and-college-promise/

ACT or SAT Test Scores

Limited admissions programs (Allied Health) that use the ACT or SAT test scores: Official scores should be submitted to Wayne Community College directly from ACT (College Code #3171) or directly from SAT (College Code #5926). Registration is done directly with the testing company (ACT: (319) 337-1270 or www.actstudent.org,

SAT: (866) 756-7346 or www.collegeboard.org). ACT and SAT scores taken within the last 10 years will be considered by the Limited Admissions Committee. Official ACT or SAT scores must be received prior to the published application deadline date.

Placement Testing

A placement test is administered to an applicant if required for admission to the college or their program of study. This consists of tests designed to measure reading/English and mathematical skills. The results of these tests are used to assist the student and College personnel in planning an appropriate program of study for each student. Testing sessions are scheduled throughout each semester and applicants are scheduled in advance for a test date. For individualized test preparation, contact the Academic Skills Center located on the third floor of the Learning Center Building. See website at: www.waynecc.edu/academic-skills-center. The free Accuplacer study app includes sample questions and explanations for both correct and incorrect answers. Explore practice questions and get feedback on the skills you need to focus on the most. A link to the Accuplacer study app is available at www.waynecc.edu/counseling/placement-tests/.

Retest Policy

The placement test can be taken a maximum of two (2) times regardless of timeframe. Students wanting to retest a section must wait seven (7) days. Students are encouraged to seek remediation before retesting. During registration, first time testers have priority over retest students. The highest individual score will always be used.

Criminal Records, Drug Testing and Health Screening

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening (including required immunizations) prior to or during participation in class, lab, clinical practicums, or work-based learning experiences at their sites. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement. Please refer to application policies and procedures packets for specific program requirements available in the Office of Admissions or on the Wayne Community College website at www.waynecc.edu/alliedhealth.

Limited Admission Programs (Allied Health)

Students seeking admission to limited admission programs must complete a separate application and meet additional admission requirements and specific application dates. Application Policies and Procedures packets that include program-specific admission process information for each limited admission program are available on the WCC website www.waynecc.edu/admissions/allied-health.

Applicants to the Allied Health programs must compete for space due to the nature of limited enrollment restrictions. A point system is used for selecting students for each program.

The information in the Application Policies and Procedures packets for Fall 2023 and Spring 2024 supersedes all previously published information. Applicants to limited admissions programs are advised that any attempt to conceal information, supply false information on an application, or manipulate the admissions process will, when discovered, result in the immediate withdrawal of any offer of admission to any limited admissions program. If discovered while the individual is a student in a limited admissions program, such actions will result in dismissal from the program. The following programs are limited in the number of students who may be admitted each year:

Associate Degree Nursing (Registered Nursing)
Practical Nursing
Advanced Standing Alternative for Graduate Practical Nurses
Dental Assisting
Dental Hygiene
Medical Assisting
Advanced Standing Alternative for Medical Assisting
Medical Laboratory Technology

Associate Degree and Practical Nursing

The additional requirements for admission to the Associate Degree and Practical Nursing Programs are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Nursing Programs, applicants must:

1. Submit verification of physical and emotional health on the Student Medical Form.
2. Submit documentation of required immunizations.
3. Complete criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the nursing program.
4. Submit proof of current American Heart Association BLS Provider CPR certification

Note: An applicant to a nursing program should be aware that a person who has been convicted of or pled guilty to a felony or misdemeanor (other than a minor traffic violation) may not be eligible for licensure by the NC Board of Nursing. The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Dental Hygiene and Dental Assisting

The additional requirements for admission to the Dental Hygiene and Dental Assisting Programs are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Dental Programs, an applicant must submit:

1. Verification of physical and emotional health on the Student Medical Form.
2. Documentation of required immunizations.
3. Certification and documentation of having received the first of three required Vaccines for Hepatitis B (prior to new student orientation).

4. Proof of current American Heart Association BLS Provider CPR for the adult, child & infant certification (AHA recommended).

Note: Any candidate for admission to the Dental Hygiene program should be aware that if he or she has been convicted of a felony or a misdemeanor involving moral turpitude or gross immorality, the North Carolina Board of Dental Examiners, depending upon the nature of the offense, may choose to deny the candidate licensure to practice Dental Hygiene according to Section 90-30 of the Dental Practice Act of the State of North Carolina.

Note: Dental Assisting National Board (DANB) national exam applications contain three background information questions that exam candidates are required to answer. Failure to answer the questions will result in the exam application being returned as incomplete. Candidates must submit documentation with his/her completed exam application related to each affirmative response. DANB will review the documentation and make a case-by-case determination, in consultation with legal counsel, as to the candidate's eligibility to test, earn certification, or recertify. Dependent on specific disclosures made, DANB reserves the right to bring individuals for review under DANB's Disciplinary Policy & Procedures.

Medical Assisting

The additional requirements for admission to the Medical Assisting Program are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Medical Assisting Program, an applicant must:

1. Submit verification of physical and emotional health on the Student Medical Form.
2. Submit documentation of required immunizations.
3. Complete required criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all MED courses and will not be allowed to progress in the Medical Assisting Program.
4. Submit proof of current American Heart Association BLS Provider CPR certification.

Note: Any candidate for admission to the Medical Assisting program should be aware that a person convicted of a felony will not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the Certifying Board may grant a waiver based upon mitigating circumstances.

Medical Laboratory Technology

The additional requirements for admission to the Medical Laboratory Technology Program are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Medical Laboratory Technology Program, an applicant must:

1. Submit verification of physical and emotional health on the Student Medical Form.
2. Submit documentation of required immunizations.
3. Complete required criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all MLT courses and will not be allowed to progress in the Medical Laboratory Technology Program.
4. Submit proof of current American Heart Association BLS Provider CPR certification.

Basic Law Enforcement Training

The Basic Law Enforcement Training (BLET) curriculum at Wayne Community College is designed to prepare individuals with the basic skills and knowledge needed to become a certified law enforcement officer in North Carolina in accordance with both North Carolina Criminal Justice Training and Standards Commission and North Carolina Sheriff's Training and Standards Commission requirements.

This program utilizes State commission-mandated, instructors, topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

The requirements for admission into a BLET course are:

- Must be a citizen of the United States
- Must be 20 years of age
- Must have a valid North Carolina Driver's License
- Must obtain a medical exam to be recorded on forms provided by the BLET Director
- Must have a high school diploma or GED
- Must take a standardized reading comprehension test and score at the tenth-grade level or higher within one year prior to entrance into Basic Law Enforcement Training
- Must provide to the School Director a certified criminal record check for all counties/states you have resided since 16 years of age. This include places you have lived during college or military duty stations
- Must have not been charged or convicted of any felony or:

  a crime for which the punishment could have been imprisonment for more than two years; or

  a crime or unlawful act defined as a "Class B Misdemeanor" within the five year period prior to the date of application for employment unless the individual intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission; or

  four or more crimes or unlawful acts defined as "Class B Misdemeanors" regardless of the date of conviction; or

  four or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two years prior to the date of enrollment; or

  a Combination of four or more "Class A

Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction unless the individual intends to seek certification through the North Carolina Criminal Justice Education and Training Standards Commission

For further information, contact 919-739-6799.

Review of Applicants to Limited Admission Programs (Allied Health)

Applicants for the Allied Health programs will be reviewed in stages. Qualified applicants for each program completing all requirements prior to the Application Deadline (refer to Admissions Policies and Procedures Packet for each program) will be considered for admission by the Limited Admissions Committee at their next scheduled meeting. Qualified applicants submitting applications after the initial date will be considered by the Limited Admissions Committee at their regularly scheduled meetings until such time that the applicable program is filled.

Waiting List (Allied Health)

Qualified applicants who are accepted after the program positions are filled will be placed on a waiting list. A maximum of twenty persons will be listed in ranked order for Associate Degree Nursing, Practical Nursing, Dental Hygiene, and Dental Assisting, and ten each for Medical Assisting, Medical Laboratory Technology, and Pharmacy Technology. Establishment of a wait list for the Associate Degree Nursing (Advanced Standing Alternate for Graduate Practical Nurses) will be done at the discretion of the Nursing Department chair. Applicants on a waiting list will be notified if a vacancy arises for that academic year.

Qualified applicants applying after the programs are filled will be considered ONLY if the maximum number of persons on a waiting list has not been met.

Applicants on the waiting list for admission for the current academic year will not be automatically carried over to the following year(s). The applicant must REAPPLY to be considered for admission in the following year(s).

Limited Admissions Committee (Allied Health)

The Limited Admissions Committee will review each completed application for a limited admission program and consider criteria including scores on placement and other tests, recommendation of the department chair, academic achievement, and such other factors as the committee may deem appropriate.

The Limited Admissions Committee will take one of the following actions on each application reviewed:

1. Recommend acceptance to the Director of Admissions and Records.
2. Recommend to the Director of Admissions and Records that the applicant be placed on a waiting list.
3. Defer recommendation to the next meeting of the Limited Admissions Committee. (Maximum of two deferrals)
4. Recommend to the Director of Admissions and Records that the applicant not be accepted.

Applicants may request a review of their application within 10 days of notification of the Limited Admissions Committee's action to discuss the application and ranking of the applicant. An appeal may be requested to the Allied Health Coordinator within 5 days after the application review. The Allied Health Coordinator will arrange a meeting with the chair of the Limited Admissions Committee to discuss the application and ranking of the applicant. If the applicant desires to continue the appeal, arrangements are made for a personal appearance by the applicant before the Limited Admissions Committee at the next meeting. Recommendations of the committee made as a result of such appeal shall be final.

Special Credit Students

A Special Credit classification is designed for students who want to enroll in courses without completing admissions requirements or declaring a program of study. Special Credit students are usually permitted to accumulate 15 semester hours before fulfilling the regular admission requirements. Special Credit students must complete an application and a residence status application.

If a Special Credit student elects to enroll in a course for which there is a prerequisite, evidence of meeting the prerequisite is required. Beginning college-level courses (examples: English 111, Math 110, Psychology 150) requiring a prerequisite will have the prerequisite(s) waived if the Special Credit student has earned an associate level or higher degree. Special Credit students who have some college credit but no degree will need to have a completed transcript evaluation to determine appropriate prerequisite completion if they want to enroll in a course requiring prerequisites. Students will need to request transcripts be sent to the Office of Admissions and Records or the College Transfer Advising Center to verify degrees awarded or transfer credit. Special Credit students may also have a prerequisite waived if the Department Chair or Dean in the division in which the course is offered determines that the student has life experiences that supersede the prerequisite. Any waiver of a prerequisite must be accompanied by written approval from the appropriate Department Chair or Dean.

Visiting Students

A visiting student is defined as one who has been admitted to or is currently enrolled at another college/university and wishes to take a course(s) at WCC. The student must complete an application for admission and a residence status application. The student must also provide to the Office of Admissions and Records a written statement from a designee of the sending college/university indicating the specific term and course(s) the student should take. If the recommended course has a prerequisite, the written documentation from the sending institution will act as a waiver for the prerequisite.

Transfer Applicants

Transfer students may enter Wayne Community College upon meeting requirements as outlined in the Admissions Requirements and Procedures. Official transcripts from all previous colleges/universities are required for consideration of transfer credit. Transfer credit will be awarded whenever possible.

Transfer of Credits

Educational work taken at a regionally accredited institution in which a grade of "C" or better with a minimum value of 2.0 was earned may be accepted in transfer.

Credits for transfer courses are not used in the computation of the student's grade point average in the student's program at Wayne Community College.

Credit for Prior Learning

Credit for Prior Learning allows students to earn curriculum credit for their previous non-curriculum academic experiences and training. For more information, students should refer to the Credit for Prior Learning website at www.waynecc.edu/cpl.

Active Duty Military and Veteran Students

Wayne Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experience. Questions concerning transfer credit, credit for prior learning, and residency should be directed to the Office of Admissions and Records. Questions concerning VA and GI Bill® benefits should be directed to the Financial Aid Office. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website.

Advanced Placement (AP)

A student who scores three or above on most Advanced Placement tests administered by the College Board will receive appropriate college credit and advanced placement. For math and science Advanced Placement tests, a minimum score of four is required to receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Office of Admissions and Records for evaluation. Refer to the AP Credit Chart for current scores and college credit awards (www.waynecc.edu/wp-content/uploads/ap.pdf).

Certification Credit

Specific state and national certifications have been approved for potential curriculum credit in our Public Safety, Aviation, Automotive, and Computer programs. Student certifications submitted to the academic department will be evaluated for potential curriculum credit. For more information, students should refer to the Credit for Prior Learning website at www.waynecc.edu/cpl.

College Level Examination Program (CLEP)

Credit may be allowed for up to 18 semester hours of college work based on appropriate scores on the CLEP General Examination. CLEP subject examinations are evaluated individually. Refer to the CLEP Credit Chart for current scores and college credit awards (www.waynecc.edu/wp-content/uploads/clep.pdf).

Workforce Continuing Education Credit

Specific WCC Workforce Continuing Education courses have been approved for potential curriculum credit in our computer and public safety programs. For more information, students should refer to the Credit for Prior Learning website at www.waynecee.edu/cpl.

Credit by Examination

Credit by Examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency ("C" or better) as a result of previous academic or work experience. No credit by examination can be allowed for courses that have been previously audited. This credit will be based on a departmental examination at the discretion of and under the direction of the Department Chair in which the course is offered. The exam must be completed by the 10% point of the course. Credit hours will count toward graduation; they will not be computed in grade point average as grades and grade points will not be recorded. Applications for Credit by Examination must be processed in the Office of Admissions and Records. Course tuition at the current in-state or out-of-state rate must be paid except in case of full-time students taking 16 or more hours for whom there would be no additional charge. Credit by Exam excludes a student from academic honors such as the President's List or Dean's List.

High School Articulation

Students entering Wayne Community College from North Carolina public high schools may be awarded articulated credit as provided in the state agreement. In addition, students entering Wayne Community College from Wayne County Public Schools may be awarded articulated credit as provided in an agreement between the College and the school system. Details concerning specific requirements are available from counselors at the high schools and from staff in the Office of Admissions and Records.

Readmission

Students who have not enrolled for a period of five years or more must request readmission status through the Office of Admissions and Records. Students who have not been active for a period of less than five years will complete an Update Form with Admissions. Returning students are required to update their NC residency if expired. Students who have been suspended for disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with the Director of Counseling Services and the Associate Vice President of Academic and Student Services prior to registration.

The following items must be completed by the applicant for readmission to a curriculum program:

1. Application for admission (includes Residency Application or valid RCN number)
2. High school transcript or equivalent (not required for students that have received an associate degree or higher from an accredited institution, as verified on an official college transcript, unless applying to a limited admission program or receiving financial aid or veterans benefits)
3. Placement test, if necessary
4. Official transcript from all previous colleges (unless student signs exemption form waiving access to financial aid, veterans benefits, transfer credit, and eligibility for admission to allied health programs)

Applicants for readmission to limited admissions programs (Allied Health, BLET) must meet the current admissions requirements for the program.

Catalog of Record

A student who is in continuous attendance may graduate under the provisions of the catalog in effect on the date of entry or the student has the option of choosing the requirements of a subsequently-revised issue. A student who is not in continuous attendance must graduate under provisions of the catalog in effect on his last re-entry date or a subsequent issue. Catalog year exceptions must be approved by the Vice President of Academic and Student Services.

Foreign Student Policy

Wayne Community College is not approved for attendance of non-immigrant students with F, J, or M visas. Students with other visas will be reviewed by the Office of Admissions and Records on an individual basis.

All other inquiries regarding foreign student enrollment in curriculum courses should be directed to the Office of Admissions and Records. Students wanting to enroll in continuing education courses should contact the Office of Workforce Continuing Education.

EXPENSES

Tuition Per Semester

	In-State	Out-of-State
TUITION	$1216.00	$4288.00
ACTIVITY FEE	$35.00	$35.00
TECHNOLOGY FEE	$32.00	$32.00
TOTAL	**$1,283.00**	**$4,355.00**

Tuition for students taking up to 16 semester hours is $76 per semester hour for in-state students and $268 per semester hour for out-of-state students. Students enrolled will be charged a $35 student activity fee and a $32 technology fee per semester.

Note: Tuition is set by State Policy and subject to change without notice.

Note: Fees are subject to change without notice.

Residence Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes." Residence classification is a statewide determination through ncresidency.org.

Under NC Law, certain members of the armed services and their dependents may be eligible to be charged the in-state tuition rate whether or not they qualify as residents under G.S. 116-143.1. Submission of residency application and supporting documents is required.

Payment of Fees

Curriculum students are required to pay a $35 Student Activity Fee each semester. Curriculum students are required to pay a $32 technology fee per semester. WCE Occupational Extension students are required to pay a $10 technology fee per semester.

Outstanding Balance

A student who has an outstanding balance due to the college is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina Community College System.

No student will be allowed to graduate or to receive a diploma, certificate, or transcript of his/her record be forwarded to any other institution or person, as long as the delinquent account is outstanding.

Refunds

Tuition Refund Policy - Curriculum Students

In accordance with IE SBCCC900.1, a refund cannot be made except under the following circumstances:

- A 100 percent refund shall be made if the student officially withdraws prior to first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment or the student never attends the class as verified by the instructor on the official course roster.
- A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class(es) of the academic semester or if the College cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.
- A 100 percent refund shall be made if the State Education Assistance Authority makes a final validation determination prior to the official 10 percent point of the semester and all of the following conditions apply:
  - 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 by G.S.116-143-(a).
  - After validation of the student's residency application, the State Education Assistance Authority subsequently determines that the student is a nonresident for tuition purposes.
  - The student officially withdraws from the course(s) within 10 calendar days of the College notifying the student of the change in residency status. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the rule.

If a student should die during the semester (prior to or on the last day of the semester), having paid the required

tuition for a semester, all tuition and fees for that semester may be refunded to the estate of the deceased (upon request) or to the Department of Education if the student was a Pell recipient.

Financial Aid Title IV Refund Policy

If a student completely withdraws from all classes prior to the 60 percent point of the term, the student may no longer be eligible for the full amount of Title IV aid as originally offered for the period of enrollment. The student may owe all or a portion of Title IV aid to the College or the Department of Education. This debt is known as a financial aid overpayment. Failure to repay an overpayment may result in a hold being placed on the account. A hold prohibits registration for future classes and from obtaining an official College transcript.

Military Tuition Refund

Upon request of the student, the College shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and buy back textbooks through the College's bookstore operations to the extent allowable under the bookstore's buy back procedures. The College will use distance learning technologies and other educational methodologies, to the extent possible as determined by the College, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements. Readmission of service members whose military service prevented completion of their coursework will be conducted in accordance with the Code of Federal Regulations (34 CFR 668.18).

Financial Aid Drops, Withdrawals and Overpayments

Students who do not plan to attend classes are responsible for declining financial aid and for dropping any classes for which they are registered. Classes are not automatically dropped when financial aid is removed. Failure to cancel unwanted classes before the term starts may result in a balance owed to the College.

Students who reduce their course load during the term may not be eligible for the full amount of financial aid offered to them. Students are advised to consult with the Financial Aid & Veterans Services Office to discuss the impact dropping classes may have. Dropping classes and withdrawing from classes can impact overall satisfactory academic progress (SAP) standards and the Pell Lifetime Eligibility Limit (LEU).

Complete withdrawal of all classes before the 60% point of the term may result in a financial aid overpayment. In this case, the student may be required to pay all or a portion of unearned funds back to the College or the Department of Education.

If a student is offered NC Community College Grant or NC Education Lottery Scholarship funds and withdraws from all classes before the 35% point of the term, this may result in an overpayment. The student may be required to pay all or a portion of these unearned funds back to the College or to the NC State Education Assistance Authority.

Failure to repay a student overpayment may result in a hold being placed on the student's account prohibiting registration for future classes at WCC and from obtaining an official academic transcript. A hold will remain on the student's account until the debt has been paid in full.

Student Activity Fee Refund Policy-Curriculum Students

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

Fees

Student Activity Fee - Includes the cost of initial student ID card, one parking decal, student accident insurance, and SGA activities.

Curriculum students	$35/semester

Computer Use and Technology Fee

Curriculum students	$32/semester
WCE Occupational Extension students	$10/semester

Textbooks and Supplies - Students must purchase textbooks and other necessary supplies. For their convenience, the College maintains a bookstore, operated by a third-party vendor, where these items may be purchased. The cost of these items varies according to the program of study taken by the student. Some courses have electronic book fees associated with the Inclusive Access program where registered students automatically have electronic access to textbooks at a savings over printed textbook costs. Students are encouraged to explore all purchase options before deciding which option is best for them. Always save textbook receipts. Textbook information is available at www.wayneccbookstore.com.

Transcript Fee - Official transcripts will be prepared upon written request through the Office of Admissions & Records or electronically through eTranscripts. The maximum cost will be $8.00 per copy, depending on delivery method (no checks accepted).

Air Conditioning, Heating, and Refrigeration Program - Students admitted to the Air Conditioning, Heating, and Refrigeration program will have to complete certain additional requirements listed below as they pertain to the specific program.

EPA 608 Certification	$25

Allied Health Programs - Students admitted to an Allied Health program will have to complete certain additional requirements listed below as they pertain to the specific program.

Criminal Background Check (includes Sex Offender Registry)	$38*
Drug Screen	$40-$70
Estimated Health/Medical Requirements:	
Physical Exam/Vaccinations	$120-$270**
Licensure Associated fees:	
Associate Degree Nursing	$350
Practical Nursing	$350
ATI Testing fee divided among semesters:	
Associate Degree Nursing	$859

Associate Degree Nursing - Advanced Standing	$687
Practical Nursing	$683
Health Care Provider CPR certification	$50-$100
Uniforms	$200
Medical Instruments/supplies	$165
Dental	
Clinical Gown Fee	$120
Dosimeter Badges	$50
Dental Assisting	
Certification Examination	$450-$750
Dental Hygiene	
National Board Examination	$550
NC Dental Hygiene License	$75
CDCA/WBEB/CITA Clinical Examination	$1875
Fingerprints	$25
Medical Assisting	
American Association for Medical Assistants AAMA - CMA	$125
Medical Laboratory Technology	
American Society for Clinical Pathology (ASCP)	$225
Lab supply fee (for specific courses)	$40

*Cost may be increased depending upon residencies in other states.
**Cost varies depending on health care provider/insurance carrier.

Accounting and Finance Program - Students admitted to this program will have to complete certain additional requirements listed below as they pertain to the specific program.

Quickbooks Certified User	$125

Note: Fees are subject to change without notice.

Aviation Program - Students admitted to the Aviation program will have to complete certain additional requirements listed below as they pertain to the specific program.

Oral and Practical Exams	$1000-$2500
Retest Fees	$300

Basic Law Enforcement Training - Students admitted to the Basic Law Enforcement Training program will have to complete certain additional requirements listed below as they pertain to the specific program.

Criminal Background Check (includes Sex Offender Registry)	$21-$64
Estimated Health/Medical Requirements:	
Physical Exam/Vaccinations	$120-$270
Uniforms	$600
Misc. Firearms/Training Supplies	$120

Business Administration Program - Students admitted to this program will have to complete certain additional requirements listed below as they pertain to the specific program.

Quickbooks Certified User	$125

Note: Fees are subject to change without notice.

AI and Cloud Technology Program - Students admitted to this program will have to complete certain additional requirements listed below as they pertain to the specific program.

CompTIA A+ Core 1	$120

Note: Fees are subject to change without notice.

Cybersecurity Program - Students admitted to this program will have to complete certain additional requirements listed below as they pertain to the specific program.

CompTIA A+ Core 1	$120

Note: Fees are subject to change without notice.

Early Childhood Education Program - Students admitted to the Early Childhood Education program will have to complete certain additional requirements listed below as they pertain to the specific program.

Criminal Background Check	$27
Vaccinations	$22-$85**
Fingerprinting	$10

**Cost varies depending on health care provider/insurance carrier.

IT Support & Services Program - Students admitted to this program will have to complete certain additional requirements listed below as they pertain to the specific program.

CompTIA A+ Core 1	$120
CompTIA A+ Core 2	$120

Note: Fees are subject to change without notice.

Software Development Program - Students admitted to this program will have to complete certain additional requirements listed below as they pertain to the specific program.

CompTIA A+ Core 1	$120

Note: Fees are subject to change without notice.

FINANCIAL AID

The student financial aid program is designed to assist eligible students with educational expenses at Wayne Community College. WCC awards federal and state grants, scholarships, and federal work-study. Eligible students may receive one or more of these types of financial aid to assist with tuition, fees, books and other education-related expenses.

All students who have completed the Free Application for Federal Student Aid (FAFSA) are considered for all types of financial assistance without regard to the student's race, color, national origin, religion, sex, age, or disability.

Applying for Financial Aid

Applying for aid is as easy as 1-2-3.

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov.
2. Once the FAFSA is complete, the student will receive a Student Aid Report (SAR). The SAR contains the information reported on the FAFSA including the Expected Family Contribution (EFC). The EFC is used to determine the types and amounts of federal and state aid for which a student may be eligible.
3. The Financial Aid & Veteran Services Office receives this information and uses it to award

federal and state financial aid, need-based scholarships, and federal work-study.

Note: Students are encouraged to apply for financial aid as early as October 1. Some types of financial aid are limited. Students must apply for aid every year.

Dependency Status

Dependency status determines whose information is reported on the FAFSA. A dependent student may be required to report information for self and parents. An independent student will report information for self and spouse, if married.

Awarding

Students are notified by email and may view award offers through Self Service. The Financial Aid & Veteran Services Office emails the student a notification that awards are available through Self-Service.

Financial Aid Funds and Withdrawals

Treatment of Title IV Funds When a Student Withdraws

The Return of Title IV Funds procedure shall apply to all students who withdraw, drop out, or are involuntarily removed from Wayne Community College (WCC) and receive financial aid from Title IV funds. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at WCC:

- Federal Pell Grants
- Federal SEOG
- Iraq and Afghanistan Service Grants

Students who are dropped or withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdrawals completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. WCC encourages you to read this procedure carefully. **If you are thinking about withdrawing from all classes, you should contact the WCC Financial Aid & Veteran Services Office to see how your withdrawal will impact your financial aid. It can negatively affect your overall academic progress AND it may create a debt to WCC, the Department of Education, or both that you are responsible for paying! One you have completed more than 60% of the enrollment term, you earn all assistance that you were scheduled to receive for that period.** You are also exempted if you complete and earn credit in a module or combination of modules that include 49% or more of the number of days in the payment period OR complete coursework and earned credit equal to or greater than 6 credit hours.

Withdrawal Date

As WCC is an institution that requires attendance keeping for all courses, a student's withdrawal date is the last day of attendance in a class regardless of whether the withdrawal is official or unofficial.

Refunds due on all institutional charges, including tuition and fees, will be calculated using the state refund procedure published in the WCC Catalog.

Calculating the Return of Title IV Aid

Title IV aid is earned in a prorated manner on a per-day basis up to and including the 60% point in the semester. The percentage of Title IV aid earned shall be calculated by dividing the number of days completed by the student by the total number of days in the semester/term, less any applicable breaks. The percent of term completed shall be the percentage of Title IV aid earned by the student. If you withdraw from or cease attending all coursework on or before 60% of the period, WCC is required to return any portion of your federal financial aid that is unearned. Unearned aid being returned from the institution will be returned to the Department of Education within 45 days of the date the institution determines you have withdrawn.

The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days. For purposes of the 49% calculation you take the total number of calendar days in a term of enrollment and exclude any breaks between modules to determine if the student completed 50% of the term.

As a result of the calculation, federal funds may not cover all unpaid school charges due to WCC upon your withdrawal. Any debt created by WCC returning a portion of your aid to the federal programs is due and payable by you. Unpaid debts to WCC will prevent you from receiving an official academic transcript and prevent you from registering for more coursework at WCC until the debt is paid in full.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. WCC will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and other institutional charges. We need your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow WCC to keep the funds to reduce your debt at the school. Any funds you are due will be refunded to you within 14 days of completeing the Return to Title IV Calcualtion.

Returning Funds to the Department of Education

Unearned Title IV aid shall be returned to the following programs in the following order:

- Federal Pell Grant
- Federal SEOG
- Other Title IV grant programs

Any amount of unearned grant funds that you must return is called an overpayment. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with the school or the Department of Education to return the unearned grant funds. Failure to repay the balance created at WCC by a Return to Title IV calculation could result in a hold being placed on your account preventing you from registering for classes or obtaining an official college transcript. If you owe an overpayment to the Department of Education, failure to resolve the overpayment will result in a denial of Federal Student Aid at all institutions until resolved. An overpayment owed to the Department of Education can, in most cases, be paid at WCC.

Unofficial Withdrawal Procedure for Federal Student Aid

As a student when you stop attending all classes for a period of 14 calendar days within the semester without following the official procedures for withdrawal, your aid could also be processed as a Return to Title IV aid. Instructors will contact you if you have not attended for more than 14 days to confirm whether you plan to return. If you do not plan to return, or do not return as planned, the instructor will have you withdrawn from the class. If you do not have any remaining classes that you are attending, a Return to Title IV funds will be processed. The withdrawal date used is the last day of attendance.

Failure to complete courses may also have a significant impact on your financial aid status. When you fail to earn any credit for a semester, you may be defined as "unofficially withdrawn" for Title IV purposes. At the end of each term, if you have not earned at least one credit your record will be reviewed for the last date of attendance. If you did not attend through the end of the semester, a Return of Title IV calculation will be completed using the last day of recorded attendance. As an "unofficially withdrawn" student, you will be billed for resulting institutional charges and repayments of Federal Student Aid.

Financial Aid Available

Federal Pell Grant - A Federal Pell Grant normally does not have to be repaid. Federal Pell Grants are considered the foundation of federal student financial aid. The amount of a Federal Pell Grant awarded is based on the Expected Family Contribution (EFC), cost of attendance, and enrollment status. A student may not receive Federal Pell Grant funds at more than one school at a time. A student may receive the Federal Pell Grant for up to 12 semesters or the equivalent of 6 years and not to exceed 600% for Lifetime Eligibility Used (LEU).

Year-Round Pell Grant - Eligible students may receive additional Pell Grant funds for the summer term even if they received a full-time award in both fall and spring semesters. The year-round Pell Grant allows students to continue enrollment through the summer and complete their degree program sooner. To receive the additional Pell Grant, an eligible student must be enrolled in at least six (6) credit hours in an eligible program and meet the minimum Satisfactory Academic Progress (SAP) requirements.

Federal Supplemental Educational Opportunity Grant (FSEOG) - FSEOG is for undergraduates with exceptional financial need. Students with the lowest expected family contributions (EFC) receive priority. Limited assistance is available to eligible students from the program. This grant is gift aid and normally does not have to be repaid.

Federal Work-Study - The federal work-study program provides part-time employment opportunities to students who wish to earn money while attending college. On average, students work approximately 10-15 hours per week and may earn up to $3,000 or more per year. A student should consider whether his or her academic responsibilities will permit him or her to assume the obligations of part-time employment.

NC Education Lottery Scholarship (NCELS) - A North Carolina resident enrolled at least half-time in an eligible program may be eligible for this award. This award may range from $100 to $3704 and may be awarded to eligible students in addition to the Federal Pell Grant. Students must complete the FAFSA to be considered for this scholarship.

NC Community College Grant (NCCCG) - A North Carolina resident enrolled at least half-time in an eligible program at least half-time may qualify for this grant. This award may range from $100 to $3000 and may be awarded to students in addition to the Federal Pell Grant. Students must complete the FAFSA to be considered for this award.

NC Targeted Assistance Program and NC Less Than Half-Time Funds - This program provides limited need-based assistance to students enrolled in high demand/low enrollment programs or to eligible Vocational Rehabilitation students. To be considered for these funds, students must complete the FAFSA and meet the requirements to receive a Pell Grant, be a NC resident, and be enrolled in an approved program. For the NC Targeted Assistance Grant, a student must be enrolled at least half time for the semester. For the NC Less Than Half-Time Grant, a student must be enrolled in at least 1 credit hour for the semester.

Forgivable Education Loan for Service Program (FELS) - This program was established by the North Carolina General Assembly in 2011. This forgivable loan for service program is available to students with a desire and commitment to work in North Carolina as future teachers, nurses, and allied health professionals. Information and application may be obtained online at www.cfnc.org.

Vocational Rehabilitation Educational Assistance - Most states offer educational assistance to students who have a disability. A North Carolina resident should contact the Vocational Rehabilitation Division of the Department of Health and Human Services, Raleigh, NC, or in the student's local community. A student from another state should contact the local Vocational Rehabilitation Division in their state.

NC Veterans' Scholarship - This program provides assistance to eligible dependent children (under 25 at the time of application) of certain deceased or disabled veterans. Additional information regarding this scholarship opportunity may be obtained by calling (844) 624-8387 toll free or through the Veterans' Scholarship website at www.NC4Vets.gov.

Veterans' Affairs - Wayne Community College is providing training under Public Law 358, G.I. Bill® effective June 1966; Public Law 634, the children of deceased or disabled veterans; Public Law 894, disabled veterans, Public Law 98-525, New G.I. Bill® enacted October 1984, and under the Post 9/11 Veterans Education Assistance Act of 2008. Post 9/11 veterans and service members may be eligible for the new education benefits package to include tuition and fees, a monthly housing allowance, and a yearly stipend for books and supplies. Applicants interested in any of the VA educational benefits may

contact the WCC Veterans Affairs Representative at (919) 739-6735. Information is also available online at www.gibill.va.gov or by calling (888) 442-4551.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website.

My Career Advancement Account (MyCAA) - This program is extended to an eligible spouse of an active duty, National Guard, or reservist of the armed forces. This is a career development and employment assistance program that provides up to $4000 to eligible spouses pursuing a license, certification, or associate degree in a portable field or occupation. MyCAA does not cover an associate degree in General Education. For more information, contact the WCC Business Office at (919) 739-7097 or email pds@waynecc.edu.

Tax Credit Possibilities:

American Opportunity - The American Opportunity Tax Credit (AOTC) is a credit for qualified education expenses paid for an eligible student for the first four years of higher education. You can get a maximum annual credit of $2,500 per eligible student. If the credit brings the amount of tax you owe to zero, you can have 40 percent of any remaining amount of the credit (up to $1,000) refunded to you. For more information on this credit and other educational tax credits, visit the IRS website at www.irs.gov or contact a tax professional.

Lifetime Learning Tax Credits - The Lifetime Learning Credit (LLC) is for qualified tuition and related expenses paid for eligible students enrolled in an eligible educational institution. This credit can help pay for undergraduate, graduate, and professional degree courses - including courses to acquire or improve job skills. There is no limit on the number of years you can claim the credit. It is worth up to $2000 per tax return.

Other Sources of Assistance

Financial Aid Scholarships - Many churches, alumni groups, and other civic organizations have scholarship funds for eligible students. Additionally, the Financial Aid Office frequently notifies students of scholarships available through outside sources. A complete list of Financial Aid scholarships can be found at www.waynecc.edu/financial-aid-and-scholarships/.

Workforce Innovation and Opportunity Act (WIOA) - Adult, Dislocated Worker, and Youth Programs

The Workforce Innovation and Opportunity Act (WIOA) Adult Program provides intensive training services to individuals age 18 and older who are at or below the level of self-sufficiency. Eligibility is based on household income. Services include financial assistance with tuition, books, and related educational expenses.

The Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program serves those who have lost their jobs because of layoff, downsizing or business closure. Services available include financial assistance with tuition, books, and related educational expenses. Applicants interested in the Adult or Dislocated Worker Programs should contact the WIOA office, located at the NC Works Career Center (DWS), or by phone (919) 731-7950 for information about applications and/or assessment. The NC Works Career Center is located at 2006 Wayne Memorial Drive, Goldsboro, NC 27534.

The WIOA Youth program empowers out-of-school youth ages 16-24 to obtain a high school credential, transition to a postsecondary program, build leadership skills, build financial literacy skills, and increase employability skills in attainment of an industry-supported job. Applicants interested in the Out-of-School Youth Program should contact the WIOA Youth Office in Walnut 220 or call (919) 739-6923 or the NC Works Career Center at (919) 731-7950.

The Foundation of Wayne Community College, Inc.

The Foundation of Wayne Community College provides financial assistance to students seeking learning and training opportunities and offers educational and cultural experiences for the community.

The Foundation of Wayne Community College, Inc. is a non-profit corporation organized under North Carolina and federal laws in compliance with Section 501(c)(3) of the Internal Revenue Code.

The Foundation of Wayne Community College was established to support the students, faculty, staff, and programs of Wayne Community College. The Foundation broadens the base of community support in order to promote the educational development of Wayne Community College.

To learn more about the Foundation or to apply for scholarships, please visit our web page: www.waynecc.edu/foundation.

Inquiries concerning the Foundation of Wayne Community College, Inc. can be made by writing or calling:

The Foundation of Wayne Community College, Inc.
P.O. Box 8002, Goldsboro, N.C. 27533-8002
(919) 739-7006 or (919) 739-7007 or (919) 739-7022
Dogwood 102 and 103 and 104

STUDENT LIFE

Housing

The College does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations and the College does not assume responsibility for the supervision of such housing.

Social and Cultural Activities

Wayne Community College is interested in developing all students to their potential. The College strives to offer the utmost in academics as well as social and cultural activities to build a well-rounded person. Lectures, cookouts, and various exhibits are held periodically during the year.

Student Government Association

The Student Government Association was organized in the Fall of 1963. The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the College and to accept his/her democratic responsibilities as an American citizen.

The Student Government Association shall serve

as the official organization conducting the affairs of its members. All curriculum students who pay activity fees are members of the Student Government Association. The Student Government Association shall provide forums for students to engage in out-of-class student development activities and shall serve as direct liaison to the administration of the College.

Wayne Community College encourages students to participate in the institution's decision-making process. Students are encouraged to participate in the Student Government Association through which the president serves as a non-voting member of the WCC Board of Trustees. In addition, there are several institutional committees where student input is needed and volunteers are sought. Students interested in serving should contact the Director of Student Activities.

Dr. Clyde A. Erwin, Jr. Library

The Dr. Clyde A. Erwin, Jr. Library provides resources to assist students, faculty, and staff in their research and actively supports the College mission by the ongoing development of a print and electronic collection devoted to enhancing the curriculum. Library services are offered to traditional students and distance learners, as well as to the general public of Wayne County.

Offerings of the Library include the following:

- Over 36,000 circulating print books supplemented by nearly 400,000 ebooks
- Over 80,000 streaming videos
- Thousands of fully-searchable online magazines, newspapers and journals available for in-library and remote use
- 32 desktop computers and headphones for research and homework with WCC username login or guest pass
- The WCC Single Search discovery service, providing access to NCLIVE along with 62 other research databases for article, ebook and digital video resources
- Customizable information literacy or group study sessions in the Library Literacy Lab as well as presentations given off-site or available in Moodle course pages
- Services for creating scans, photocopying, laser printing and wireless printing
- Reference and research assistance in person, by telephone or e-mail
- 4 group study pods seating 6-8 people and a larger literacy lab offering many wall-and table-mounted outlets for reservation or use on a first-come, first-served basis.

Hours of operation are:
Monday through Thursday - 7:45 a.m. to 7:00 p.m.
Friday - 7:45 a.m. to 1:00 p.m.
(Hours may vary during Summer Term.)

The Dr. Clyde A. Erwin, Jr. Library is located on the third floor of the Wayne Learning Center building. For more information, call (919) 739-6891 or visit online at the library website: www.waynecc.edu/library.

Accessibility Services

Accessibility Services provides services and support to Wayne Community College students who require accommodations for equal access to programs, services, facilities and activities. We are committed to providing equal and integrated access as our legal responsibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Our goal is to enhance disability awareness across campus and serve as a resource to faculty in helping them understand the laws and their obligation in providing equal access to our students with disabilities.

Students who need accommodations must register with the Accessibility Services Office located in the Wayne Learning Center, Room 181. Contact Accessibility Services Counselor at (919) 739-6729 - TTY (919) 583-8544 to register or for more information.

Wayne Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints that arise from any action prohibited by the Americans with Disabilities Act. Students with complaints should contact the Accessibility Service Counselor.

ACADEMIC REGULATIONS

Semester System

Wayne Community College operates on the semester system. The Fall and Spring Semesters are each sixteen weeks in length and the Summer Semester is approximately 10 weeks in length. The amount of time that a class meets each week is determined by the number of contact hours required by a course.

Semester hours credit is awarded as follows: one semester credit hour for each 16 hours of class lecture, one semester credit hour for each 32 hours of laboratory work, one semester credit hour for each 48 hours of clinical, and one semester credit hour for each 160 hours of work experience.

Registration

All students are required to register prior to the beginning of each semester of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences. Registration instructions are published prior to each registration period.

Change of Schedule

Beginning the first day of class, students should contact their advisor or the Office of Admissions & Records to complete a schedule change. If additional tuition and fees are owed, all schedule changes must be officially processed through the Business Office. Any student wishing to withdraw from a course must complete the withdrawal procedure on or before the withdrawal deadlines listed in the College Calendar. The deadline to withdraw from Full-term classes, 12-week last start classes, and 8 week classes is 14 calendar days prior to the end of the term. The deadline to withdraw from classes shorter that 8 weeks is 7 calendar days prior to the end of class.

Student Course Load

A typical full-time student course load is 15-17

semester hours. A student must register for 12 semester hours Fall and Spring Semester and 9 semester hours Summer Semester to be considered a full-time student. The maximum course load is 20 semester hours. The permission of the advisor must be obtained in those cases where more than 20 semester hours are scheduled, unless specified by the curriculum.

Note: Financial Aid and Veteran's Affairs may have different definitions of full-time status.

Classification

A student is classified as a freshman from initial enrollment until 32 semester hours credit have been earned. Students who have earned 32 semester hours or more are classified as sophomores.

Student Attendance Policy

Wayne Community College expects students to gain skills, competencies and an awareness of a workplace ethic which emphasizes responsibility and commitment.

The College believes that when students attend class regularly they are demonstrating responsibility and commitment to their education. Students must attend 80 percent of the total class hours to receive a passing grade. Students must attend the class during the first 10 percent of the class to be considered enrolled in the class. Pre-curriculum students must attend 90 percent of the total class hours and must attend during the first 10 percent of the class. Instructors will not excuse absences under this policy. Absences due to late registration are counted as regular absences. Attendance in distance education courses is defined as online activity. Students should refer to course syllabi for specific attendance requirements.

Note: Any student who is absent for 14 consecutive days will be withdrawn from the course.

If a student is in excellent academic standing, instructors may adjust the attendance procedures. Instructors expect students to make up missed work, but students cannot make up absences.

If a student drops, withdraws, or stops attending a class, he or she will receive a grade of "W" or "OW".

Programs in Allied Health, Aviation, BLET, High School Dual Enrollment, and courses leading to credentials have stricter attendance procedures than those stated here.

Each department has the right to set a reasonable policy regarding tardiness to class with the approval of the Vice President of Academic and Student Services.

Students may completely withdraw from the College at any time prior to the end of the class and term. Grades for the applicable classes will become "OW"'s. Students withdrawing from the College should contact the Office of Admissions and Records for the appropriate forms and procedure for official withdrawal.

Excused Absence Procedure - Religious Observance

Wayne Community College students are allowed two (2) excused class days per academic year for religious observances required by the faith of the student. For the purposes of this procedure, an academic year begins on the first day of Fall classes and ends on the last day of Spring classes each year. Students shall be given the opportunity to make up any tests or other work missed due to an excused absence.

1. Students requesting absence from class **must** complete a Request for Excused Absence Form available on WCC website or in the Office of Admissions and Records
2. Have it signed by the Instructor(s), and
3. Submit it to the Admissions and Records Office for approval within the first seven school days of the semester.

Failure to submit the completed form by the deadline will result in the request being denied. The Admissions and Records Office will provide the student with a copy of the approved/denied form. Students should keep the copy for their records.

Closure of the College Due to Adverse Weather and Other Conditions

When inclement weather or other conditions threaten, the President of the College or designee will make any necessary decisions to cancel classes, delay classes, or totally close the College and all its operations. The decision will be announced on the WayneCC Alert system (text, e-mail, phone, website) and on area radio and television stations. Every attempt will be made to have the announcement published by 6:00 a.m. on the day of the closing or delay. If the College is already operating when inclement weather or other conditions force such a decision, WayneCC Alerts will be used, as well as other campus communications and public media, to announce the decision.

Decisions regarding closings and delays will be made on a day-to-day basis, taking into consideration local conditions as well as weather forecasts. Often, decisions about evening classes are made independently. In those cases, every attempt is made to announce decisions by 3:30 p.m. If the main campus is closed, all on-campus and off-campus activities are canceled.

If classes are delayed, the announcement will state the time the College will open. In times of inclement weather, radio and television stations will normally only make announcements about delays or cancellations. Therefore, the absence of an announcement means that the College is operating on a normal schedule. The fastest, most reliable means for getting these announcements is via WayneCC Alerts.

Course content missed due to the College closing will be made up as outlined in each department's business continuity plan and will be communicated to students electronically or when classes resume. Make-up assignments must be equivalent to the material that would have been covered during the missed class(es) and must be approved by the appropriate instructional supervisor. For classes with critical amounts of contact hours (such as aviation, BLET, nursing clinical, etc.), make-up classes will be scheduled at the discretion of the Department Chair.

Grading System and Grade Point Average

The 4.00 grade point system is used to calculate student grade point average.

The letter grades used are as follows:

A - Outstanding-4 grade points per semester hour

AH - Outstanding-4 grade points per semester hour (Honors)

AG - Outstanding-4 grade points per semester hour (Global Distinction)
B - Above average-3 grade points per semester hour
BH - Above average-3 grade points per semester hour (Honors)
BG - Above average-3 grade points per semester hour (Global Distinction)
C - Average-2 grade points per semester hour
CG - Average-2 grade pints per semester hour (Global Distinction)
D - Poor-1 grade point per semester hour
F - Failing-no grade points earned
***I/IE -** Incomplete-no grade or grade points because of incomplete work. An "I" will be removed from the transcript when departmental requirements as listed within the contract are completed. Any grade of "I" will be changed to "F" if not removed by the maximum time limit of two semesters. An Incomplete due to emergency situation (IE) as defined by NCCCS will be changed to "WE" if not removed by the maximum time limit.
***P -** Passing
*P1 - Passing first tier of course
*P2 - Passing second tier of course
*P3 - Passing second tier of course
***AU -** Audit-no grade or grade points
***X -** Credit by examination
***OW -** Denotes official withdrawal from all courses during the school term. "OW" indicates that the student will receive no grade and no credit for all courses. The student must officially withdraw from all courses prior to the end of the class and term to receive an "OW".
***R -** Reenroll
***W/WE -** Denotes withdrawal from the course during the school term prior to the last day to withdraw. "W" or "WE" indicates that the student will receive no grade and no credit for the course. "WE" denotes withdrawal from the course during an emergency situation as defined by NCCCS.
***WP -** Withdrawal passing - Withdrawal (passing) after the end of the withdrawal period (effective Fall Semester 2010-Summer 2022) - no grade or grade points.
WF - Withdrawal failing - withdrawal (failing) after the end of the withdrawal period. (effective Fall Semester 2010-Summer 2022) Prior to Fall Semester 2010 - unofficial withdrawal after the end of the withdrawal period - no grade or grade points. "WF" is calculated in GPA as an "F".
***NA -** Never attended - no grade or grade points
***ND -** Academic Forgiveness for "D"
***NF -** Academic Forgiveness for "F"
***NG -** No grade
***NWF -** Academic Forgiveness for "WF"
***Not included in computing grade point average**

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours attempted, including both courses passed and failed. Effective Fall Semester 2002, when a course is taken more than once, only the highest grade will be included in calculating the GPA. Prior to Fall Semester 2002, all grades were included in calculating the GPA. All courses attempted will be shown on the official transcript.

A "C" average in the major is required for graduation. A "C" average on the 4.0 grade point system is a 2.0 grade point average.

Grade Reports

Final semester grades are posted on Self-Service as soon as they are processed at the end of each semester.

Grade Appeal Process

Purpose

The purpose of this section is to describe the process by which a student may appeal the final grade given by an instructor for completion of a curriculum course. A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should see the appropriate instructor and/or Department Chair.

Procedure

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly evaluated by the instructor. Any such appeal must be initiated no later than two business weeks following the completion of the course. A business week does not include periods in which faculty, department chairs, and deans are not on campus due to breaks/ holidays.

The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made.

In that case, a student should make his/her appeal, in writing, to the appropriate department chair and should clearly set forth the basis for the student's belief that the evaluation is incorrect. The Department Chair will work with the instructor and, where appropriate, with the Dean, to review the student's appeal. The Department Chair, with the Dean's input, will make a response to the student within one business week of the date of appeal.

If the student is not satisfied with the Department Chair and Dean's decisions, the student has the right to appeal that decision, in writing, to the Vice President of Academic and Student Services. The Vice President of Academic and Student Services may communicate with the instructor, Department Chair, and appropriate Dean in order to fully understand the basis for appeal. The Vice President of Academic and Student Services may appoint a peer review committee of curriculum faculty to act in an advisory capacity.

At the completion of this review and within one business week of the student's appeal, the Vice President of Academic and Student Services will make a decision and convey that decision to the student, the instructor, Department Chair and Dean involved. The decision of the Vice President of Academic and Student Services is final.

Academic Progress

Academic Progress for Financial Aid Purposes - For students receiving financial aid, academic transcripts are reviewed at the end of each semester. All students receiving financial aid are required to maintain satisfactory academic progress (SAP). A student is expected to maintain a minimum 2.0 GPA, pass at least 67% of all attempted credit hours, and not exceed 150% of the maximum timeframe required to complete the eligible

degree, diploma or certificate program in which they are enrolled.

A student receiving financial assistance may be granted a one semester warning period to reestablish the minimum requirement for satisfactory academic progress. During the warning period, the student may continue to receive financial aid. If, at the end of the warning period, satisfactory progress standards are met, the warning status is lifted and the student is making satisfactory progress.

A student who fails to meet satisfactory requirements following the warning semester may be ineligible for financial aid at the college. A student who fails to make satisfactory progress may continue to attend the college without the benefit of financial aid.

More information about the SAP policy is available at https://www.waynecc.edu/financial-aid/satisfactory-academic-progress/.

Appeal for Financial Aid Purposes - Federal regulations require the Financial Aid & Veteran Services Office to apply minimum standards for cumulative GPA, pace, and maximum time frame to ensure students are progressing through their programs in a reasonable amount of time. Financial aid may be suspended for students who fail to meet the minimum standards.

In some cases, academic difficulties may be the result of unexpected events beyond a student's control. Additionally, failure to complete the designated program of study within the maximum timeframe may be related to extenuating circumstances. When extenuating circumstances can be documented, the student has the right to appeal a financial aid suspension to the WCC SAP Appeal Committee based on the circumstances that led to the suspension.

Supporting documentation is required for any circumstance that can be reasonably documented. A review of the appeal by the SAP Appeal Committee will take into consideration the student's entire academic history at WCC, the nature of the extenuating circumstance, relevance of supporting documentation, the plan of improvement, and the length of time it will take for the student to achieve satisfactory academic progress and/or the length of time it will take the student to complete the academic program.

Tips for Achieving and Maintaining Satisfactory Academic Progress

1. Do not take on more classes than you can handle. The classes in which you are registered on the first day of classes are your attempted hours. Any withdrawals from this point on count as hours attempted but not completed.
2. Follow your curriculum carefully. Taking classes outside of your major will count against your maximum time frame to complete your degree program.
3. Be cautious about changing majors. The time frame to complete your program is cumulative and may not start over with a new program.
4. Be aware that any prerequisites you have taken prior to being accepted into a new program will count towards the maximum time frame to complete the program enrolled in.
5. Be aware that classes that are dropped after the "last day to drop" will count as both an "F" and as hours attempted but not completed.

Grade Forgiveness Policy

Students may submit a written request to the Vice President of Academic and Student Services to have grades earned at Wayne Community College, which are at least five years old, forgiven. Under this procedure, the student may request that previous grades of "D" or "F" not be used in calculating the grade point average. A record of all past work will remain in the student's permanent file; however, the course grades that are forgiven will be prefixed with an "N", and the grade and credit hours will not be calculated in the student's grade point average.

To be eligible for grade forgiveness, students must be currently enrolled and have completed a minimum of 12 semester hours of required courses in the chosen program of study within the past year while maintaining an overall grade point average of 2.0 or above with no grade lower than a "C".

The written request must include the following information:

1. The course grades for which forgiveness is being requested
2. The reason(s) the request is being made
3. Name, address, and student identification number of the person making the request
4. Copy of the current student transcript

If the request for grade forgiveness is approved by the Vice President of Academic and Student Services, a new transcript will be mailed to the student by the Director of Admissions and Records. If the student transfers to another institution, the grade forgiveness will be voided and his/her transcript will list all records of courses, including those that were excluded by grade forgiveness.

Recipients of federal financial aid or veteran's benefits are not eligible for this forgiveness policy under federal guidelines and regulations. The student should contact the Financial Aid Office for information.

Change of Program

To change programs, currently enrolled students (excluding summer) should complete the Change of Major Form in Admissions and Records or online. The program change will become effective the next semester of enrollment. **Note:** Only one Change of Major will be processed per semester. Students with questions concerning their program of study should contact Counseling Services.

Auditing Policy

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussions and examinations is at the option of the instructor. Attendance is required as if the course is taken for credit. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or grade points. Course tuition at the current in-state or out-of-state rate must be paid except in case of full-time students taking 16 or more hours who may audit with no additional charge.

Graduation Requirements

The following requirements apply to all programs; however, some departments may have additional requirements.

1. All required and elective courses must be completed as prescribed in the catalog of record of the candidate for graduation.
2. A 2.0 program grade point average must be met.
3. Minimum reading requirements must be completed for each diploma and degree program as satisfied by the required Communications course (COM or ENG).
4. All financial obligations to the College must be cleared.
5. A minimum of 25 percent of semester hours, with a minimum of nine semester hours in the program, must be earned through Wayne Community College curriculum enrollment.
6. Completed applications for graduation must be received by the published deadline. Applicants for graduation who are walking in the ceremony must purchase their caps and gowns. Upon recommendation of the Department Chair and approval of the Vice President of Academic and Student Services, specific graduation requirements may be waived. Request for duplicate or replacement diplomas should be made to the Office of Admissions and Records and will be prepared at a cost of $20. Two weeks should be allowed for processing.
7. Students graduating from diploma or associate degree programs with a 3.5 cumulative grade point average or higher will graduate with Honors. Grade point averages are not rounded.

Withdrawals

Students withdrawing from the College should contact the Office of Admissions and Records for the appropriate forms and procedures for official withdrawal. The last day to drop, refund deadlines, and last day to withdraw are listed in the college calendar.

Course Repetition Policy

Any course may be repeated. No course may be counted more than once in calculating the total number of semester hours credit towards graduation. Any course required for a student's program of study in which an "F" or other unacceptable grade is received must be repeated. In those cases where a course in which the student receives an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the appropriate Department Chair and the Vice President of Academic and Student Services.

A student who has passed a curriculum course three times must receive permission from the Vice President of Academic and Student Services before the student is allowed to register for the class another time.

Course Substitution

Students are expected to follow the curriculum as shown in the catalog of record for their chosen program. Substitutions may be made when it is educationally sound and is determined to be in the best interest of the student's educational and career objectives. Course substitutions must meet the following criteria: No non-college transfer course, either individually or in combination with another course, may be substituted for a college transfer course and in order for one course to be substituted for another, there must be a clear relationship between the two courses. Substitutions must be recommended by the Department Chair and approved by the Dean.

Minimum Class Size Policy

The decision to offer a class and to establish minimum class size will be made by the Department Chair and the Dean with the approval of the Vice President of Academic and Student Services. Criteria for determining minimum class size will be on a class-by-class basis and based on the subject matter of the course, the need for the course, the impact on the institution including resources, and the number of students enrolled.

Independent Study Policy

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study is to be used only under extenuating circumstances and must be approved by the Dean and Vice President of Academic and Student Services. All independent study classes must be in the student's program of study. The classes will be scheduled with the faculty member for the course. During the semester, the faculty member will meet with the student either by mail, telephone, e-mail or in-person to discuss/assess the student's progress towards meeting the course competencies and objectives and for conducting the course evaluation processes. All student/instructor interaction must be documented to include date, time, and course component discussed/evaluation completed. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

Prerequisites

Prerequisites are requirements that must be met before students can enroll in a specific course. This prerequisite may be a class that is required before registering for the next level or it may refer to placement test scores that are required before registering.

Students must comply with catalog requirements. Courses may not be taken until all prerequisites have been met. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The appropriate Department Chair and Dean of the division in which the course is offered must approve such exceptions in writing.

Exceptions to the course prerequisite are the following:

- Developmental prerequisites may be fulfilled by an appropriate high school GPA or other approved equivalents;
- Visiting students who have written documentation from their college/university to enroll in a specified course that has a prerequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);

- Students who have life experiences that are deemed equivalent to or supersede the prerequisite; a reserved review of course level outcomes would occur and be maintained in the student's records;
- Students who successfully complete a course that has a prerequisite would not have to take the prerequisite (example, a student who completed PSY 150 with the local prerequisite of DRE 098 would not have to take DRE 098).
- Credit by exam may be used to meet prerequisite requirements.

Co-requisites

Co-requisite courses are courses that must be taken at the same time. An example of co-requisite includes lecture and lab courses such as BIO 140 Environmental Biology and BIO 140A Environmental Biology Lab. All lecture and lab courses must be taken together during the same term.

Transcript Request and Fees

An official transcript of work at Wayne Community College will be sent to the appropriate institution upon written request by the student through the Office of Admissions & Records or electronically through the National Student Clearinghouse. The maximum cost will be $8.00 per copy, depending on delivery method (no checks accepted).

No transcript will be released until the student's account is cleared with the Business Office.

CAREER AND COLLEGE PROMISE (HIGH SCHOOL DUAL ENROLLMENT)

Career and College Promise

Career and College Promise (CCP) is a tuition-free program that provides seamless educational opportunities for eligible North Carolina high school students to dually enroll in community college courses in order to accelerate completion of college certificates, diplomas, or associate degrees. Career and College Promise is designed for students who attend public, private, or non-public schools. To be eligible for enrollment a high school student must meet state-wide mandated criteria. Qualifying students may select, depending on set state criteria, the College Transfer Pathway (CT) and/or Career and Technical Education Pathway (CTE). Students who are enrolled in a Cooperative High School have different eligibility requirements and criteria than that of public, private, or non-public schools.

Career and College Promise students may only enroll in approved college courses providing admissions requirements have been met and completion of course prerequisites have been met.

Career and College Promise students earn college credit by attending college-level classes. Depending on the high school schedule, students must be enrolled in at least one high school course, excluding summer term.

The cost of tuition is waived for Career and College Promise students who enroll in curriculum level courses. Students are responsible for paying student fees and purchasing textbooks and supplies. However, textbooks (not supplies) for curriculum classes may be provided to the student through an outside source depending on the availability of funds.

Career and College Promise students are not permitted to enroll in pre-curriculum courses or courses in the following limited admission programs: BLET, Associate Degree Nursing, Practical Nursing, Dental Assisting, Dental Hygiene, Medical Assisting, Medical Laboratory, or any other Allied Health Program.

ELEARNING

Wayne Community College (WCC) provides an innovative, flexible and convenient approach to learning, offering online degree, diploma and certificate programs. WCC's eLearning options give students day-to-day scheduling options while still holding them to course due dates. Our online programs empower students juggling busy lives to pursue a degree and/or achieve their educational goals.

WCC offers online courses in Internet, Hybrid, and Web-assisted formats.

Internet courses are offered completely online through Moodle, the College's Learning Management System (LMS).

Hybrid courses blend face-to-face and online learning. Hybrid courses integrate face-to-face instruction with online instruction to promote active, independent learning and to reduce class seat-time.

Web-assisted courses provide online access to supplemental content and/or activities to students enrolled in traditional seated courses.

Online courses, policies, and enrollment procedures are listed in the College's Schedule of Courses and on the college website. Registration processes, credit hours earned, and costs are the same as for traditional courses.

ECU PARTNERSHIP TEACH

ECU Partnership Teach (formerly known as Partnership East) is an East Carolina University College of Education degree completion partnership with North Carolina community colleges. Students will be provided a specific prerequisite course checklist to complete while attending the first two years of the program at an NC community college, followed by online courses in their major through ECU to earn a four-year degree in either:

- Elementary Education (K-6)
- Special Education - General & Adapted Curriculum K-12
- Middle Grades Education: Social Studies and Language Arts (6-9)

To review details of the specific requirements for entrance into the Partnership Teach degree completion program, please visit: https://education.ecu.edu/partnership/. Students must reside within the state of North Carolina throughout the duration of the program in order to be placed in NC public schools to complete field experiences and internships (student teaching).

What are the requirements to join ECU Partnership Teach?

- Completion or near completion of all community coursework

- 2.5 GPA or higher
- Qualifying Praxis Core scores or ACT/SAT scores
- Interview with Partnership Teach Coordinator
- Admission to ECU

Students are encouraged to schedule an appointment with the program coordinator to obtain more information on admission requirements.

Please see the contact information for coordinator for WCC:

Lynn Mooring
Wayne Community College
Dogwood 101 North
Phone: (919) 739-7012

For more information about ECU Partnership Teach, please visit the website at: https://education.ecu.edu/partnership/.

SEYMOUR JOHNSON AIR FORCE BASE REGISTRATION INFORMATION

As of May 2016 due to heightened security at Seymour Johnson Air Force Base, it has become necessary for students desiring to take classes with WCC at the base to apply for a base pass. Security Forces uses the information from the Background Security Check to determine a student's access to the base. Students may be denied access based on the results. You are only contacted if there is an issue with the information you submitted (ie. incorrect tag number, expired plates, or if you are denied base access).

A new BACKGROUND SECURITY CHECK (BSC) FORM must be submitted each term. To check the status of a BSC, please contact the SJAFB Visitor's Center at (919) 722-1343.

Passes will not be issued until the first day of the class! Passes may be picked up between 8:00am and 4:00pm.

TO ATTEND CLASSES ON BASE:

1. Complete and submit the **Background Security Check** form as soon as you register for classes. If classes begin the day you register, follow step 2. If you submitted your form before classes begin, go to step 3.
2. If you register for classes the day classes begin, fill out your form immediately. Security Forces will need to run a background check before you are issued a term pass. You will receive a temporary pass to use until you have been cleared by the base to attend classes. Once you have been cleared for classes, you will receive a pass to use for the remainder of the term.
3. To obtain your pass, take the following items with you to the Visitor's Center. If it is later than 4:30 pm, you will need to meet the WCC SJAFB Programs Coordinator at the Visitor's Center by 5:00 pm on the first night of class.
   - Class Registration/Receipt (must show class dates and times)
   - Driver's License/State ID if a rider (see note below)
   - Valid/Signed Vehicle Registration Form
   - Proof of insurance letter from your insurance company or insurance card with the dates the policy is in effect.
4. Keep your picture ID (license or state ID) and pass with you at all times while on the base.

RULES TO FOLLOW WHILE ATTENDING CLASS ON BASE:

1. Speed limit is 30 mph unless otherwise posted.
2. Cell phone use in prohibited unless you are using a hands-free device (for GPS, use the following address: 1520 Goodson Street)
3. Smoking allowed in designated areas only.
4. No parking in spots with a name placard (i.e., Reserved for Education Officer).

*If you are a rider only, you will need to fill out the form with your state ID number in the driver's license section. Your "designated driver" will also need to submit a BSC form as well.

Your instructor will give you further instructions and answer questions your first night of class.

If you need more information, please contact the WCC SJAFB Programs Coordinator, Dori Fraser, at (919) 739-6765 OR dori@waynecc.edu.

STUDENT RIGHTS AND PRIVACY

FERPA

Wayne Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides to students:

- the right to inspect and review his/her education records within 45 days after receipt of the request for access.
- the right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of his/her privacy rights under FERPA
- the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of the right to provide written consent before the school releases personally identifiable information from a student's education records with the exception of:
  a. directory information - defined as the student's name (legal, chosen, and previous), major field of study, full-time/part-time enrollment, dates of attendance, degrees and awards received, and student ID number - none of which can be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity such as a PIN, password, or other factor known or possessed only by the student or authorized user (34 CFR 93.3).

Note: Any student who does not wish the College to

release any or all information designated as directory information without the student's written consent must notify the Office of Admissions and Records (Wayne Learning Center, Room 109) immediately. Requests for non-disclosure must be filed annually. The College assumes that the student's failure to file a request for non-disclosure indicates approval for disclosure

b. school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interests;

c. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if record is desired, and have an opportunity to challenge the content of the record;

d. authorized representatives of U. S. Comptroller General, the U.S. Secretary of Education, or State and local educational authorities;

e. in connection with a student's application for, or receipt of, financial aid;

f. state and local officials or authorities to which such information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;

g. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

h. accrediting organizations in order to carry out their accrediting functions;

i. parents of an eligible student if the student is a dependent for IRS tax purposes;

j. in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

k. appropriate officials in connection with a health or safety emergency;

l. information designated as "directory information"

Student records, academic transcripts of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student's permanent file are maintained in the Office of Admissions and Records. Any student wishing to challenge the content of his or her educational records that are maintained in this office should notify the Director of Admissions and Records in writing. An Authorization to Release Information is required to release records from the Office of Admissions and Records or the Financial Aid Office.

Photography and Recording

In most cases, instructors have the final decision on allowing students to record classroom lectures. Exceptions may be made in cases of documented disabilities. Lectures may be recorded by the College. Students are responsible for informing their instructors of any privacy needs.

Wayne Community College uses photographs, audio, and video recordings of students for purposes of education, publicity, news, and recruitment. An image or likeness may be captured by still photography, videography, or other photographic or electronic means while on the College campus, in or around College facilities, or at off-campus College-sponsored events. The College reserves the right to use any such image, photograph, video, or the like for any College-related purpose in print publications, on the Internet, or in other media.

Students who do not want to be photographed or recorded are responsible for removing themselves from the area in which photography/recording is occurring. Failure to do so may result in inclusion in a photograph or recording, which will be deemed equivalent to a release, and will allow the College to use that photograph or recording as it chooses.

Images and videos taken in public spaces or at public events do not require authorization for publication. Presence in or around College facilities or properties, as well as at off-campus College-sponsored events, constitutes consent to the capture and use of image and/or voice by the College and waives any rights or claims.

WORK-BASED LEARNING PROGRAM

Work-Based Learning (WBL) is an educational plan that integrates classroom learning with supervised work experience in an employment situation directly related to the education program of a student. WBL enhances the educational process by bringing the worlds of theory and application together. Students learn the important link between academic learning and what is expected in the workplace.

Depending on the curriculum program, WBL students work from one to three semesters in a part-time or full-time job. This can either be a paid or a volunteer position with employers approved by the WBL Instructor Coordinator.

Academic credit is given for the learning gained during the WBL work experience. Work experience involves the development of job skills directly related to the educational program of the student.

Eligibility

Students must meet certain criteria before the College may award credit for WBL work experience. Students who are enrolled in approved WBL programs of study and who have completed a minimum of nine semester hours credit (9SHC), which must come from the core curriculum, are eligible for WBL if they meet the following conditions:

1. Academic standing of 2.00+ GPA
2. Approval of WBL Instructor Coordinator

Certain curriculum programs may specify additional conditions.

Application and Registration Procedures

Interested students should see their advisor to register for WBL. The student must watch a mandatory orientation video at the beginning of each semester. The video will outline WBL regulations and show students how to complete required paperwork and assignments.

Academic Credit

Credit hours for Work-Based Learning are determined by the total number of hours a student works during the semester. The breakdown of credit hours to hours worked on the WBL job is as follows:

1 Semester Credit Hour = 160 Hours Worked
2 Semester Credit Hours = 320 Hours Worked

Programs of Study with WBL

The following programs of study have either mandatory* or elective WBL:

Accounting and Finance*
Agribusiness Technology*
AI & Cloud Technology*
Applied Animal Science Technology*
Artificial Intelligence Engineer
Associate in General Education
Automotive Systems Technology (GM-ASEP)*
Automotive Systems Technology (ATEP)
Business Administration
Collision Repair and Refinishing
Collision Repair Estimating Certificate
Computer Information Technology
Computer-Integrated Machining
Cybersecurity*
Game and Automation Programming
Game Art and Animation
Human Services Technology*
Industrial Systems Technology
IT Business Support*
Medical Office Administration*
MOA/Medical Coding*
Office Administration*
Risk Management and Insurance*
Software Development*
Sustainable Agriculture*
Swine Management Technology*
Turfgrass Management Technology*

WORKFORCE CONTINUING EDUCATION SERVICES

Wayne Community College is dedicated to providing a broad range of educational/training programs offering students an opportunity to further their education, to improve their individual efficiency, to upgrade and improve job skills, to prepare for future employment, to enrich their cultural lives, and to help make them more effective members of their community. Anyone who is a high school graduate or 18 years of age is eligible to participate in the program conducted by the Division of Workforce Continuing Education Services.

Class Schedules and Enrollment

Classes are scheduled during the day and in the evening on campus and at various times and locations throughout Wayne County. Courses are organized on a basis of need, interest, and availability of suitable facilities. A full program is offered, with classes usually meeting once or twice a week from two to three hours each session.

Pre-registration is encouraged and available for all courses during normal customer service hours. Registration may be completed online, in the classroom, or at the Workforce Continuing Education Services Customer Service Desk located in the Walnut building, East Entrance.

A workforce continuing education course schedule is published each term and distributed throughout Wayne County. Specific courses, descriptions, dates, times, and locations are found in the course schedule.

Wayne Community College is committed to seeing that students with disabilities have equal access to all programs of study.

Accessibility Services

Accessibility Services provides services and support to Wayne Community College students who require accommodations for equal access to programs, services, facilities and activities. We are committed to providing equal and integrated access as our legal responsibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Our goal is to enhance disability awareness across campus and serve as a resource to faculty in helping them understand the laws and their obligation in providing equal access to our students with disabilities.

Students who need accommodations must register with the Accessibility Services Office located in the Wayne Learning Center, Room 182. Contact the Accessibility Services Counselor at (919) 739-6729 - TTY (919) 583-8544 to register or for more information.

Wayne Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints that arise from any action prohibited by the Americans with Disabilities Act. Students with complaints should contact the Accessibility Services Counselor.

Refund Policy for Workforce Continuing Education Services

The refund policy for Workforce Continuing Education courses, as established by the N.C. State Board Code of Community Colleges, allows a 75 percent refund after the respective class begins, upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: The 10 percent point of a class can be the first hour of the class depending on the scheduled hours of the class).

A 100 percent refund shall be made if the student officially withdraws prior to the first day of the course. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is canceled due to insufficient enrollment.

A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of the course or if the College cancels the class. **A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.**

There are no refunds for self-supporting classes.

Under this policy, the College shall notify the student of the right to receive a refund at the time of official withdrawal. ***NOTE: Course refunds can take approximately 4 to 6 weeks to be processed/received.***

Refund of Student Fees:

A 100 percent refund of fees shall be made if the student officially withdraws prior to the first day of class(es). Also, a student is eligible for 100 percent refund of fees if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

Minimum Class Size Policy

Class size will be determined on a class-by-class basis and will take into consideration the subject matter, need of the course, the location, and the impact it will have on the institution, including resources and the students enrolled. Any variance to this policy must be approved by the Vice President of Workforce Continuing Education Services.

Fees and Insurance

Registration fees from $70 to $180* are charged to students in occupational extension classes depending upon the total class hours. Leisure and Recreational classes have a registration fee of $20 to $50. Classes that are recreational in nature are self-supporting. The amount of tuition for recreational classes is determined by the pro-rated cost per student it takes to conduct the course in accordance with legislation enacted by the 1973 North Carolina General Assembly (for example, instructor salary, facility rental, utilities, and instructional materials).

Pursuant to the North Carolina State Board of Community College Code, Title 1E SBCCC 200.98 (a) (3), a NON- REFUNDABLE Computer Technology Fee of $5 will be charged each semester to all individuals who take computer courses through Workforce Continuing Education Services. This technology fee is charged only once during a semester, regardless of how many computer classes an individual may register for and take. The technology fee was established to support the purchase, operations, and repair of computers and other instructional technology, including supplies and materials which support computer technology. This fee also supports Workforce Continuing Education computer classes held off campus at various locations.

Students have the option to pay the $.55 Student Accident Insurance fee for all Workforce Continuing Education courses. This fee is paid once during a term regardless of the number of classes taken.

Both day and night students are required to display a parking decal for classes four weeks in length or more. The Student Parking Fee is $2. Parking decals must be purchased in the Workforce Continuing Education Services Office at the time of registration. Additionally, all Workforce Continuing Education students taking classes for four weeks or more must have an ID card. The ID card is $3 and must be purchased in the Workforce Continuing Education Services Office at the time of registration.

***SLIDING FEE SCALE:**

1 to 24 hours	$70
25 to 50 hours	$125
51+ hours	$180
Leisure and Recreational	$20 and up

ADDITIONAL FEE RATES:

Computer Technology Fee	$5
Student Accident Insurance	$0.55
New Student ID Card	$3
Student Parking Fee	$2
Semester Validation	$1
Replacement ID Card	$5
CE Transcripts	$2

NOTE: Charges are subject to change. Students are expected to purchase supplies, materials, tools, and books required for the class. Instructional services and instructional materials are supplied by the College.

Continuing Education Unit

The Continuing Education Unit (CEU) was designed to recognize and record individual and institutional participation in non-traditional studies and special activities. The CEU meets the need in adult and continuing education for uniformity in the planning of educational experiences for technical and professional people to improve their competency and skill levels through staff development.

The primary purpose of the CEU is to provide a permanent record of individuals who have completed one or more non-credit educational experiences. One CEU is defined as 10 contact hours (1 hour = 60 minutes) of participation in a continuing education course. A CEU is a unit of credit earned by participation in an accredited program designed for professionals with certificates or licenses to practice various professions.

ONLINE Workforce Continuing Education Courses (Distance Education)

Workforce Continuing Education Services offers internet (online or web-based) courses through our partner vendor, ed2go which can be completed at home. Each course is a comprehensive online course offered in a convenient six to sixteen week format with expert instructors. These courses offer engaging student discussion with access to instructor feedback throughout the class. Course lessons are released twice a week and can be accessed from any computer with an internet connection 24 hours a day, seven days a week. We offer a variety of courses that cover subjects such as teacher effectiveness, Microsoft Office, computer troubleshooting, computer and wireless networking, web page design, foreign languages, personal development, child care, business/office administration and more.

These courses are offered in a 24 - 96 contact hour format, which provide continuing education units (CEUs)/ career credit and a certificate of completion. The certificate of completion is awarded upon successful completion of the course. The cost of courses from 1-24 hours is $70, 25-50 hours is $125, and 51 or more hours is $180.

Programs

Workforce Continuing Education Services offers a wide variety of classes based on the needs and interests of the community. Along with the specialty programs listed below, Continuing Education Services offers many occupational extension programs, self-enrichment, self-improvement programs, and various academic programs on a regular basis.

Suggestions from students and the community, and

programs developed by the staff, provide for exciting and interesting offerings each term.

Occupational Extension Programs

Occupational Extension Programs are designed to equip students with practical knowledge of a specific nature which will increase their technical skills. 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. The variety of programs scheduled are only limited by student interest, the availability of suitable facilities, and instructional services.

Allied Health Program for Workforce Continuing Education Services

The Allied Health Program is 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, Medical Coding and Billing, Health Unit Coordination, and specialized healthcare training. Seating is limited for some classes as dictated by state governing agencies.

Nurse Aide Training Program

Nurse Aide I and Nurse Aide II courses introduce basic nursing assistant skills to provide personal care and some complex skills for patients, residents, or clients in a healthcare setting. Some of the following prerequisites are required:

- Attending a mandatory information session before registration
- High School diploma, HSED, or copy of college transcript
- Affiliated agencies for clinical practice require students to complete a criminal background check, drug screen and vaccinations/tests

Cost of classes: $180 and $.55 insurance

Cardiopulmonary Resuscitation training (CPR) is provided (time permitting) by certified American Heart Association CPR instructors at a cost of $5 for the CPR card.

Refresher courses are available for Nurse Aide I and II applicants seeking recertification. Students must meet the North Carolina Nurse Aide Registry (NCNAR) and North Carolina Board of Nursing (NCBON) requirements prior to taking the refresher course.

Cost of Classes: minimum of $70 (for exact cost, refer to Fees and Insurance section.)

Phlebotomy Program

The Phlebotomy Program prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data. This is accomplished in a combination of classroom/lab classes and practice in a variety of clinical settings. Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians. The Phlebotomy Program is certified by the National Phlebotomy Association and testing is provided at Wayne Community College. Prerequisites include: High school diploma or HSE or higher education diploma or transcript, high school students with GPA of 2.6 or higher, attend a mandatory information session prior to registration. Cost - $180.55

Students are required to obtain a drug screen, background check and vaccinations/test to qualify.

Medical Insurance/Coding Certificate Program

This program is a 16-week online course that leads to a certificate of completion and certification. The class is designed for those seeking experience in coding and billing for healthcare agencies. Prerequisites include: High school diploma or HSE or higher education diploma or transcript, high school students with GPA of 2.6 or higher, attend a mandatory information session prior to registration. Upon completion, students will be prepared to obtain a certificate as a Certified Professional Coder (CPC) awarded by the American Academy of Professional Coders (AAPC) credentialing agency. Students must apply directly to the credentialing agency to obtain certification. Recommended online time is 20-30 hours/week.

Other Health Occupations:

Central Sterile Processing This program will train students in the primary responsibilities of a central supply Sterile Processing Technician. The course will include sterilization, disinfection, preparation, storage and distribution of instruments, inventory management, quality assurance, and more, preparing students for work in a hospital sterile processing department and to take the CSPDT certification exam. Cost: $180

EKG Technician This one semester program meets once a week to train students to become EKG technicians in health care facilities.

Health Unit Secretary/Coordinator This online course is designed to prepare a student for an entry-level position as a hospital unit secretary. Medical terminology, communication, maintaining records, reports and data entry is presented. Cost: $180

Medication Aide classes are offered for those desiring to learn to give medications in skilled nursing facilities. Students may take the state exam to be listed on the Medication Aide Registry. Cost: $70

Pharmacy Technician This program will train students on interpreting medication orders prescribed by physicians and nurse practitioners, filling orders, preparing mixtures, replenishing drugs, maintaining the patient profile records appropriately, and assisting with over-the-counter medication while adhering to standard procedures and laws. Upon completion, student may take the National Certification Exam. Cost: $180

ServSafe Food Safety Training A required training program in the restaurant industry for managers. An 8-hour training program and testing are offered on alternate Saturdays.

Spanish Medical Interpreter A 120-hour program for students fluent in Spanish and English who would like to pursue a career as a Medical Interpreter. Students must test for fluency, meet requirements of the clinical site, and complete a 40-hour clinical training (one week full-time) for this program.

Advanced Manufacturing Programs

Advanced Manufacturing courses are designed to provide training relevant to the field of manufacturing. Students who complete courses in this area will develop marketable job skills that lead to employment or promotional opportunities within manufacturing. These courses, which are designed to improve individual knowledge and efficiency, cover an expanding range of topics, including production processes, welding, heating and air, automotive, truck driver training, and machining. Students who complete course outcomes will have the opportunity to complete certification exams for several third-party credentials that include EPA 608 Technician Certification (EPA) and Commercial Driver's License (CDL).

Computer Programs

The Computer Programs area is designed to meet the changing needs of the novice computer user to the more advanced user. The Workforce Continuing Education Services Computer Programs area offers courses in various software applications, hardware maintenance, and networking courses including VMware and cloud storage. Computer courses are available in Spanish and other languages upon request. The College also offers many computer classes online and in hybrid format where more than half the class time is allotted for online meetings along some traditional classroom meetings. In addition, courses may also be tailored to meet specific business and industry needs. Specific course offerings include Microsoft Office Suite (Word, Power Point, and Excel), Microsoft Windows operating system, Adobe Creative Suite, and Intuit software programs such as QuickBooks.

Emergency Medical Service Programs

The Emergency Medical Service Programs are designed to meet the requirements for certifications including American Heart Association (AHA) HeartSaver First Aid and CPR/AED, Basic Life Support Provider, Emergency Medical Technician (EMT), and Paramedic. The programs also provide training and continuing education for healthcare providers as well as citizens seeking to hold an AHA HeartSaver First Aid and CPR/AED certification. Classes are held on campus and throughout Wayne County.

Fire Services

Through a statewide system of certified instructors, Wayne Community College offers a variety of Fire Service and technical rescue courses to enhance the training of fire departments from Goldsboro and Wayne County. The system is flexible and mobile so that it can reach every department in Wayne County. The Fire Service Training Program is designed to provide fire personnel 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 and programs are also designed to meet the needs of business and industry in order to meet state and federal regulations.

Law Enforcement Training

Law Enforcement Training Programs are designed to provide training to local and state law enforcement agencies, including Detention Officers and 911 Telecommunication Center personnel. Training includes specialized law enforcement courses, supervisor training, community policing training, as well as meeting the needs for federal and state-mandated training. Wayne Community College utilizes a pool of state-certified instructors to meet the training needs and requests of law enforcement agencies within Wayne County.

Human Resources Development (HRD)

The Human Resources Development Program provides employability skills training and career development courses for adults who are trying to find employment, transitioning back into the workforce, or working to redefine their professional vocation in today's global market. Courses are taught to address current needs and the six HRD core components: the assessment of individual skill levels and limitations, the development of a positive self-image/self-concept, employability skills, communication skills, problem-solving/critical thinking skills, and information technology to equip individuals with the knowledge, values, and practical skills essential to applying, keeping, and advancing in their careers.

Tuition/fees may be waived for enrollment in these courses if individuals meet one of the following criteria: unemployed, received notification of a pending layoff, working and eligible for Federal Earned Income Tax (FEIT) Credit or working and earning wages at or below 200% of federal poverty guidelines.

Community Service Programs

Leisure and Recreational Programs

Leisure and Recreational Programs are designed to provide lifelong learning for adults. These programs contribute to the community's overall cultural, civic and intellectual growth. Leisure and Recreational Program offerings include courses that focus on an individual's personal or leisure needs. These courses cover a wide variety of areas in the fine arts (painting, stained glass), consumer education, home maintenance (small gas engine repair), sewing, defensive driving, cultural and civic needs, as well as youth summer camps.

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER READINESS

The goal of the Transitional Programs Department is to be responsive to the diverse educational needs of Wayne County's adult citizens who are seeking an adult high school diploma or high school equivalency or to learn English Language skills and to attain skills to successfully navigate education and employment opportunities. To enroll, a student must be at least 18 years of age and must not be currently enrolled in a public school. Students who are 16 or 17 years of age must have special permission to enter the program.

Wayne Community College offers the tuition-free programs of the Adult Education continuum in North Carolina:

- Adult Basic Education (ABE)
- Adult High School (AHS)

- High School Equivalency Diploma (HSED)
- English Language Acquisition (ELA)
- Basic Skills Plus

Our classes serve all of Wayne County, including special populations and agencies. The Transitional Programs Office is open Monday through Thursday from 8:00 a.m. to 5:45 p.m. and Friday from 8:00 a.m. to 1:00 p.m. Summer hours may vary. The office is located in Walnut 220. For information on any of these programs and services, call (919) 739-6908.

Adult Basic Education (ABE)

Adult Basic Education (ABE) is a competency-based work-relevant curriculum focused on basic reading, writing, speaking, problem solving, and math skills. ABE provides the foundation of basic skills needed for additional studies in AHS or HSE and transition into postsecondary and the workplace. The ABE curriculum explores ways to enhance job performance, self-esteem, critical thinking, and life skills. It is designed to provide adults with sufficient basic education to enable them to benefit from job training and retraining programs. The ABE curriculum is taught through pathway modules in health or business careers which allow students to target specific academic and employment areas in a limited amount of time.

Adult High School (AHS)

The Adult High School program offers a 24-course program for adults 18 and older. Students under the age of 18 may enter the program with a release form signed by the superintendent of Wayne County Public Schools. This program is offered through a collaboration with Wayne Community College, the N.C. State Board of Education, Wayne County Public Schools and the N.C. Community College System.

Classes are held in traditional classroom settings as well as hybrid and online. A graduation ceremony is held each May.

High School Equivalency Diploma (HSED)

The High School Equivalency Diploma (formally known as General Education Diploma) prepares a student to pass a series of tests designed to measure general educational competence. It is a computer-based test offered by the GED ®Testing Service, Pearson Vue and a paper/pencil test offered by HiSET and PSI Services, LLC. Practice tests can be given to determine a student's probable success on the official tests and individualized study plans are developed for students to prepare for testing. Upon successful completion of the tests, students are awarded a certificate that is recognized and accepted as equivalent to a high school diploma at 98 percent of colleges and universities.

The fee for the Official GED Test is $20 per test for a total of $80 for the entire battery of tests. The fee for HiSET paper/pencil tests is $15 per test for a total of $75 for the entire battery of tests. Classes are offered on campus and at other locations throughout Wayne County. The Official GED®Test is offered in a Pearson VUE testing center on the main campus. HiSET is offered in Walnut Building, Room 223.

Basic Skills Plus

Basic Skills Plus is a program designed to provide HSE and AHS level students with a pathway and support system to achieve postsecondary education and/or employment. The program offers an accelerated pathway for students to work on an HSE or AHS diploma while enrolled in curriculum or continuing education courses that can lead to a high demand career field such as Applied Technology or Allied Health.

English Language Acquisition (ELA)

English Language Acquisition is designed for adults who want to learn the English language skills necessary to function effectively in an environment where English is spoken. The curriculum provides skills in listening, speaking, reading, writing, and comprehension of the English language as well as basic life and work skills such as how to communicate with a child's teacher and how to transition to postsecondary education and to a family-sustaining career. Classes are offered on campus as well as throughout Wayne County.

English Language Civics (EL-Civics)

English Language Civics (EL-Civics) classes teach students about the rights and responsibilities of citizenship. The naturalization process is learned along with civics and the government and history of the United States. Students are able to acquire the skills and knowledge necessary to become active and informed parents, workers, and community members. Students also learn information on how to become a United States Citizen.

Workforce Innovation and Opportunity Act (WIOA)

Adult, Dislocated Worker, and Youth Programs

The Workforce Innovation and Opportunity Act (WIOA) Adult Program provides intensive training services to individuals age 18 and older who are at or below the level of self-sufficiency. Eligibility is based on household income. Services include financial assistance with tuition, books, and related educational expenses.

The Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program serves those who have lost their jobs because of layoff, downsizing or business closure. Services available include financial assistance with tuition, books, and related educational expenses. Applicants interested in the Adult or Dislocated Worker Programs should contact the WIOA office by phone at (919) 739-6797 for information about applications and/or assessment.

The WIOA Youth program empowers out-of-school youth ages 16 - 24 to obtain a high school credential, transition to a postsecondary program, build leadership skills, build financial literacy skills, and increase employability skills in attainment of an industry-supported job. Applicants interested in the Out-of-School Youth Program should contact the WIOA Youth Office in Walnut 220 or call (919) 739-6923.

PROGRAMS OF STUDY

Wayne Community College offers several degree, diploma, and certificate programs completely online. Throughout this catalog, online programs are indicated by a computer icon . For a complete list please visit: www.waynecc.edu/distance-ed/online-programs/.

First Step To Enroll in any Degree, Diploma, and/or Certificate:
Call the Admissions & Records Office at (919) 739-6720.

Certificate, Diploma, and Associate in Applied Science Programs

Accounting and Finance, AAS A25800AF

Official Program Description registered with the NC Community College System:

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Learning Outcomes

Upon completion of the Accounting and Finance program, a graduate should be able to:

- Prepare income tax returns.
- Produce payroll records and tax forms.
- Apply generally accepted accounting principles to produce accounting reports.
- Use software applications for the accounting profession.
- Apply the necessary business principles to a real world scenario.

Degree Awarded

The Associate in Applied Science Degree - Accounting and Finance is awarded by the College upon completion of this program.

For More Information

The Accounting and Finance program is in the Business and Computer Technologies Division. For more information, call (919) 739-6875, send e-mail to lmcox@waynecc.edu, or visit our website: www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ACC 120	Princ. of Financial Accounting	5	4
BUS 110	Intro to Business	3	3
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
MAT 143	Quantitative Literacy	4	3
			17

SECOND SEMESTER		Contact Hours	Credits
ACC 121	Princ. of Managerial Accounting	5	4
ACC 122	Princ. of Financial Accounting II	3	3
ACC 140	Payroll Accounting	4	2
ACC 150	Accounting Software Applications	4	2
CTS 130	Spreadsheet	4	3
ENG 112	Writing and Research in the Disciplines	3	3
			17

THIRD SEMESTER		Contact Hours	Credits
ACC 129	Individual Income Taxes	4	3
ACC 220	Intermediate Accounting I	5	4
BUS 115	Business Law I	3	3
	* Economics Elective		3
	Humanities/Fine Arts Elective		3
	**Professional Elective		0-2
			16-18

FOURTH SEMESTER		Contact Hours	Credits
ACC 130	Business Income Taxes	4	3
ACC 221	Intermediate Accounting II	5	4
BUS 225	Business Finance	4	3
	Social/Behavioral Science Elective		3
	**Professional Elective		1-3
WBL 110	World of Work	1	1
			15-17
	Total Credit Hours:		67

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives
Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

***Select one of the following Economics Electives:**

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3

****Select 3 semester hours of Professional Electives from the courses below:**

• WBL 111 and WBL 122 or WBL 112 and WBL 121 must be completed in sequence in order to meet the Professional Elective requirement.

		Contact Hours	Credits
BUS 240	Business Ethics	3	3
WBL 111	Work-Based Learning I	10	1
WBL 112	Work-Based Learning I	20	2
WBL 121	Work-Based Learning II	10	1
WBL 122	Work-Based Learning II	20	2
WBL 131	Work-Based Learning III	10	1

Accounting and Finance Diploma D25800

Diploma Awarded

A diploma in Accounting and Finance is awarded by the College upon completion of this program.

For More Information

The Accounting and Finance program is in the Business and Computer Technologies Division. For more information, call (919) 739-6875, send e-mail to lmcox@waynecc.edu, or visit our website: www.waynecc.edu

FIRST SEMESTER

		Contact Hours	Credits
ACA 111	College Student Success	1	1
ACC 120	Princ. of Financial Accounting	5	4
BUS 110	Intro to Business	3	3
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
			14

SECOND SEMESTER

		Contact Hours	Credits
ACC 121	Princ. of Managerial Accounting	5	4
ACC 140	Payroll Accounting	4	2
ACC 150	Accounting Software Applications	4	2
CTS 130	Spreadsheet	4	3
			11

THIRD SEMESTER

		Contact Hours	Credits
ACC 129	Individual Income Taxes	4	3
BUS 115	Business Law I	3	3
	* Economics Elective		3
	Humanities/Fine Arts Elective		3
			12
	Total Credit Hours:		37

ELECTIVES

***Select one of the following Economics Electives:**

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Accounting and Finance/Bookkeeping Certificate C25800

Certificate Awarded

A certificate in Accounting and Finance/Bookkeeping is awarded by the College upon completion of this program.

For More Information

The Accounting and Finance/Bookkeeping program is in the Business and Computer Technologies Division. For more information, call (919) 739-6875 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER

		Contact Hours	Credits
ACC 120	Princ. of Financial Accounting	5	4
BUS 110	Intro to Business	3	3
CIS 110	Intro to Computers	4	3
			10

SECOND SEMESTER

		Contact Hours	Credits
ACC 140	Payroll Accounting	4	2
ACC 150	Accounting Software Applications	4	2
CTS 130	Spreadsheet	4	3
			7
	Total Credit Hours:		17

Agribusiness Technology, AAS A15100

Official Program Description registered with the NC Community College System:

The Agribusiness Technology curriculum is 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.

Program Learning Outcomes

Upon completion of the Agribusiness program, a graduate should be able to:

- Identify and treat soil and crop pest issues in the field of agriculture.
- Perform calculations needed in the agriculture industry.
- Maintain records for agriculture businesses.

Degree Awarded

The Associate in Applied Science Degree - Agribusiness Technology is awarded by the College upon completion of this program.

For More Information

The Agribusiness Technology program is located in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AGR 139	Intro to Sustainable Ag	3	3
ANS 110	Animal Science	3	3
BIO 160	Intro Life Science	4	3
BUS 151	People Skills	3	3
	*Professional Elective		2-4
			15-17

SECOND SEMESTER		Contact Hours	Credits
AGR 140	Agri Chemicals	4	3
AGR 170	Soil Science	4	3
AGR 212	Farm Business Management	3	3
AGR 214	Agricultural Marketing	3	3
ENG 111	Writing and Inquiry	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
AGR 213	Agri. Law & Finance	3	3
BUS 125	Personal Finance	3	3
WBL 111	Work-Based Learning I	10	1
	OR		
WBL 112	Work-Based Learning I	20	2
			7-8

FOURTH SEMESTER		Contact Hours	Credits
AGR 110	Agri. Economics	3	3
AGR 210	Agri. Accounting	5	3
BUS 137	Principles of Management	3	3
ENG 112	Writing/Research in the Disc.	3	3
	Humanities/Fine Arts Elective		3
			15

FIFTH SEMESTER		Contact Hours	Credits
AGR 150	Ag-O-Metrics	3	3
AGR 160	Plant Science	4	3
AGR 262	Weed ID & Control	5	3
	*Professional Elective		2-4
	Social/Behavioral Science Elective		3
			14-16
	Total Credit Hours:		66-69

ELECTIVES

***Select 2 Professional Electives From The Following Courses And/Or Subject Areas:**

ACM, AGR, ANS, CHM, FOR, HOR, TRF

	or	Contact Hours	Credits
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4
BIO 112	General Biology II	6	4
WLD 112	Basic Welding Processes	4	2
BIO 140	Environmental Biology AND	3	3
BIO 140A	Environmental Biology Lab	3	1

BIO-140 and BIO-140A: should be considered one class.

Humanities/Fine Arts Elective

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Elective

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Agribusiness Technology Certificate C15100

Certificate Awarded

A certificate in Agribusiness is awarded by the College upon completion of this program.

For More Information

The Agribusiness Technology program is located in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
AGR 139	Introduction to Sustainable Agri.	3	3
ANS 110	Animal Science	3	3

BUS 151	People Skills	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
AGR 140	Agri. Chemicals	4	3
AGR 212	Farm Business Management	3	3
AGR 214	Agri. Marketing	3	3
			9
	Total Credit Hours:		18

AI and Cloud Technologies, AAS A25590D

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the AI & Cloud Technologies program, a graduate should be able to:

- Understand the modern digital AI and cloud concepts.
- Configure and manage technologies (CTI 140).
- Use AI and cloud products in the completion of a project from the definition phase through implementation.

Degree Awarded

The Associate in Applied Science Degree – AI & Cloud Technologies is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The AI & Cloud Technologies program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CSC 113	Artificial Intel. Fundamentals	4	3
CTI 110	Web, Prog., & Database, Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
NET 125	Intro to Networks	5	3
			13

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 120	Hardware/Software Support	5	3
NOS 120	Linux/UNIX Single User	4	3
	Elective 1		3
	Math Elective		3-4
			15-16

THIRD SEMESTER		Contact Hours	Credits
CTI 140	Virtualization Concepts	5	3
CTS 285	Systems Analysis & Design	3	3
ENG 111	Writing and Inquiry	3	3
			9

FOURTH SEMESTER		Contact Hours	Credits
CSC 117	Artificial Intelligence Tools I	5	3
CTI 141	Cloud and Storage Concepts	5	3
CTI 240	Virtualization Admin I	5	3
ENG 112	Writing & Research in the Disciplines	3	3
	Elective 2		3
			15

FIFTH SEMESTER		Contact Hours	Credits
CTI 120	Network and Secuirty Foundation	4	3
CTS 287	Emerging Technologies	3	3
	Humanities/Fine Arts Elective		3
	Major Elective		1
	Social/Behavioral Science Elective		3
			13
	Total Credit Hours:		65-66

ELECTIVES
Elective 1
Select one of the following:

CTS 210	Computer Ethics	3	3
NET 126	Switching and Routing	5	3

Elective 2
Select one of the following:

CSC 128	Chatbot Programming I	5	3
DBA 120	Database Programming I	4	3

Major Elective

Select one of the following:		Contact Hours	Credits
WBL 110	World of Work	1	1
WBL 111	Work-Based Learning I	10	1

Math Electives

Select one of the following:		Contact Hours	Credits
MAT 110	Math Measurement and Literacy	4	3
MAT 121	Algebra/Trig. I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Humanities/Fine Arts Electives
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives
Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Artificial Intelligence Consultant 1 Certificate C25590CN

Certificate Awarded
The certificate in Artificial Intelligence Consultant 1 is awarded by the College upon completion of this program.

Note
Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information
The Artificial Intelligence Consultant I program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	AI Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 210	Computer Ethics	3	3
			6

THIRD (FALL) SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3
	Total Credit Hours:		12

Artificial Intelligence Consultant 2 Certificate C25590CT

Certificate Awarded
The certificate in Artificial Intelligence Consultant 2 is awarded by the College upon completion of this program.

Note
Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information
The Artificial Intelligence Consultant 2 program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	Artificial Intelligence Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 210	Computer Ethics	3	3
			6

THIRD SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CSC 128	Chatbot Programming I	5	3
			3
	Total Credit Hours:		15

Artificial Intelligence Fundamentals Certificate C25590AI

Certificate Awarded
The certificate in Artificial Intelligence Fundamentals is awarded by the College upon completion of this program.

Note
Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information
The Artificial Intelligence Fundamentals program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	Artificial Intelligence Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 210	Computer Ethics	3	3
			6

THIRD SEMESTER		Contact Hours	Credits
CSC 128	Chatbot Programming I	5	3
			3
	Total Credit Hours:		12

Chatbot Development Certificate C25590CB

Certificate Awarded

The certificate in Chatbot Development is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Chatbot Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	AI Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3

FOUTH SEMESTER		Contact Hours	Credits
CSC 128	Chatbot Programming I	5	3
			3
	Total Credit Hours:		12

Network Systems Certificate C25590NY

Certificate Awarded

The certificate in Network Systems is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Network Systems program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., & Database, Foundation	4	3
NET 125	Intro to Networks	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
NET 126	Switching and Routing	5	3
			6
	Total Credit Hours:		12

Systems and Hardware Support Certificate C25590H

Certificate Awarded

The certificate in Systems and Hardware Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Systems and Hardware Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., & Database, Foundation	4	3
CTI 120	Network & Security Foundation	4	3
CTS 115	Information Systems Business Concepts	3	3
CTS 120	Hardware/Software Support	5	3
	Total Credit Hours:		12

Virtualization Support Certificate C25590VS

Certificate Awarded

The certificate in Virtualization Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Virtualization Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CTI 140	Virtualization Concepts	5	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CTI 240	Virtualization Admin I	5	3
			3
	Total Credit Hours:		12

Virtualization Technologies Certificate C25590VT

Certificate Awarded

The certificate in Virtualization Technologies is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Virtualization Technologies program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
NOS 120	Linux/UNIX Single User	4	3
			6

THIRD SEMESTER		Contact Hours	Credits
CTI 140	Virtualization Concepts	5	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CTI 240	Virtualization Admin. I	5	3
			3
	Total Credit Hours:		15

Air Conditioning, Heating, and Refrigeration Technology Diploma D35100

Official Program Description registered with NC Community College System:

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.

Graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Program Learning Outcomes

Upon completion of the Air Conditioning, Heating and Refrigeration Technology program, a graduate should be able to:

- Apply the fundamental and advanced principles of air conditioning, heating, and refrigeration technology in troubleshooting, replacing, servicing, installing, and repairing equipment and systems.
- Recognize and utilize the appropriate tools, test instruments, and equipment to troubleshoot and affect desired results.
- Determine optimal approaches to ascertain most desired means, methods, and end results in interfacing and interacting with HVACR industry customers.
- Demonstrate logical reasoning and enhanced problem solving abilities by troubleshooting and diagnosing faults in HVACR equipment and systems.
- Construct and operate basic and advanced HVACR refrigerant electrical and air flow circuits and systems.

Diploma Awarded

A diploma in the Air Conditioning, Heating, and Refrigeration Technology program is awarded by the College upon completion of this program.

Note

Students are required to purchase tools, test equipment, and pay a $25 EPA Refrigerant Certification Fee. Also, some field trips and special meetings require fees.

For More Information

The Air Conditioning, Heating, and Refrigeration Technology program is in the Applied Technology Division. For more information, call (919) 739-6813 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AHR 110	Intro to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
AHR 113	Comfort Cooling	6	4
AHR 160	Refrigerant Certification	1	1
BPR 135	Schematics & Diagrams	2	2
ENG 102	Applied Communications II	3	3
			19

SECOND SEMESTER		Contact Hours	Credits
AHR 112	Heating Technology	6	4
AHR 114	Heat Pump Tech.	6	4
AHR 130	HVAC Controls	4	3
AHR 211	Residential System Design	4	3
MAT 110	Math Measurement and Literacy	4	3
WLD 112	Basic Welding Processes	4	2
			19

THIRD SEMESTER		Contact Hours	Credits
AHR 172	Heat Pump Lab	3	1
AHR 245	Chiller Systems	4	2
AHR 247	Atypical Systems	4	2
			5
	Total Credit Hours:		43

Air Conditioning, Heating, and Refrigeration Technology - Comfort Cooling Certificate C35100CC

Certificate Awarded

A certificate in Air Conditioning, Heating, & Refrigeration Technology - Comfort Cooling is awarded by the College upon completion of this program.

For More Information

The Air Conditioning, Heating, & Refrigeration Technology is in Applied Technology Division. For more information, call (919) 739-6813 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
AHR 110	Intro to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
AHR 113	Comfort Cooling	6	4
	Total Credit Hours:		12

Air Conditioning, Heating, and Refrigeration Technology - Heat Pump Certificate C35100HP

Certificate Awarded

A certificate in Air Conditioning, Heating, & Refrigeration Technology - Heat Pump is awarded by the College upon completion of this program.

For More Information

The Air Conditioning, Heating, & Refrigeration Technology program is in the Applied Technology Division. For more information, call (919) 739-6813 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
AHR 110	Intro to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
			8

SECOND SEMESTER		Contact Hours	Credits
AHR 114	Heat Pump Technology	6	4
			4

THIRD SEMESTER		Contact Hours	Credits
AHR 172	Heat Pump Lab	3	1
			1
	Total Credit Hours:		13

Air Conditioning, Heating, and Refrigeration Technology - Heating Technology Certificate C35100HT

Certificate Awarded

A certificate in Air Conditioning, Heating, & Refrigeration Technology - Heating Technology is awarded by the College upon completion of this program.

For More Information

The Air Conditioning, Heating, & Refrigeration Technology is in Applied Technology Division. For more information, call (919) 739-6813 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
AHR 110	Intro to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
			8

SECOND SEMESTER		Contact Hours	Credits
AHR 112	Heating Technology	6	4
			4
	Total Credit Hours:		12

Applied Animal Science Technology, AAS A15280

Official Program Description registered with the NC Community College System:

The Applied Animal Science Technology curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock, swine, and poultry and their products according to scientific principles essential to efficient and profitable operation.

Students should learn skills necessary for the operation of efficient and profitable livestock, swine, and poultry enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates should qualify for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, and buyers of poultry and livestock, owners/operators, farm managers, department supervisors, field service representatives, and waste management technicians.

A program that prepares individuals to select, breed, care for, process, and market livestock and small farm animals. Potential course work includes instruction in basic animal science, animal nutrition, and animal health as applied to various species and breeds; design and operation of housing, feeding and processing facilities; and related issues of safety, applicable regulations, logistics, and supply.

Program Learning Outcomes

Upon completion of the Applied Animal Science program, a graduate should be able to:

- Diagnose and treat animal health issues.
- Perform calculations needed in the field of animal science.
- Use computer skills effectively in the animal industry.
- Communicate effectively.

Degree Awarded

The Associate in Applied Science Degree - Applied Animal Science Technology is awarded by the College upon completion of this program.

For More Information

The Applied Animal Science Technology program is in the Applied Technology Division. For more information, call (919) 739-6808 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ANS 110	Animal Science	3	3
ANS 140	Swine Production	4	3
ANS 170	Sheep & Goat Production	4	3
BIO 160	Introductory Life Science	4	3
ENG 111	Writing and Inquiry	3	3
			16

SECOND SEMESTER		Contact Hours	Credits
ACM 111	Health Care for Animals	4	3
AGR 150	Ag-O-Metrics	3	3
AGR 170	Soil Science	4	3
ANS 120	Beef Production	4	3
ENG 114	Prof. Research & Reporting	3	3
WBL 110	World of Work	1	1
			16

THIRD SEMESTER		Contact Hours	Credits
ANS 150	Animal Health Management	3	3
ANS 230	Poultry Management	3	3
WBL 112	Work-Based Learning I	20	2
OR			
WBL 111	Work-Based Learning I	10	1
AND			
WBL 121	Work-Based Learning II	10	1
			8

FOURTH SEMESTER		Contact Hours	Credits
AGR 110	Agri. Economics	3	3
ANS 115	Animal Feeds and Nutrition	4	3
ANS 130	Poultry Production	4	3
ANS 141	Swine Herd Management	2	2
BUS 151	People Skills	3	3
	Social/Behavioral Science Elective		3
			17

FIFTH SEMESTER		Contact Hours	Credits
ANS 180	Equine Production	5	4
ANS 210	Livestock Production Issues	3	3
ANS 213	Animal Reproduction	4	3
	Humanities/Fine Arts Elective		3
			13
	Total Credit Hours:		70

ELECTIVES

Humanities/Fine Arts Elective

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Elective

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Applied Animal Science Technology Certificate C15280

Certificate Awarded

A certificate in Applied Animal Science Technology is awarded by the College upon completion of this program.

For More Information

The Applied Animal Science Technology program is in the Applied Technology Division. For more information, call (919) 739-6811 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ANS 110	Animal Science	3	3
ANS 115	Animal Feeds and Nutrition	4	3
	*ANS Elective Option I		3
			9

SECOND SEMESTER		Contact Hours	Credits
ANS 210	Livestock Production Issues	3	3
	*ANS Elective Option II		3-4
			6-7
	Total Credit Hours:		15-16

ELECTIVES

OPTION I		Contact Hours	Credits
ANS 130	Poultry Production	4	3
ANS 140	Swine Production	4	3
ANS 170	Sheep & Goat Production	4	3

OPTION II		Contact Hours	Credits
ACM 111	Health Care for Animals	4	3
ANS 120	Beef Production	4	3
ANS 180	Equine Production	5	4

Artificial Intelligence Engineer, AAS A25710E

Official Program Description registered with the NC Community College System:

The Artificial Intelligence (AI) curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the AI profession.

Course work includes various subject areas related to AI fundamentals, machine learning, deep learning theory, and hands-on training in multiple AI domains for the purpose of creating and implementing artificial intelligence across a broad range of applications.

Graduates may qualify for entry-level AI positions such as AI engineer, AI project manager, AI researcher, AI consultant, AI architect, conversational AI specialist, AI automation engineer, AI software engineer, and machine learning specialist.

Program Learning Outcomes

Upon completion of the Artificial Intelligence Engineer program, a graduate should be able to:

- Understand the goals and practices of MLOps.
- Use modern programming libraries to implement machine learning models.
- Complete an AI project from the definition phase through implementation.

Degree Awarded

The Associate in Applied Science Degree – Artificial Intelligence Engineer is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Artificial Intelligence Engineer program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, send e-mail to crbeveridge@waynecc.edu, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CSC 113	AI Fundamentals	4	3
ENG 111	Writing and Inquiry	3	3
MAT 152	Statistical Methods I	5	4
MAT 171	Precalculus Algebra	5	4
			15

SECOND SEMESTER		Contact Hours	Credits
CTS 210	Computer Ethics	3	3
CSC 121	Python Programming	5	3
MAT 263	Brief Calculus	5	4
	English Elective		3
			13

THIRD SEMESTER		Contact Hours	Credits
CSC 112	Machine Learning Computation	5	3
CTS 285	Systems Analysis & Design	3	3
	Humanities/Fine Arts Elective		3
	Social/Behavioral Science Elective		3
			12

FOURTH SEMESTER		Contact Hours	Credits
CSC 114	Artificial Intelligence I	5	3
CSC 115	Machine Learning I	5	3
CSC 128	Chatbot Programming I	5	3
CSC 162	Computer Vision	5	3
CSC 221	Adv Python Prog	5	3
			15

FIFTH SEMESTER		Contact Hours	Credits
CSC 161	Deep Learning	5	3
CSC 214	Artificial Intelligence II	5	3
CSC 215	Machine Learning II	5	3
CSC 228	Chatbot Programming II	5	3
	Major Elective		1
			13
	Total Credit Hours:		68

ELECTIVES

English Elective

Select one of the following:		Contact Hours	Credits
ENG 112	Writing and Research in the Disciplines	3	3
ENG 113	Literature-Based Research	3	3
ENG 114	Professional Research & Reporting	3	3

Humanities/Fine Arts Elective
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Elective
Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Major Elective
Select one of the following:

		Contact Hours	Credits
WBL 110	World of Work	1	1
WBL 111	Work-Based Learning I	10	1

Artificial Intelligence Consultant 1 Certificate C25710CO

Certificate Awarded
The certificate in Artificial Intelligence Consultant 1 is awarded by the College upon completion of this program.

Note
Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information
The Artificial Intelligence Consultant I program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	AI Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 210	Computer Ethics	3	3
			6

THIRD (FALL) SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3
	Total Credit Hours:		12

Artificial Intelligence Consultant 2 Certificate C25710CT

Certificate Awarded
The certificate in Artificial Intelligence Consultant 2 is awarded by the College upon completion of this program.

Note
Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information
The Artificial Intelligence Consultant 2 program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	Artificial Intelligence Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 210	Computer Ethics	3	3
			6

THIRD SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CSC 128	Chatbot Programming I	5	3
			3
	Total Credit Hours:		15

Artificial Intelligence Fundamentals Certificate C25710AI

Certificate Awarded
The certificate in Artificial Intelligence Fundamentals is awarded by the College upon completion of this program.

Note
Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information
The Artificial Intelligence Fundamentals program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	Artificial Intelligence Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTS 210	Computer Ethics	3	3
			6

THIRD SEMESTER		Contact Hours	Credits
CSC 128	Chatbot Programming I	5	3
			3
	Total Credit Hours:		12

Chatbot Development Certificate C25710CB

Certificate Awarded

The certificate in Chatbot Development is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Chatbot Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	AI Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3

FOUTH SEMESTER		Contact Hours	Credits
CSC 128	Chatbot Programming I	5	3
			3
	Total Credit Hours:		12

Math Foundation for AI Certificate C25710MF

Certificate Awarded

The certificate in Math Foundation for AI is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Math Foundation for AI program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	AI Fundamentals	4	3
MAT 171	Precalculus Algebra	5	4
			7

SECOND SEMESTER		Contact Hours	Credits
MAT 152	Statistical Methods I	5	4
MAT 263	Brief Calculus	5	4
			8
	Total Credit Hours:		15

Python Programming for AI Certificate C25710PY

Certificate Awarded

The certificate in Python Programming for AI is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Python Programming for AI program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CSC 113	AI Fundamentals	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CTS 285	Systems Analysis & Design	3	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CSC 221	Advanced Python Programming	5	3
			3
	Total Credit Hours:		12

Automotive Systems Technology ATEP, AAS A60160M

Official Program Description registered with the NC Community College System:

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental

regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Program Learning Outcomes

Upon completion of the Automotive Systems Technology Degree programs, the new graduate should be able to perform general maintenance, diagnose, and repair concerns related to Automotive Service Excellence (ASE) Automobile areas A1-A8 including Engine Repair, Automatic Trans/Transaxle, Manual Drivetrains and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating & Air Conditioning, and Engine Performance.

Degree Awarded

An Associate in Applied Science Degree-Automotive Systems Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6822 or 6951.

Students entering the Automotive Systems Technology Degree programs should have completed the diploma classes prior to taking degree classes.

The Multiple Manufacturer Automotive Technical Educational Program (ATEP) is a partnership involving educational institutions, national and local businesses, students, domestic and foreign car dealers, and independent repair centers in the College's service area. ATEP students have the option to complete the A.A.S. degree on campus or to take Work-Based Learning at a local automotive repair facility.

In addition to the admissions requirements students enrolling in Work-Based Learning need to:

- Possess a valid driver's license and maintain an employable driving record.
- Pass a drug test if requested by the sponsoring employer.
- Consent to a criminal background check if requested by the sponsoring employer.

For More Information

The Automotive Systems Technology Degree programs are in the Applied Technology Division. For more information, call (919) 739-6822, 6951 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
TRN 110	Intro to Transport Technology	3	2
TRN 111	Chassis Maintenance and Light Repair	8	4
TRN 112	Powertrain Maint. and Light Repair	8	4
TRN 170	PC Skills for Transportation	3	2
			13

SECOND SEMESTER		Contact Hours	Credits
AUT 116	Engine Repair	5	3
AUT 141	Suspension & Steering Systems	5	3
AUT 151	Brake Systems	5	3
ENG 111	Writing and Inquiry	3	3
TRN 120	Basic Transportation Electricity	7	5
			17

THIRD SEMESTER		Contact Hours	Credits
AUT 181	Engine Performance 1	5	3
AUT 231	Manual Trans./Axles/ Drive Trains	5	3
MAT 110	Math Measurement and Literacy	4	3
TRN 140	Transportation Climate Control	3	2
			11

FOURTH SEMESTER		Contact Hours	Credits
AUT 183	Engine Performance 2	8	4
ENG 114	Prof. Research & Reporting	3	3
LDD 112	Intro. Light-Duty Diesel	4	3
WBL 111	Work-Based Learning I	10	1
	Humanities/Fine Arts Elective		3
			14

FIFTH SEMESTER		Contact Hours	Credits
ATT 140	Emerging Transp Tech	5	3
AUT 221	Auto. Transmissions/ Transaxles	5	3
TRN 145	Adv Transp Electronics	5	3
WBL 121	Work-Based Learning II	10	1
	Social/Behavioral Science Elective		3
			13
	Total Credit Hours:		68

ELECTIVES

Humanities Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social Behavioral Science Elective

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Automotive Systems Technology Diploma D60160

Program Learning Outcomes

Upon completion of the Automotive Systems Technology Diploma program, the new graduate should be able to perform general maintenance and vehicles repairs related to Automotive Service Excellence (ASE) Automobile areas A1-A8 including Engine Repair, Automatic Trans/Transaxle, Manual Drivetrains and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, and Engine Performance.

Degree Awarded

A Diploma in Automotive Systems Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6822 or 6951.

Students entering the Automotive Systems Technology Diploma programs should have completed the certificate classes prior to taking diploma classes.

Students desiring to continue their education by entering the Automobile Systems Technology ATEP Degree programs upon completion of the diploma should meet with their advisor. Additionally students may be required to take Work-Based Learning.

In addition to the admissions requirements students enrolling in Work-Based Learning need to:

- Possess a valid driver's license and maintain an employable driving record.
- Pass a drug test if requested by the sponsoring employer.
- Consent to a criminal background check if requested by the sponsoring employer.

For More Information

The Automotive Systems Technology Diploma program is in the Applied Technology Division. For more information call (919) 739-6822, 6951 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
TRN 110	Intro. to Transport Technology	3	2
TRN 111	Chassis Maintenance & Light Repair	8	4
TRN 112	Powertrain Maint. & Light Repair	8	4
TRN 170	PC Skills for Transportation	3	2
			13

SECOND SEMESTER		Contact Hours	Credits
AUT 116	Engine Repair	5	3
AUT 141	Suspension & Steering Systems	5	3
AUT 151	Brake Systems	5	3
ENG 111	Writing and Inquiry	3	3
TRN 120	Basic Transportation Electricity	7	5
			17

THIRD SEMESTER		Contact Hours	Credits
AUT 181	Engine Performance 1	5	3
AUT 231	Manual Trans./Axles/ Drive Trains	5	3
MAT 110	Math Measurement and Literacy	4	3
TRN 140	Trans. Climate Control	3	2
			13
	Total Credit Hours:		41

Transportation Technology Certificate C60160

Program Learning Outcomes

Upon completion of the Transportation Technology Certificate program, the new graduate should be able to maintain and perform light vehicle repairs related to Automotive Service Excellence (ASE) Automobile areas A1-A8 including Engine Repair, Automatic Trans/Transaxle, Manual Drivetrains and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, and Engine Performance.

Certificate Awarded

A Certificate in Transportation Technology is awarded by the College upon completion of this program.

Note:

All students are required to purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6822 or 6951. Students desiring to continue their education by entering the Automobile Systems Technology Diploma program upon completion of the certificate should meet with their advisor.

For More Information

The Transportation Technology Certificate program is in the Applied Technology Division. For more information call (919) 739-6822, 6951 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
TRN 110	Intro. to Transport Technology	3	2

TRN 111	Chassis Maintenance and Light Repair	8	4
TRN 112	Powertrain Main. and Light Repair	8	4
TRN 170	PC Skills for Transportation	3	2
	Total Credit Hours:		13

Automotive Systems Technology GM-ASEP, AAS
A60160G

Official Program Description registered with the NC Community College System:

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Program Learning Outcomes

Upon completion of the Automotive Systems Technology Degree programs, the new graduate should be able to perform general maintenance, diagnose, and repair concerns related to Automotive Service Excellence (ASE) Automobile areas A1-A8 including Engine Repair, Automatic Trans/Transaxle, Manual Drivetrains and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating & Air Conditioning, and Engine Performance.

Degree Awarded

An Associate in Applied Science Degree-Automotive Systems Technology GM-ASEP is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6819 or 6820.

Students entering the Automotive Systems Technology Degree programs should have completed the diploma classes prior to taking degree classes.

The General Motors Automotive Service Educational Program (GM-ASEP) is a partnership involving educational institutions, national and local businesses, students, as well as local General Motors (GM) dealerships and AC Delco Professional Service Centers (PSC) throughout eastern North Carolina. GM-ASEP students are required to take Work-Based Learning and be sponsored by a GM Dealer or AC Delco PSC.

In addition to the admissions requirements students enrolling in Work-Based Learning need to:

- Possess a valid driver's license and maintain an employable driving record.
- Pass a drug test if requested by the sponsoring employer.
- Consent to a criminal background check if requested by the sponsoring employer.

For More Information

The Automotive Systems Technology Degree programs are in the Applied Technology Division. For more information call (919) 739-6819, 6820 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
TRN 110	Intro. to Transport Technology	3	2
TRN 111	Chassis Maintenance and Light Repair	8	4
TRN 112	Powertrain Main. and Light Repair	8	4
TRN 170	PC Skills for Transportation	3	2
			13

SECOND SEMESTER		Contact Hours	Credits
AUT 141	Suspension & Steering Systems	5	3
AUT 151	Brake Systems	5	3
ENG 111	Writing and Inquiry	3	3
TRN 120	Basic Transportation Electricity	7	5
WBL 111	Work-Based Learning I	10	1
			15

THIRD SEMESTER		Contact Hours	Credits
AUT 116	Engine Repair	5	3
AUT 181	Engine Performance 1	5	3
MAT 110	Math Measurement and Literacy	4	3
TRN 140	Trans. Climate Control	3	2
			11

FOURTH SEMESTER		Contact Hours	Credits
AUT 183	Engine Performance 2	8	4
AUT 231	Manual Trans./Axles/ Drive Trains	5	3

ENG 114	Prof. Research & Reporting	3	3
LDD 112	Intro Light-Duty Diesel	4	3
WBL 121	Work-Based Learning II	10	1
			14

FIFTH SEMESTER		Contact Hours	Credits
ATT 140	Emergining Transp Tech	5	3
AUT 221	Auto. Transmissions/ Transaxles	5	3
TRN 145	Adv Transp Electronics	5	3
WBL 131	Work-Based Learning III	10	1
	Humanities/Fine Arts Elective		3
	Social/Behavioral Science Elective		3
			16
	Total Credit Hours:		69

ELECTIVES

Humanities/Fine Arts Elective

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Elective

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Aviation Systems Technology, AAS A60200

The Official Program Description registered with the NC Community College System:

The Aviation Systems Technology provides individuals with the knowledge and skills to qualify for an aircraft mechanic's certificate with airframe and/or powerplant ratings. The curriculum is approved by the Federal Aviation Administration (FAA) under 14 CFR Part 147, which governs aviation maintenance schools.

Course work includes aviation mathematics, FAA regulations, basic electricity, aircraft drawings; aircraft structures, systems, and components; aircraft engines, theory, systems, and components; and engine inspections and maintenance.

Employment opportunities exist as entry-level mechanics with air carriers, manufacturers, repair stations, fixed base operators, flight schools, and government aviation operations.

Program Learning Outcomes

Upon completion of the Aviation System Technology program, a graduate should be able to:

- Comprehend subjects related to all aspects of General Aircraft Maintenance.
- Inspect, troubleshoot, and repair all systems of Airframe.
- Inspect, troubleshoot, and repair all systems of Powerplant.

Degree Awarded

The Associate of Applied Science Degree-Aviation Systems Technology is awarded by the College upon completion of this program.

Note

Students are required to purchase tools and pay about $1,450 for FAA exams. Costs for the tools are available by calling an Aviation Systems instructor at (919) 739-6806, 6823, or 6824. Aviation Systems Technology classes are offered at the Wayne Executive Jetport.

For More Information

The Aviation Systems Technology program is in the Applied Technology Division. For more information, call (919) 739-6806, 6823, or 6824 or visit us at our website at www.waynecc.edu/aviation.

FIRST SEMESTER		Contact Hours	Credits
AVI 110	Aviation Maintenance-Gen	25	15
AMT 101	Aviation Mathematics		
AMT 102	Aviation Physics		
AMT 103	Basic Electricity		
AMT 104	Aircraft Drawings		
AMT 105	Maint. Forms & Records		
AMT 107	Materials & Processes		
AMT 108	Fluid Lines & Fittings		
AMT 109	Weight and Balance		
AMT 110	Cleaning & Corrosion Control		
AMT 111	Ground Operations and Servicing		
AMT 113	Inspection Concepts & Techniques		
AMT 114	Human Factors		
ACA 111	College Student Success	1	1
MAT 110	Math Measurement and Literacy	4	3
			19

SECOND SEMESTER		Contact Hours	Credits
AVI 120	Airframe Maint. I	24	12
AMT 202	Aircraft Non-Metallic Structures		
AMT 203	Aircraft Sheet Metal Structures		
AMT 208	Hydraulic & Pneumatic Systems		
AMT 213	Cabin Atmosphere Control Systems		
AMT 218	Rotorcraft Fundamentals		
ENG 111	Writing and Inquiry	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
AVI 130	Airframe Maintenance II	15	9
AMT 207	Aircraft Electrical Systems		
AMT 211	Aircraft Fuel Systems		
AMT 212	Aircraft Instrument Systems		

AMT 214	Ice and Rain Control Systems		
AMT 215	Airframe Fire Protection Systems		
AMT 217	Flight Controls		
AMT 219	Water and Waste Systems		
ENG 114	Prof. Research & Reporting	3	3
			12

FOURTH SEMESTER		Contact Hours	Credits
AVI 230	Airframe Maintenance III	13	7
AMT 206	Communication and Navigation Systems		
AMT 209	Landing Gear Systems		
AMT 216	Airframe Inspection		
AVI 240	Powerplant Maintenance I	12	6
AMT 301	Reciprocating Engines		
AMT 302	Turbine Engines		
	Social/Behavioral Science Elective		3
			16

FIFTH SEMESTER		Contact Hours	Credits
AVI 250	Powerplant Maintenance II	25	15
AMT 304	Engine Instruments		
AMT 305	Engine Fire Protection Systems		
AMT 306	Engine Electrical Systems		
AMT 307	Lubrication Systems		
AMT 308	Engine Fuel Systems		
AMT 309	Ignition and Starting Systems		
HUM 110	Technology and Society	3	3
			18

SIXTH SEMESTER		Contact Hours	Credits
AVI 260	Powerplant Maintenance III	17	9
AMT 311	Induction & Airframe Systems		
AMT 313	Engine Exhaust & Reverser Systems		
AMT 314	Propellers & Unducted Fans		
AMT 315	Engine Inspection		
AMT 316	Turbine Engine Air Systems		
			9
	Total Credit Hours:		89

ELECTIVES

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Aviation Systems Technology Airframe Diploma D60200A

Program Learning Outcomes

Upon completion of the Aviation System Technology program, a graduate should be able to:

- Comprehend subjects related to all aspects of General Aircraft Maintenance.
- Inspect, troubleshoot, and repair all systems of Airframe.

Certificate Awarded

The Aviation Systems Technology Airframe Diploma is awarded by the College upon completion of this program.

Note

Students are required to purchase tools and pay about $1,450 for FAA exams. A minimum required tool list is available by calling an Aviation Systems instructor at (919) 739-6806, 6823 or 6824. Aviation Systems Technology classes are offered at the Wayne Executive Jetport.

For More Information

The Aviation Systems Technology program is in the Applied Technology Division. For more information, call (919) 739-6806, 6823, or 6824 or visit us at our website at www.waynecc.edu/aviation.

FIRST SEMESTER		Contact Hours	Credits
AVI 110	Aviation Maint.-Gen	25	15
AMT 101	Aviation Math		
AMT 102	Aviation Physics		
AMT 103	Basic Electricity		
AMT 104	Aircraft Drawings		
AMT 105	Maint. Forms & Records		
AMT 107	Materials & Processes		
AMT 108	Fluid Lines and Fittings		
AMT 109	Weight and Balance		
AMT 110	Cleaning and Corrosion Control		
AMT 111	Ground Operations & Servicing		
AMT 113	Inspection Concepts & Techniques		
AMT 114	Human Factors		
ACA 111	College Student Success	1	1
MAT 110	Math Measurement & Literacy	4	3
			19

SECOND SEMESTER		Contact Hours	Credits
AVI 120	Airframe Maintenance I	24	12
AMT 202	Aircraft Non-Metallic Structures		
AMT 203	Aircraft Sheet Metal Structures		
AMT 208	Hydraulic & Pneumatic Systems		
AMT 213	Cabin Atmosphere Control Systems		
AMT 218	Rotorcraft Fundamentals		

ENG 111	Writing and Inquiry	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
AVI 130	Airframe Maintenance II	15	9
AMT 207	Aircraft Electrical Systems		
AMT 211	Aircraft Fuel Systems		
AMT 212	Aircraft Instrument Systems		
AMT 214	Ice & Rain Control Systems		
AMT 215	Airframe Fire Protection Systems		
AMT 217	Flight Controls		
AMT 219	Water & Waste Systems		
			9

FOURTH SEMESTER		Contact Hours	Credits
AVI 230	Airframe Maintenance III	13	7
AMT 206	Communication and Navigation Systems		
AMT 209	Landing Gear Systems		
AMT 216	Airframe Inspection		
			7
	Total Credit Hours:		50

Aviation Systems Technology Power Plant Diploma D60200P

Program Learning Outcomes

Upon completion of the Aviation System Technology program, a graduate should be able to:

- Comprehend subjects related to all aspects of General Aircraft Maintenance.
- Inspect, troubleshoot, and repair all Powerplant systems.

Diploma Awarded

The Aviation Systems Technology Powerplant Diploma is awarded by the College upon completion of this program.

Note

Students are required to purchase tools and pay about $1,450 for FAA exams. A minimum tool required list is available by calling an Aviation Systems instructor at (919) 739-6823, or 6824. Aviation Systems Technology classes are offered at the Wayne Executive Jetport.

For More Information

The Aviation Systems Technology program is in the Applied Technology Division. For more information, call (919) 739- 6823, or 6824 or visit us at our website at www.waynecc.edu/aviation.

FIRST SEMESTER		Contact Hours	Credits
AVI 110	Aviation Maint.-Gen.	25	15
AMT 101	Aviation Math		
AMT 102	Aviation Physics		
AMT 103	Basic Electricity		
AMT 104	Aircraft Drawings		
AMT 105	Maint. Forms & Records		
AMT 107	Materials & Processes		
AMT 108	Fluid Lines & Fittings		
AMT 109	Weight and Balance		
AMT 110	Cleaning & Corrosion Control		
AMT 111	Ground Operations & Servicing		
AMT 113	Inspection Concepts & Techniques		
AMT 114	Human Factors		
ACA 111	College Student Success	1	1
MAT 110	Math Measurement & Literacy	4	3
			19

SECOND SEMESTER		Contact Hours	Credits
AVI 250	Powerplant Maintenance II	25	15
AMT 304	Engine Instruments		
AMT 305	Engine Fire Protection Systems		
AMT 306	Engine Electrical Systems		
AMT 307	Lubrication Systems		
AMT 308	Engine Fuel Systems		
AMT 309	Ignition & Starting Systems		
ENG 111	Writing and Inquiry	3	3
			18

THIRD SEMESTER		Contact Hours	Credits
AVI 260	Powerplant Maintenance III	17	9
AMT 311	Induction & Airframe Systems		
AMT 313	Engine Exhaust & Reverser Systems		
AMT 314	Propellers & Unducted Fans		
AMT 315	Engine Inspection		
AMT 316	Turbine Engine Air Systems		
			9

FOURTH SEMESTER		Contact Hours	Credits
AVI 240	Powerplant Maintenance I	12	6
AMT 301	Reciprocating Engines		
AMT 302	Turbine Engines		
			6
	Total Credit Hours:		52

Basic Law Enforcement Training Certificate C55120

Official Program Description registered with the N.C. Community College System:

Basic Law Enforcement Training (BLET) is designed

to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Upon entering this program, the student must meet the following criteria:

1. Valid North Carolina Driver's License.
2. Interview with Basic Law Enforcement Training School Director and/or Coordinator.
3. Complete medical/physical examination.
4. Submit a certified copy of criminal history.
5. Must be at least 20 years of age.
6. Must have a high school diploma or equivalent.
7. Must have a letter of sponsorship.

Program Learning Outcomes

Upon completion of the Basic Law Enforcement Training program, a graduate should be able to:

- Demonstrate his/her knowledge of local, state and federal legal matters through written examinations and scenario based exercises.
- Demonstrate his/her knowledge of police/sheriff patrol duties through written examinations and scenario based exercises.
- Demonstrate his/her knowledge of law enforcement communication matters through written examinations and scenario based exercises.
- Demonstrate his/her knowledge of police/ sheriff investigative matters through written examinations and scenario based exercises.
- Demonstrate his/her practical application knowledge written examinations and hands-on demonstration of learned skills.
- Demonstrate his/her knowledge of sheriff specific matters through written examinations and scenario based exercises.

Certificate Awarded

A certificate in Basic Law Enforcement Training is awarded by the College upon completion of this program.

Note

Total costs for the program are approximately $2,150.

For More Information

The Basic Law Enforcement Training program is in the Public Safety Division. Additional information may be obtained by calling (919) 739-6798 or (919) 739-6801, or visit us at our website at www.waynecc.edu/blet.

Admissions

- A high school diploma or the equivalent is required.
- A placement test in reading is required by the state within the last year.
- Individuals desiring admission to the program must follow the admissions procedures outlined in this catalog.

FIRST SEMESTER		Contact Hours	Credits
CJC 110	Basic Law Enforcement BLET	40	20
	Total Credit Hours:		20

Business Administration, AAS A25120

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Business Administration program, a graduate should be able to:

- Apply the appropriate style of business management to a real world scenario.
- Apply generally accepted accounting principles to business transactions.
- Apply the principles of marketing in business.
- Compose effective business documents.
- Apply the appropriate business principles to a real world scenario.

Work-Based Learning Option

The Work-Based Learning Option is especially designed to provide qualified business administration students with an opportunity to combine the regular Business Administration curriculum with practical work experience. The combination of classroom instruction with practical/related Work-Based Learning provides numerous benefits to participating students.

Career opportunities are enhanced as students completing this program graduate with practical work experience in addition to the Associate of Applied Science Degree. The program also provides an opportunity for the student to explore a career before making a commitment to full-time employment. See the section on Work-Based Learning program for eligibility criteria.

Degree Awarded

The Associate in Applied Science Degree - Business Administration is awarded by the College upon completion of this program.

For More Information

The Business Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880, send e-mail to etlegrand@waynecc.edu, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BUS 110	Intro to Business	3	3
BUS 115	Business Law I	3	3
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
MKT 120	Princ of Marketing	3	3
			16

SECOND SEMESTER		Contact Hours	Credits
ACC 120	Princ of Financial Accounting	5	4
BUS 153	Human Resource Management	3	3
CTS 130	Spreadsheet	4	3
ENG 112	Writing and Research in the Disciplines	3	3
MAT 143	Quantitative Literacy	4	3
			16

THIRD SEMESTER		Contact Hours	Credits
ACC 121	Princ. of Managerial Accounting	5	4
BUS 137	Principles of Management	3	3
MKT 220	Advertising and Sales Promotion	3	3
WBL 110	World of Work	1	1
	*Economics Elective		3
	Humanities/Fine Arts Elective		3
	**Professional Elective		1-5
			18-20

FOURTH SEMESTER		Contact Hours	Credits
BUS 230	Small Business Management	3	3
BUS 239	Business Applications Seminar	3	2
BUS 240	Business Ethics	3	3
BUS 253	Leadership and Mgt Skills	3	3
	Social/Behavioral Science Elective		3
	**Professional Elective		1-5
			15-17
	Total Credit Hours:		67-69

ELECTIVES

***Economics Electives**

Select one of the following:

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
OR			
ECO 252	Principles of Macroeconomics	3	3

****Professional Electives**

Select 4-6 semester hours from the following:

- WBL 111 and WBL 122 or WBL 112 and WBL 121 must be completed in sequence to meet the Professional Elective requirement.
- Six semester hours of Work-Based Learning Work Experience can be applied as Professional Electives.

	or	Contact Hours	Credits
ACC 140	Payroll Accounting	4	2
ACC 150	Accounting Software Applications	4	2
BUS 225	Business Finance	4	3
CTS 240	Project Management	4	3
MKT 232	Social Media Marketing	5	4
WBL 111	Work-Based Learning I	10	1
WBL 112	Work-Based Learning I	20	2
WBL 121	Work-Based Learning II	10	1
WBL 122	Work-Based Learning II	20	2
WBL 131	Work-Based Learning III	10	1
WBL 132	Work-Based Learning III	20	2
WBL 211	Work-Based Learning IV	10	1
WBL 221	Work-Based Learning V	10	1
WBL 231	Work-Based Learning VI	10	1

Humanities/Fine Arts Elective

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Elective

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Business Administration Diploma D25120

Diploma Awarded

A diploma in Business Administration is awarded by the College upon completion of this program.

For More Information

The Business Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BUS 110	Intro to Business	3	3
BUS 137	Principles of Management	3	3
BUS 153	Human Resource Management	3	3
ENG 111	Writing and Inquiry	3	3
			13

SECOND SEMESTER		Contact Hours	Credits
ACC 120	Princ of Financial Accounting	5	4
CIS 110	Intro to Computers	4	3
MKT 120	Princ of Marketing	3	3
	Humanities/Fine Arts Elective		3
			13

THIRD SEMESTER		Contact Hours	Credits
CTS 130	Spreadsheet	4	3
BUS 115	Business Law I	3	3
BUS 240	Business Ethics	3	3
	*Economics Elective		3
			12
	Total Credit Hours:		38

***Economics Electives**

*Select one of the following:		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
OR			
ECO 252	Principles of Macroeconomics	3	3

Humanities/Fine Arts Elective
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Business Administration Certificate C25120

Certificate Awarded

A certificate in Business Administration is awarded by the College upon completion of this program.

For More Information

The Business Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
BUS 110	Intro to Business	3	3
BUS 115	Business Law I	3	3
BUS 137	Principles of Management	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
BUS 153	Human Resource Management	3	3
BUS 240	Business Ethics	3	3
MKT 120	Princ of Marketing	3	3
			9
	Total Credit Hours:		18

Marketing Certificate C25120MK

Certificate Awarded

A certificate in Marketing is awarded by the College upon completion of this program.

For More Information

The Marketing program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
BUS 110	Intro to Business	3	3
MKT 120	Princ of Marketing	3	3
			6

SECOND SEMESTER		Contact Hours	Credits
BUS 137	Principles of Management	3	3
MKT 220	Advertising and Sales Promotion	3	3
MKT 232	Social Media Marketing	5	4
			10
	Total Credit Hours:		16

Project Management Certificate C25120PM

Certificate Awarded

A certificate in Project Management is awarded by the College upon completion of this program.

For More Information

The Project Management program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACC 120	Princ of Financial Accounting	5	4
BUS 137	Principles of Management	3	3
BUS 153	Human Resource Management	3	3
			10

SECOND SEMESTER		Contact Hours	Credits
ACC 150	Accounting Software Applications	4	2

CTS 130	Spreadsheet	4	3
CTS 240	Project Management	4	3
			8
	Total Credit Hours:		18

Business Administration/Operations Management, AAS A25120G

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Business Administration/ Operations Management program, a graduate should be able to:

- Apply generally accepted accounting principles to business transactions.
- Employ the principles of marketing in business.
- Decide the appropriate style of business management in real world situations.
- Apply concepts of operations project planning and management.
- Select appropriate practices in operations management to manage a project.
- Apply accepted quality and lean initiatives to effectively control a process.

Degree Awarded

The Associate in Applied Science Degree - Business Administration/Operations Management is awarded by the College upon completion of this program.

For More Information

The Business Administration/Operations Management program is in the Applied Technology Division. For more information, call (919) 739-6815 or visit us at our website at www.waynecc.edu/opsmgt.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BUS 137	Principles of Management	3	3
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
ISC 121	Environmental Health & Safety	3	3
OMT 110	Intro to Operations Mgmt	3	3
			16

SECOND SEMESTER		Contact Hours	Credits
ACC 120	Princ of Financial Accounting	5	4
ENG 112	Writing/Research in the Disc	3	3
ISC 132	Manufacturing Quality Control	5	3
MAT 143	Quantitative Literacy	4	3
OMT 112	Materials Manag.	3	3
			16

THIRD SEMESTER		Contact Hours	Credits
HUM 110	Technology and Society	3	3
ISC 220	Lean Manufacturing	4	3
OMT 218	Dev Team Performance	3	3
			9

FOURTH SEMESTER		Contact Hours	Credits
BUS 110	Intro to Business	3	3
ISC 210	Operation and Production Planning	3	3
OMT 135	FDA GMP Compliance	3	3
OMT 156	Problem-Solving Skills	3	3
PSY 150	General Psychology	3	3
			15

FIFTH SEMESTER		Contact Hours	Credits
BUS 115	Business Law I	3	3
ECO 252	Principles of Macroeconomics	3	3
MKT 120	Princ. of Marketing	3	3
OMT 222	Project Management	3	3
OMT 260	Issues in Operations Management	3	3
			15
	Total Credit Hours:		71

Business Administration/Operations Management Certificate C25120G

Certificate Awarded

The certificate in Operations Management is awarded by the College upon completion of this program.

For More Information

The Business Administration/Operations Management program is in the Applied Technology Division. For more information, call (919) 739-6815 or visit us at our website at www.waynecc.edu/opsmgt.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ISC 121	Environmental Health & Safety	3	3
ISC 210	Operation and Production Planning	3	3
			7

SECOND SEMESTER		Contact Hours	Credits
ISC 132	Manufacturing Quality Control	5	3
OMT 112	Materials Manag.	3	3
OMT 222	Project Manag.	3	3
			9
	Total Credit Hours:		16

Business Administration/Operations Management - Process Improvement Certificate C25120GP

Certificate Awarded

The certificate in Process Improvement is awarded by the College upon completion of this program.

For More Information

The Business Administration/Operations Management-Process Improvement program is in the Applied Technology Division. For more information, call (919) 739-6815 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
OMT 110	Intro to Operations Management	3	3
			3

SECOND SEMESTER		Contact Hours	Credits
ISC 210	Operation and Production Planning	3	3
OMT 156	Problem-Solving Skills	3	3
			6

THIRD SEMESTER		Contact Hours	Credits
ISC 220	Lean Manufacturing	4	3
OMT 218	Dev Team Perf.	3	3
			6
	Total Credit Hours:		15

Collision Repair and Refinishing Technology, AAS A60130

Official Program Description registered with the NC Community College System:

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Collision Repair and Refinishing Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Program Learning Outcomes

Upon completion of the Collision Repair and Refinishing Technology Degree program, the new graduate should be able to perform vehicle repairs related to the I-CAR PDP-EE Pro-Level 1 Non-Structural and Refinishing including Painting and Refinishing, Non-Structural Analysis and Damage Repair, Structural Analysis and Damage Repair, and Mechanical and Electrical Components.

Degree Awarded

An Associate in Applied Science Degree-Collision Repair and Refinishing Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair and Refinishing Technology program is in the Applied Technology Division. For more information, call (919) 739-6819 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AUB 111	Painting & Refinishing I	8	4
AUB 121	Non-Structural Damage I	5	3
AUB 131	Structural Damage I	6	4
TRN 110	Introduction to Transport Tech.	3	2
TRN 180	Basic Welding for Transportation	5	3
			17

SECOND SEMESTER		Contact Hours	Credits
AUB 112	Painting & Refinishing II	8	4
AUB 122	Non-Structural Damage II	8	4
AUB 132	Structural Damage II	8	4
ENG 111	Writing and Inquiry	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
AUB 141	Mech. & Electrical Components I	4	3
AUB 150	Automotive Detailing	4	2
AUB 160	Body Shop Operations	1	1
TRN 140	Transp. Climate Control	3	2
MAT 110	Math Measurement and Literacy	4	3
			11

FOURTH SEMESTER		Contact Hours	Credits
AUB 136	Plastics & Adhesives	5	3
AUC 115	Glass Customizing Methods	6	4
ENG 114	Prof. Research & Reporting	3	3
TRN 170	PC Skills for Transportation	3	2
AUB 162 OR WBL 112	Autobody Estimating OR Work-Based Learning I	3 OR 20	2 OR 2
			14

FIFTH SEMESTER		Contact Hours	Credits
AUC 112	Automotive Custom Fabrication	6	4
AUB 114 OR WBL 122	Special Finishes OR Work-Based Learning II	3 OR 20	2 OR 2
	Humanities/Fine Arts Elective		3
	Social/Behavioral Science Elective		3
			12
	Total Credit Hours:		69

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses from AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Collision Repair and Refinishing Technology Diploma D60130

Diploma Awarded

A diploma - Collision Repair and Refinishing Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair and Refinishing Technology program is in the Applied Technology Division. For more information, call (919) 739-6819 or 6821 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AUB 111	Painting & Refinishing I	8	4
AUB 121	Non-Structural Damage I	5	3
AUB 131	Structural Damage I	6	4
TRN 110	Intro. to Transport Technology	3	2
TRN 180	Basic Welding for Transportation	5	3
			17

SECOND SEMESTER		Contact Hours	Credits
AUB 112	Painting & Refinishing II	8	4
AUB 122	Non-Structural Damage II	8	4
AUB 132	Structural Damage II	8	4
ENG 111	Writing and Inquiry	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
AUB 141	Mech. & Electrical Components I	4	3
AUB 150	Automotive Detailing	4	2
AUB 160	Body Shop Operations	1	1
MAT 110	Math Measurement and Literacy	4	3
TRN 140	Transp. Climate Control	3	2
			11
	Total Credit Hours:		43

Collision Repair and Refinishing Technology Certificate C60130

Certificate Awarded

A certificate - Collision Repair and Refinishing

Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair and Refinishing Technology program is in the Applied Technology Division. For more information, call (919) 739-6819 or 6821 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AUB 111	Painting & Refinishing I	8	4
AUB 121	Non-Structural Damage I	5	3
AUB 131	Structural Damage I	6	4
TRN 110	Intro. to Transport Technology	3	2
TRN 180	Basic Welding for Transportation	5	3
			17
	Total Credit Hours:		17

Collision Repair Estimating Certificate C60130E

Certificate Awarded

A certificate - Collision Repair Estimating is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair Estimating program is in the Applied Technology Division. For more information, call (919) 739-6819 or 6821 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
AUB 121	Non-Structural Damage I	5	3
AUB 131	Structural Damage I	6	4
TRN 110	Intro. to Transport Technology	3	2
			9
SECOND SEMESTER		Contact Hours	Credits
TRN 170	PC Skills for Transportation	3	2
AUB 162	Autobody Estimating	3	2
OR			
WBL 112	Work-Based Learning	20	2
			4
	Total Credit Hours:		13

Computer-Integrated Machining, AAS A50210

Official Program Description registered with the NC Community College System:

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Program Learning Outcomes

Upon completion of the Computer Integrated Machining program, a graduate should be able to:

- Complete a part or parts using manual machines.
- Program, operate, and setup computer numerical control (CNC) machines.
- Manufacture a complex assembly to specification by using computer aided manufacturing (CAM) software, CNC and manual machine.

Degree Awarded

The Associate in Applied Science Degree Computer-Integrated Machining is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Computer-Integrated Machining instructor at (919) 739-6806, (919) 739-6812, or (919) 739-6965.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
MAC 131	Blueprint Reading-Machining I	3	2
MAC 141	Machining Applications I	8	4

MAC 151	Mach. Calculations	3	2
MAC 171	Measure/Material & Safety	2	1
MEC 128	CNC Machining Processes	6	4
			17

SECOND SEMESTER		Contact Hours	Credits
DFT 119	Basic CAD	3	2
MAC 132	Blueprint Reading-Machining II	3	2
MAC 142	Machining Applications II	8	4
MAT 121	Algebra/Trigonometry I	4	3
1ST 8 WEEKS			
MAC 124	CNC Milling	4	2
2ND 8 WEEKS			
MAC 224	Advanced CNC Milling	4	2
			15

THIRD SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
1ST SESSION			
MAC 122	CNC Turning	4	2
2ND SESSION			
MAC 222	Advanced CNC Turning	4	2
			7

FOURTH SEMESTER		Contact Hours	Credits
	Humanities/Fine Arts Elective		3
MAC 143	Machining Applications III	8	4
MAC 160	Coord. Measuring Machines	4	3
MAC 228	Advanced CNC Processes	5	3
MEC 231	Computer-Aided Manufacturing I	5	3
			16

FIFTH SEMESTER		Contact Hours	Credits
ENG 112	Writing/Research in the Disc	3	3
MAC 233	Appl in CNC Machining	14	6
MEC 232	Computer-Aided Manufacturing II	5	3
	Social/Behavioral Science Elective		3
	**Professional Elective		2-4
			17-19
	Total Credit Hours:		72-74

ELECTIVES

These electives may be taken after the Second Semester upon consulting with academic advisor.

**Professional Electives		Contact Hours	Credits
DFT 151	CAD I	5	3
DFT 154	Intro to Solid Modeling	5	3
MAC 114	Introduction to Metrology	2	2
WBL 111	Work-Based Learning I	10	1
WBL 112	Work-Based Learning I	20	2
WBL 121	Work-Based Learning II	10	1
WLD 112	Basic Welding Processes	4	2
WLD 121	GMAW (MIG) FCAW/Plate	8	4
WLD 131	GTAW (TIG) Plate	8	4
WLD 212	Inert Gas Welding	4	2

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional Education Courses for AAS Programs.

Computer-Integrated Machining Diploma D50210

Diploma Awarded

A diploma in Computer-Integrated Machining is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919)739-6806, 6812, or 6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
MAC 131	Blueprint Reading-Machining I	3	2
MAC 141	Machining Applications I	8	4
MAC 151	Mach. Calculations	3	2
MAC 171	Measure/Material & Safety	2	1
MEC 128	CNC Machining Processes	6	4
			17

SECOND SEMESTER		Contact Hours	Credits
DFT 119	Basic CAD	3	2
MAC 132	Blueprint Reading-Machining II	3	2
MAC 142	Machining Applications II	8	4
MAT 121	Algebra/Trigonometry I OR	4	3

	Humanities/Fine Arts Elective		3
1ST 8 WEEKS			
MAC 124	CNC Milling	4	2
2ND 8 WEEKS			
MAC 224	Advanced CNC Milling	4	2
			15

THIRD SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
1ST SESSION			
MAC 122	CNC Turning	4	2
2ND SESSION			
MAC 222	Advanced CNC Turning	4	2
			7
	Total Credit Hours:		39

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

The following courses will NOT count for this program: ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262

Computer-Integrated Machining - Basic Machining Certificate C50210A

Certificate Awarded

A certificate in Computer-Integrated Machining - Basic Machining is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MAC 131	Blueprint Reading-Machining I	3	2
MAC 141	Machining Applications I	8	4
MAC 151	Mach. Calculations	3	2
MAC 171	Measure/Material and Safety	2	1
MEC 128	CNC Machining Processes	6	4
	Total Credit Hours:		13

Computer-Integrated Machining - CNC Operator Certificate C50210C

Certificate Awarded

A certificate in Computer-Integrated Machining - CNC Operator is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MAC 131	Blueprint Reading-Machining I	3	2
MAC 171	Measure/Material and Safety	2	1
MEC 128	CNC Machining Processes	6	4
			7

SECOND SEMESTER		Contact Hours	Credits
MAC 124	CNC Milling	4	2
MAC 132	Blueprint Reading-Machining II	3	2
			4

THIRD SEMESTER		Contact Hours	Credits
MAC 122	CNC Turning	4	2
			2
	Total Credit Hours:		13

Computer-Integrated Machining - CNC Programming Certificate C50210D

Certificate Awarded

A certificate in Computer-Integrated Machining - CNC Programming is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MAC 131	Blueprint Reading-Machining I	3	2
MAC 141	Machining Applications I	8	4
			6

SECOND SEMESTER		Contact Hours	Credits
1ST 8 WEEKS			
MAC 124	CNC Milling	4	2
2ND 8 WEEKS			
MAC 224	Advanced CNC Milling	4	2
			4

THIRD SEMESTER		Contact Hours	Credits
1ST SESSION			
MAC 122	CNC Turning	4	2
2ND SESSION			
MAC 222	Advanced CNC Turning	4	2
			4
	Total Credit Hours:		14

Computer-Integrated Machining - Computer-Aided Manufacturing Certificate C50210F

Certificate Awarded

A certificate in Computer-Integrated Machining – Computer-Aided Manufacturing is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MAC 131	Blueprint Reading-Machining I	3	2
MAC 141	Machining Applications I	8	4
MEC 231	Computer-Aided Manufacturing I	5	3
			9

SECOND SEMESTER		Contact Hours	Credits
DFT 119	Basic CAD	3	2
MEC 232	Computer-Aided Manufacturing II	5	3
			5
	Total Credit Hours:		14

Computer-Integrated Machining - Coordinate Measuring Machine Certificate C50210E

Certificate Awarded

A certificate in Computer-Integrated Machining - Coordinate Measuring Machine is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MAC 131	Blueprint Reading-Machining I	3	2
MAC 151	Mach. Calculations	3	2
MAC 171	Measure/Material & Safety	2	1
			5

SECOND SEMESTER		Contact Hours	Credits
DFT 119	Basic CAD	3	2
MAC 132	Blueprint Reading-Machining II	3	2
			4

THIRD SEMESTER		Contact Hours	Credits
MAC 160	Coord. Measuring Machines	4	3
			3
	Total Credit Hours:		12

Computer-Integrated Machining - Intermediate Machining Certificate C50210B

Certificate Awarded

A certificate in Computer Integrated Machining - Intermediate Machining is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MAC 131	Blueprint Reading-Machining I	3	2
MAC 141	Machining Applications I	8	4
MAC 171	Measure/Material & Safety	2	1
			7

SECOND SEMESTER		Contact Hours	Credits
MAC 132	Blueprint Reading-Machining II	3	2
MAC 142	Machining Applications II	8	4
			6

THIRD SEMESTER		Contact Hours	Credits
MAC 143	Machining Applications III	8	4
			4
	Total Credit Hours:		17

Criminal Justice Technology, AAS A55180

Official Program Description registered with the N.C. Community College System:

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.

Program Learning Outcomes

Upon completion of the Criminal Justice program, a graduate should be able to:

- Identify deviant behavior from a criminological and sociological perspective.
- Demonstrate critical reasoning, problem solving, and ethical concerns in criminal justice.
- Describe how criminal law is related to the diversity of people and cultures within society.

Degree Awarded

The Associate in Applied Science Degree - Criminal Justice Technology is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. Additional information can be obtained by calling (919) 739-6800, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CJC 111	Intro. to Criminal Justice	3	3
CJC 121	Law Enforcement Operations	3	3
ENG 111	Writing and Inquiry	3	3
POL 120	American Gov.	3	3
OR			
POL 130	State & Local Government	3	3
MAT 143	Quantitative Literacy	4	3
			16

SECOND SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
CJC 112	Criminology	3	3
CJC 141	Corrections	3	3
CJC 212	Ethics & Community Relations	3	3
ENG 112	Writing and Research in the Disciplines	3	3
	Humanities/Fine Arts Elective		3
			18

THIRD SEMESTER		Contact Hours	Credits
PSY 150	General Psychology	3	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CJC 132	Court Procedure & Evidence	3	3
CJC 213	Substance Abuse	3	3
CJC 232	Civil Liability	3	3
CJC 240	Law Enfor Mgt & Supervis	3	3
SOC 210	Intro to Sociology	3	3
	Major Elective		3
			18

FIFTH SEMESTER		Contact Hours	Credits
CJC 113	Juvenile Justice	3	3
CJC 131	Criminal Law	3	3
CJC 221	Investigative Princ.	5	4
CJC 231	Constitutional Law	3	3
HEA 110	Personal Health/ Wellness	3	3
OR			
HEA 112	First Aid & CPR	3	2
			15-16
	Total Credit Hours:		70-71

ELECTIVES

Major Electives

Select one of the following:		Contact Hours	Credits
CJC 160	Terrorism: Underlying Issues	3	3
CJC 170	Critical Incident Mgmt for Public Safety	3	3
CJC 225	Crisis Intervention	3	3
CJC 255	Issues in Criminal Justice Application	3	3
PSY 281	Abnormal Psychology	3	3
SOC 220	Social Problems	3	3
SOC 230	Race and Ethnic Relations	3	3

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Criminal Justice Technology - Correctional Services Management Certificate C55180P

Certificate Awarded

A certificate in Criminal Justice Technology - Correctional Services Management Certificate is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. For more information, call (919) 739-6800 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 111	Introduction to Criminal Justice	3	3
CJC 141	Corrections	3	3
CJC 212	Ethics & Community Relations	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
CJC 225	Crisis Intervention	3	3
CJC 231	Constitutional Law	3	3
CJC 232	Civil Liability	3	3
			9
	Total Credit Hours:		18

Criminal Justice Technology - Management Certificate C55180

Certificate Awarded

A certificate in Criminal Justice Technology - Management is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. For more information, call (919) 739-6800 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 111	Introduction to Criminal Justice	3	3
CJC 131	Criminal Law	3	3
CJC 212	Ethics & Community Relations	3	3
CJC 231	Constitutional Law	3	3
			12

SECOND SEMESTER		Contact Hours	Credits
CJC 170	Critical Incident Mgmt for Public Safety	3	3
CJC 232	Civil Liability	3	3
			6
	Total Credit Hours:		18

Criminal Justice Technology/Forensic Science, AAS A5518C

Official Program Description registered with the NC Community College System:

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Degree Awarded

The Associate in Applied Science Degree – Criminal Justice Technology/Forensic Science is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CJC 111	Introduction to Criminal Justice	3	3
CJC 144	Crime Scene Processing	5	3
ENG 111	Writing and Inquiry	3	3
PSY 150	General Psychology	3	3
	Humanities/Fine Arts Elective		3
			16

SECOND SEMESTER		Contact Hours	Credits
CJC 112	Criminology	3	3
CJC 113	Juvenile Justice	3	3
CJC 131	Criminal Law	3	3
CJC 146	Trace Evidence	5	3
ENG 112	Writing and Research in the Disciplines	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
MAT 143	Quantitative Literacy	4	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
CJC 115	Crime Scene Photography	5	3
CJC 120	Interviews/ Interrogations	3	2
CJC 222	Criminalistics	3	3
CJC 245	Friction Ridge Analysis	5	3
			14

FIFTH SEMESTER		Contact Hours	Credits
CJC 212	Ethics & Community Relations	3	3
CJC 221	Investigative Princ.	5	4
CJC 231	Constitutional Law	3	3
CJC 246	Advanced Friction Ridge Analysis	5	3
CJC 250	Forensic Biology I	4	3
			16
	Total Credit Hours:		64

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses from AAS Programs.

Criminal Justice Technology/ Forensic Science Certificate
C5518CF

Certificate Awarded

A certificate in Criminal Justice Technology/Forensic Science is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology/Forensic Science program is in the Public Safety Division. For more information, call (919) 739-6800 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 115	Crime Scene Photography	5	3
CJC 120	Interviews/ Interrogations	3	2
CJC 144	Crime Scene Processing	5	3
CJC 245	Friction Ridge Analysis	5	3
			11

SECOND SEMESTER		Contact Hours	Credits
CJC 146	Trace Evidence	5	3
CJC 246	Advanced Friction Ridge Analysis	5	3
			6
	Total Credit Hours:		17

Cybersecurity, AAS
A25590S

Official Program Description registered with the NC Community College System:

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

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Note

Cybersecurity is a fascinating and challenging career. Almost every type of computer related job requires an IT security professional. All data transfer devices, such as cell phones, tablets, laptops, servers, automobiles, advanced manufacturing, agriculture equipment, game consoles, etc., require security considerations. A skilled IT security professional is the first and often last line of defense in securing electronic data and communications.

Program Learning Outcomes

Upon completion of the Cybersecurity program, a graduate should be able to:

- Evaluate security techniques and employ tools to identify and analyze IT risks. (SEC 110 or CCT)
- Apply appropriate countermeasures to secure systems against threats. (CTI 120 uCertify)
- Use modern tools and best practices to complete an IT security project from the definition phase through implementation. (SEC 285)

Degree Awarded

The Associate in Applied Science Degree – Cybersecurity is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cybersecurity program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CTI 110	Web, Prog., & Database, Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
ENG 111	Writing and Inquiry	3	3
NET 125	Intro to Networks	5	3
			13

SECOND SEMESTER		Contact Hours	Credits
CTI 120	Network & Sec Foundation	4	3
CTS 120	Hardware/Software Support	5	3
ENG 112	Writing/Research in the Disc	3	3
NET 126	Switching and Routing	5	3
NOS 120	Linux/UNIX Single User	4	3
			15

THIRD SEMESTER		Contact Hours	Credits
CCT 250	Network Vulnerabilities I	4	3
CSC 121	Python Programming	5	3
SEC 110	Security Concepts	4	3
			9

FOURTH SEMESTER		Contact Hours	Credits
CCT 121	Computer Crime Invest	5	4
CCT 251	Network Vulnerabilities II	4	3
SEC 150	Secure Communications	4	3
SEC 160	Security Administration I	4	3
SEC 175	Perimeter Defense	5	3
			15

FIFTH SEMESTER		Contact Hours	Credits
SEC 285	Systems Security Project	5	3
	Humanities/Fine Arts Elective		3
	Major Elective		1
	Math Elective		3-4
	Social/Behavioral Science Elective		3
			13-14
	Total Credit Hours:		65-66

Math Electives

Select one of the following:		Contact Hours	Credits
MAT 110	Math Measurement and Literacy	4	3
MAT 121	Algebra/Trig. I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Major Elective

Select one of the following:		Contact Hours	Credits
WBL 110	World of Work	1	1
WBL 111	Work-Based Learning I	10	1

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Cyber Crime Fundamentals Certificate C25590FC

Certificate Awarded

The certificate in Cyber Crime Fundamentals is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cyber Crime Fundamentals program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTI 110	Web, Pgm, & Db Foundation	4	3
NET 125	Intro to Networks	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
NOS 120	Linux/UNIX Single User (Red Hat)	4	3
			6

THIRD (FALL) SEMESTER		Contact Hours	Credits
CCT 121	Computer Crime Invest	5	4
			4
	Total Credit Hours:		16

Cyber Defense Certificate C25590CD

Certificate Awarded

The certificate in Cyber Defense is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cyber Defense program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
NET 126	Switching and Routing	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CTI 120	Network & Security Foundation	4	3
SEC 110	Security Concepts	4	3
			6

FOURTH SEMESTER		Contact Hours	Credits
SEC 160	Security Admin I	4	3
SEC 175	Perimeter Defense	5	3
			6
	Total Credit Hours:		18

Cyber Firewall Certificate C25590CF

Certificate Awarded

The certificate in Cyber Firewall is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cyber Firewall program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
NET 126	Switching and Routing	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
SEC 150	Secure Communications	4	3
SEC 175	Perimeter Defense	5	3
			6
	Total Credit Hours:		12

Cybersecurity Analyst Certificate C25590CA

Certificate Awarded

The certificate in Cybersecurity Analyst is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cybersecurity Analyst program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
NET 126	Switching and Routing	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CCT 250	Network Vulnerabilities I	4	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CCT 251	Network Vulnerabilities II	4	3
			3
	Total Credit Hours:		12

Cybersecurity Concepts Certificate C25590CC

Certificate Awarded

The certificate in Cybersecurity Concepts is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cybersecurity Concepts program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTS 115	Info. Systems Bus. Concepts	3	3
NET 125	Intro to Networks	5	3
			6

SECOND (SUMMER) SEMESTER		Contact Hours	Credits
CTI 120	Network and Security Foundation	4	3
SEC 110	Security Concepts	4	3
			6
	Total Credit Hours:		12

Cybersecurity Operations Certificate C25590CO

Certificate Awarded

The certificate in Cybersecurity Operations is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Cybersecurity Operations program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
NET 126	Switching and Routing	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
SEC 110	Security Concepts	4	3
			3

FOURTH SEMESTER		Contact Hours	Credits
SEC 160	Security Admin I	4	3
			3
	Total Credit Hours:		12

Ethical Hacker Certificate C25590EH

Certificate Awarded

The certificate in Ethical Hacker is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Ethical Hacker program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
NET 126	Switching and Routing	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
CCT 250	Network Vulnerabilities I	4	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CCT 251	Network Vulnerabilities II	4	3
SEC 150	Secure Communications	4	3
			6
	Total Credit Hours:		15

Network Systems Certificate C25590NY

Certificate Awarded

The certificate in Network Systems is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Network Systems program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., & Database, Foundation	4	3
NET 125	Intro to Networks	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
NET 126	Switching and Routing	5	3
			6
	Total Credit Hours:		12

Penetration Testing Certificate C25590PT

Certificate Awarded

The certificate in Penetration Testing is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Penetration Testing program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
NET 126	Switching and Routing	5	3
			6

THIRD SEMESTER		Contact Hours	Credits
CCT 250	Network Vulnerabilities I	4	3
			3

FOURTH SEMESTER		Contact Hours	Credits
CCT 251	Network Vulnerabilities II	4	3
			3
	Total Credit Hours:		15

Python for Network Admin Certificate C25590PN

Certificate Awarded

The certificate in Python for Network Admin is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Python for Network Admin program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
NET 126	Switching and Routing	5	3
NOS 120	Linux/UNIX Single User	4	3
			9
	Total Credit Hours:		12

Secure Communications Certificate C25590SC

Certificate Awarded

The certificate in Secure Communications is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Secure Communications program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
NET 125	Intro to Networks	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
NET 126	Switching and Routing	5	3
			3

THIRD (FALL) SEMESTER		Contact Hours	Credits
SEC 150	Secure Communications	4	3
SEC 160	Security Administration I	4	3
			6
	Total Credit Hours:		12

Systems and Hardware Support Certificate C25590H

Certificate Awarded

The certificate in Systems and Hardware Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Systems and Hardware Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., & Database, Foundation	4	3
CTI 120	Network and Security Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
CTS 120	Hardware/Software Support	5	3
	Total Credit Hours:		12

Dental Assisting Diploma D45240

Official Program Description registered with the NC Community College System:

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair-side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental

Laws of North Carolina, graduates work in dental offices and other related areas.

Program Learning Outcomes

Upon successful completion of the Dental Assisting program, the graduate should be able to:

- Prepare students through didactic, laboratory, and clinical experiences to provide dental assisting services in a variety of dental settings.
- Provide dental health related education to diverse community groups.
- Demonstrate professionalism with patients, faculty, peers, community organizations and dental associations.

Diploma Awarded

A Diploma in Dental Assisting is awarded by the College upon completion of this program.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

Information about the progression and readmission policy is outlined in the Dental Assisting Admission Policies and Procedures packet available on Wayne Community College's website at www.waynecc.edu/admissions/allied-health/uploads/dental-assisting.pdf.

In addition to tuition and textbooks, costs of this program include a laboratory fee, uniforms, shoes, physical examinations, immunizations, health insurance, cost of national board examination and other miscellaneous fees.

For More Information

The Dental Assisting program is in the Allied Health and Public Services Division. For more information, call (919) 739-6773 or visit us at our website at www.waynecc.edu.

Admissions

- Individuals desiring a career in dental assisting should, if possible, take biology, mathematics, English, humanities, and psychology courses prior to entering the program.
- Individuals desiring admission to the program must follow the admissions procedure outlined in this catalog and in the Dental Assisting Application Policies and Procedures packet available in the Office of Admissions and Records and on the WCC website.
- Applicants must present evidence of good physical and mental health.

FIRST (FALL) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
DEN 100	Basic Orofacial Anat	2	2
DEN 101	Preclinical Proced.	10	7
DEN 102	Dental Materials	6	4
DEN 111	Infection/Hazard Control	2	2
BIO 163	Basic Anatomy & Physiology	6	5
			21

SECOND (SPRING) SEMESTER		Contact Hours	Credits
DEN 103	Dental Sciences	2	2
DEN 104	Dental Health Education	4	3
DEN 105	Practice Manag.	2	2
DEN 106	Clinical Practice I	14	6
DEN 112	Dental Radiography	5	3
ENG 111	Writing and Inquiry	3	3
			19

THIRD (SUMMER) SEMESTER		Contact Hours	Credits
DEN 107	Clinical Practice II	13	5
PSY 150	General Psychology	3	3
			8
	Total Credit Hours:		48

Dental Hygiene, AAS A45260

Official Program Description registered with the N.C. Community College System:

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Program Learning Outcomes

Upon successful completion of the Dental Hygiene program, a graduate should be able to:

- Assess, plan, implement and evaluate comprehensive dental hygiene care for individuals with differing levels of periodontal health.
- Assess, plan, implement, and evaluate appropriate dental health prevention and/or educational services to diverse community groups.
- Demonstrate professionalism with patients, faculty, peers, community organizations and dental associations.

Degree Awarded

The Associate in Applied Science Degree-Dental Hygiene is awarded by the College upon completion of this program.

Graduates are eligible to take the National Board Dental Hygiene Examination, which is administered by the American Dental Association, Joint Commission on Dental Examinations; and the Regional Clinical Exam, which is administered by the Council of Interstate Testing Agencies. A passing grade on both examinations is required in order to apply to the State Board of Dental

Examiners for licensure and become a Registered Dental Hygienist in North Carolina.

Program Accreditation

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program. Information about the progression and readmission policy is outlined in the Dental Hygiene Admission Policies and Procedures packet available in the Office of Admissions and Records.

In addition to tuition and textbooks, costs of this program include a laboratory fee, uniforms, shoes, instruments, physical and dental examinations, immunizations, health insurance, cost of licensure exams and miscellaneous other fees.

For More Information

The Dental Hygiene program is in the Allied Health and Public Services Division. For more information, call (919) 739-6773 or visit us at our website at www.waynecc.edu.

Admissions

Individuals desiring a career in Dental Hygiene should, if possible, take biology, algebra, and chemistry courses prior to entering the program.

- Individuals seeking admission to the program must follow the admissions procedures outlined in this catalog and in the Dental Hygiene Application Policies and Procedures packet available on the WCC website, at www.waynecc.edu/admissions/allied-health/uploads/dental-hygiene.pdf.
- Applicants must present evidence of good physical and mental health.

FIRST (FALL) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CHM 130	General, Organic, & Biochemistry	3	3
CHM 130A	General, Organic, & Biochemistry Lab	2	1
DEN 110	Orofacial Anatomy	4	3
DEN 111	Infection/Hazard Control	2	2
DEN 112	Dental Radiography	5	3
DEN 120	Dental Hygiene Preclinic Lecture	2	2
DEN 121	Dental Hygiene Preclinical Lab	6	2
DEN 125	Dental Office Emergencies	2	1
			18

SECOND (SPRING) SEMESTER		Contact Hours	Credits
BIO 163	Basic Anatomy & Physiology	6	5
DEN 123	Nutrition/Dental Health	2	2
DEN 124	Periodontology	2	2
DEN 130	Dental Hygiene Theory I	2	2
DEN 131	Dental Hygiene Clinic I	9	3
DEN 223	Dental Pharmacology	2	2
			16

THIRD (SUMMER) SEMESTER		Contact Hours	Credits
DEN 140	Dental Hygiene Theory II	3	2
DEN 141	Dental Hygiene Clinic II	6	2
ENG 111	Writing and Inquiry	3	3
			7

FOURTH (FALL) SEMESTER		Contact Hours	Credits
BIO 175	General Microbiology	4	3
COM 231	Public Speaking	3	3
DEN 220	Dental Hygiene Theory III	2	2
DEN 221	Dental Hygiene Clinic III	12	4
DEN 222	General & Oral Pathology	2	2
DEN 224	Materials and Procedures	4	2
			16

FIFTH (SPRING) SEMESTER		Contact Hours	Credits
DEN 230	Dental Hygiene Theory IV	1	1
DEN 231	Dental Hygiene Clinic IV	12	4
DEN 232	Community Dental Health	5	3
DEN 233	Professional Development	2	2
SOC 240	Social Psychology	3	3
	Humanities/Fine Arts Elective		3
			16
	Total Credit Hours:		73

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs. (The following courses will NOT count in this program: ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262)

Early Childhood Education Career Track, AAS A55220CT

Official Program Description registered with the NC Community College System:

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Program Learning Outcomes

Upon completion of the Early Childhood Education program, a graduate should be able to:

- Create learning environments that are healthy, respectful, supportive and challenging for all children.
- Involve families and communities in children's development and learning.
- Use observation and documentation and other appropriate assessment tools and approaches.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Design, implement and evaluate meaningful, challenging curricula for each child using knowledge, appropriate early learning standards and other resources.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Degree Awarded

The Associate in Applied Science Degree - Early Childhood Education is awarded by the College upon completion of this program.

Note

Upon successful completion of EDU 119, the student is qualified to receive the North Carolina Child Care Credential.

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, practicum or WBL experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

For More Information

The Early Childhood Education program is in the Allied Health and Public Services Division, for more information call (919) 739-6794, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
EDU 119	Introduction to Early Childhood Education	4	4
EDU 131	Child, Family, and Community	3	3
EDU 144	Child Development I	3	3
EDU 162	Observation and Assessment in Early Childhood Education	3	3
ENG 111	Writing and Inquiry	3	3
			17

SECOND SEMESTER		Contact Hours	Credits
EDU 145	Child Development II	3	3
EDU 151	Creative Activities	3	3
EDU 151A	Creative Activities Lab	2	1
EDU 153	Health, Safety and Nutrition	3	3
EDU 184	Early Childhood Intro. Practicum	4	2
MAT 143	Quantitative Literacy	4	3
			15

THIRD SEMESTER		Contact Hours	Credits
	**Humanities/Fine Arts Electives		3
PSY 150	General Psychology	3	3
			6

FOURTH SEMESTER		Contact Hours	Credits
COM 231	Public Speaking	3	3
EDU 221	Children With Exceptionalities	3	3
EDU 280	Language & Literacy Experiences	3	3
EDU 280A	Literacy Experiences Lab	2	1
	*EDU Elective		3
			13

FIFTH SEMESTER		Contact Hours	Credits
EDU 146	Child Guidance	3	3
EDU 234	Infants, Toddlers, and Twos	3	3
EDU 259	Curriculum Planning	3	3
EDU 284	Early Childhood Capstone Practicum	10	4
	*EDU Elective		3
			16
	Total Credit Hours:		67

ELECTIVES

***EDU Electives:**		Contact Hours	Credits
EDU 223	Specific Learning Disabilities	3	3

EDU 235	School-Age Develop. and Programs	3	3
EDU 248	Developmental Delays	3	3
EDU 261	Early Childhood Admin I	3	3
EDU 262	Early Childhood Admin II	3	3

****Humanities/Fine Arts Electives:**

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 240	Introduction to Ethics	3	3

Early Childhood Education Licensure Transfer Track, AAS A55220L

Official Program Description registered with the NC Community College System:

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Program Learning Outcomes

Upon completion of the Early Childhood Education program, a graduate should be able to:

- Create learning environments that are healthy, respectful, supportive and challenging for all children.
- Involve families and communities in children's development and learning.
- Use observation and documentation and other appropriate assessment tools and approaches.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Design, implement and evaluate meaningful, challenging curricula for each child using knowledge, appropriate early learning standards and other resources.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Degree Awarded

The Associate in Applied Science Degree - Early Childhood Education is awarded by the College upon completion of this program.

Note

Upon successful completion of EDU 119, the student is qualified to receive the North Carolina Child Care Credential.

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, practicum or WBL experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

For More Information

The Early Childhood Education program is in the Allied Health and Public Services Division, for more information call (919) 739-6794, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
EDU 119	Introduction to Early Childhood Education	4	4
EDU 131	Child, Family, and Community	3	3
EDU 144	Child Development I	3	3
EDU 162	Observation and Assessment in Early Childhood Education	3	3
ENG 111	Writing and Inquiry	3	3
			17

SECOND SEMESTER		Contact Hours	Credits
EDU 145	Child Development II	3	3
EDU 146	Child Guidance	3	3
EDU 151	Creative Activities	3	3
EDU 153	Health, Safety and Nutrition	3	3
ENG 112	Writing & Research in the Disciplines	3	3
MAT 143	Quantitative Literacy	4	3
			18

THIRD SEMESTER		Contact Hours	Credits
	**Humanities/Fine Arts Electives		3
PSY 150	General Psychology	3	3
			6

FOURTH SEMESTER		Contact Hours	Credits
	*Biological Science Elective		4
COM 231	Public Speaking	3	3
EDU 221	Children With Exceptionalities	3	3
EDU 280	Language and Literacy Experiences	3	3
	***Social Behavioral Science Elective		3
			16

FIFTH SEMESTER		Contact Hours	Credits
EDU 216	Foundations of Education	3	3
EDU 234	Infants, Toddlers, and Twos	3	3
EDU 250	Teacher Licensure	3	3
EDU 284	Early Childhood Capstone Practicum	10	4
	****Natural Science Elective		4
			17
	Total Credit Hours:		74

ELECTIVES

***Biological Science Electives:**

		Contact Hours	Credits
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4

****Humanities/Fine Arts Elective:**

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 240	Introduction to Ethics	3	3

*****Social/Behavioral Science Elective:**

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
SOC 210	Intro to Sociology	3	3

******Natural Science Elective:**

		Contact Hours	Credits
AST 111	Descriptive Astronomy	3	3
AST 111A	Descriptive Astronomy Lab	2	1
	OR		
AST 151	Gen. Astronomy		3
AST 151A	Gen. Astronomy Lab		1
	OR		
CHM 151	Gen. Chemistry I	6	4

Early Childhood Education Non-Licensure Track, AAS
A55220N

Official Program Description registered with the NC Community College System:

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Program Learning Outcomes

Upon completion of the Early Childhood Education program, a graduate should be able to:

- Create learning environments that are healthy, respectful, supportive and challenging for all children.
- Involve families and communities in children's development and learning.
- Use observation and documentation and other appropriate assessment tools and approaches.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Design, implement and evaluate meaningful, challenging curricula for each child using knowledge, appropriate early learning standards and other resources.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Degree Awarded

The Associate in Applied Science Degree - Early Childhood Education is awarded by the College upon completion of this program.

Note

Upon successful completion of EDU 119, the student is qualified to receive the North Carolina Child Care Credential.

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, practicum or WBL experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

For More Information

The Early Childhood Education program is in the Allied Health and Public Services Division, for more information call (919) 739-6794, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
EDU 119	Introduction to Early Childhood Education	4	4
EDU 131	Child, Family, and Community	3	3
EDU 144	Child Development I	3	3
EDU 162	Observation and Assessment in Early Childhood Education	3	3
ENG 111	Writing and Inquiry	3	3
			17

SECOND SEMESTER		Contact Hours	Credits
EDU 145	Child Development II	3	3
EDU 146	Child Guidance	3	3
EDU 151	Creative Activities	3	3
EDU 153	Health, Safety and Nutrition	3	3
ENG 112	Writing and Research in the Disciplines	3	3
MAT 143	Quantitative Literacy	4	3
			18

THIRD SEMESTER		Contact Hours	Credits
	**Humanities/Fine Arts Electives		3
PSY 150	General Psychology	3	3
			6

FOURTH SEMESTER		Contact Hours	Credits
	*Biological Science Elective		4
COM 231	Public Speaking	3	3
EDU 221	Children With Exceptionalities	3	3
EDU 261	Early Childhood Administration I	3	3
EDU 280	Language & Literacy Experiences	3	3
			16

FIFTH SEMESTER		Contact Hours	Credits
EDU 234	Infants, Toddlers, & Twos	3	3
EDU 262	Early Childhood Administration II	3	3
EDU 284	Early Childhood Capstone Practicum	10	4
	***Social Behavioral/ Science Elective		3
	****Natural Science Elective		4
			17
	Total Credit Hours:		74

ELECTIVES

***Biological Science Elective:**

		Contact Hours	Credits
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4

****Humanities/Fine Arts Elective:**

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 240	Introduction to Ethics	3	3

*****Social/Behavioral Science Electives:**

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
SOC 210	Intro to Sociology	3	3

******Natural Science Elective:**

		Contact Hours	Credits
AST 111	Descriptive Astronomy	3	3
AST 111A	Descriptive Astronomy Lab	2	1
OR			
AST 151	Gen. Astronomy		3
AST 151A	Gen. Astronomy Lab		1
OR			
CHM 151	Gen. Chemistry I	6	4

Early Childhood Administrator's Certificate C55220A

The Early Childhood Administrator's Certificate prepares students to become or continue as Administrators in Early Childhood programs. Successful completion of EDU 261 and EDU 262 plus 7 additional hours of early childhood courses, qualifies the student to receive the NC Administrator's Credential.

All courses in this certificate will apply to the AAS Degree.

Certificate Awarded

An Early Childhood Administrator's Certificate is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
EDU 119	Introduction to Early Childhood Education	4	4
EDU 144	Child Development I	3	3

OR			
EDU 153	Health, Safety and Nutrition	3	3
EDU 261	Early Childhood Administration I	3	3
			10

SECOND SEMESTER		Contact Hours	Credits
EDU 145	Child Development II	3	3
OR			
EDU 146	Child Guidance	3	3
EDU 262	Early Childhood Administration II	3	3
			6
	Total Credit Hours:		16

Early Childhood Certificate C55220B

The Early Childhood Certificate prepares students to become or continue as Lead Teachers in Early Childhood programs. Successful completion of EDU 119 qualifies the student to receive the NC Early Childhood Credential.

All courses in this certificate will apply to the AAS Degree.

Certificate Awarded

An Early Childhood Certificate is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
EDU 119	Introduction to Early Childhood Education	4	4
EDU 144	Child Development I	3	3
			7

SECOND SEMESTER		Contact Hours	Credits
EDU 145	Child Development II	3	3
EDU 146	Child Guidance	3	3
EDU 153	Health, Safety and Nutrition	3	3
			9
	Total Credit Hours:		16

Early Childhood Care Workforce Certificate C55280

Official Program Description registered with the NC Community College System:

This curriculum prepares individuals to work in early childcare settings. Students will combine best practices, competency-based knowledge, and practice in actual settings with children 0-12 years old.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate programs in early childcare settings. Employment opportunities include public and private childcare programs family childcare homes, and other early childcare programs.

Program Learning Outcomes

Upon completion of the Early Childhood Care Workforce Certificate program, a graduate should be able to:

- Create learning environments that are healthy respectful, supportive and challenging for all children.
- Involve families and communities in children's development and learning.
- Use observation and documentation and other appropriate assessment tools and approaches.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Design, implement and evaluate meaningful, challenging curricula for each child using knowledge, appropriate early learning standards and other resources.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Certificate Awarded

An Early Childhood Care Workforce Certificate is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
EDU 119	Intro to Early Childhood Education	4	4
EDU 130	Social Environments for Child	3	3
EDU 162	Ovserv & Assess in ECE	3	3
			10

SECOND SEMESTER		Contact Hours	Credits
EDU 151	Creative Activities	3	3
EDU 159	Health & Safety for Early Childhood	2	2
EDU 188	Trends/Policies in Early Childhood	3	3
			8
	Total Credit Hours:		18

Early Childhood Special Needs Certificate C55220C

This curriculum is designed to prepare early childhood educators to recognize children with typical and atypical developmental needs and plan appropriate care and education to meet their needs.

Course work includes child development, observation and assessment, and an introduction to children with exceptionalities. Specific courses in behavioral disorders, learning disabilities, sensory and physical disabilities, and developmental delays are also included.

Students should be able to plan and implement developmentally appropriate experiences that stimulate all young children's development and learning, provide an optimal learning environment that is safe and

healthy, provide positive guidance for all children, and communicate effectively with the children, co-workers, and parents.

Certificate Awarded

The Early Childhood Special Needs Certificate is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
EDU 144	Child Development I	3	3
EDU 145	Child Development II	3	3
EDU 162	Observation and Assessment in Early Childhood Education	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
EDU 221	Children With Exceptionalities	3	3
EDU 223	Specific Learning Disabilities	3	3
			6

THIRD SEMESTER		Contact Hours	Credits
EDU 248	Developmental Delays	3	3
			3
	Total Credit Hours:		18

Infant/Toddler Care Certificate C55290

Official Program Description registered with the NC Community College System:

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers. Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics. Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Program Learning Outcomes

Upon completion of the Infant/Toddler Care Certificate program, a graduate should be able to:

- Create learning environments that are healthy respectful and supportive and challenging for the infant/toddler.
- Involve families and communities in children's development and learning.
- Use observation and documentation and other appropriate assessment tools and approaches.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Design, implement and evaluate meaningful, challenging curricula for each child using knowledge, appropriate early learning standards and other resources.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Certificate Awarded

An Infant/Toddler Care Certificate is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
EDU 119	Introduction to Early Childhood Education	4	4
EDU 131	Child, Family, and Community	3	3
EDU 144	Child Development I	3	3
			10

SECOND SEMESTER		Contact Hours	Credits
EDU 153	Health, Safety and Nutrition	3	3
EDU 234	Infants, Toddlers, and Twos	3	3
			6
	Total Credit Hours:		16

Elementary Education Residency Licensure Certificate C55490

Official Program Description registered with NC Community College System:

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction. Course work includes learning theory, instructional/educational technology, diverse learners, school policies and procedures, expectations and responsibilities of educators, teaching strategies/methods for specific content/specialty areas, formative/summative assessment, data informed practice, and classroom organization/management to enhance learning. Graduates should meet general pedagogical competencies and demonstrate effective teaching practices. Additional requirements, such as pre-service training, passing the state required assessments, and the criteria included in the North Carolina Teacher Evaluation System, are required for licensure.

Program Learning Outcomes

Upon completion of the Elementary Education Residency Licensure Certificate program, a graduate should be able to:

1. Create developmentally and culturally appropriate learning environments that support equity and diversity to meet the needs of all learners.
2. Demonstrate effective application of appropriate content and pedagogical knowledge in the

learning environment.

3. Design developmentally appropriate, standards-based lesson plans and activities that utilize a constructivist approach to scaffold student learning and promote critical thinking.
4. Use formative and summative assessment strategies to assess prior knowledge and learning, identify strengths and weaknesses, plan for instruction, and support authentic learning.
5. Integrate technology into everyday learning activities and lesson planning to prepare students to be ethical digital citizens.
6. Intentionally utilize self-reflective practices to foster personal and professional continuous improvement.
7. Demonstrate competence of roles, responsibilities, and ethical standards of the teaching profession specific to the NC Professional Teaching Standards.

Certificate Awarded

The Elementary Education Residency Licensure Certificate program is awarded by the College upon completion of this program.

FIRST SEMESTER		Contact Hours	Credits
EDU 270	Effective Instructional Enviro	2	2
EDU 272	Technology, Data, & Assess	5	3
			5

SECOND SEMESTER		Contact Hours	Credits
EDU 277	Integr CU Inst: Math/Science	5	3
EDU 278	Integr CU Inst: Soc Stu/ELA	5	3
			6

THIRD SEMESTER		Contact Hours	Credits
EDU 279	Literacy Develop & Instruct	6	4
EDU 283	Educator Preparation Practicum	5	3
			7
	Total Credit Hours:		18

Emergency Management, AAS A55460

Official Program Description registered with NC Community College System:

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Program Learning Outcomes

Upon completion of the Emergency Management program, a graduate should be able to:

1. Access and respond to emergency situations by public service agencies through scenario based problems.
2. Develop an emergency preparedness plan demonstrating critical reasoning, problem solving and communication skills and ethical concerns.
3. Apply practical principles through a case study involving law, fire, and emergency services.
4. Apply the appropriate laws when investigating, detecting and developing enforcement procedures for emergency scenarios.

Degree Awarded

The Associate in Applied Science Degree - Emergency Management program is awarded by the College upon completion of this program.

Note

Students would only be able to graduate from one of the designated tracks in the Fifth Semester (either the Fire/EMS or Law Enforcement track). Students will not be able to repeat the fifth semester and graduate from the second track. However, students may graduate with one or more state certifications for EMT, Fire, and/or Law Enforcement.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6799 or (919) 739-6804; or visit us at our website at www.waynecc.edu/ept/.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CIS 110	Intro to Computers	4	3
CJC 170	Critical Incident Mgmt for Public Safety	3	3
ENG 111	Writing and Inquiry	3	3
EPT 120	Sociology of Disaster	3	3
POL 130	State & Local Government	3	3
			16

SECOND SEMESTER		Contact Hours	Credits
ENG 112	Writing and Research in the Disciplines	3	3
EPT 130	Mitigation & Preparedness	3	3

MAT 143	Quantitative Literacy	4	3
EPT 140	Emergency Management	3	3
OR			
FIP 256	Municipal Public Relations	3	3
CJC 232	Civil Liability	3	3
OR			
FIP 128	Detection and Investigation	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
EPT 124	EM Services Law & Ethics	3	3
			3

FOURTH SEMESTER		Contact Hours	Credits
EPT 220	Terrorism & Emergency Manag.	3	3
EPT 275	Emergency Operations Center Manag.	3	3
FIP 228	Local Government Finance	3	3
EPT 210	Response & Recovery	3	3
OR			
FIP 276	Manag. Fire Services	3	3
	Humanities/Fine Arts Elective		3
			15

FIFTH SEMESTER
(*Students may choose either career track, however students cannot cross academic tracks for degree completion requirements.)

(FIRE/EMS TRACK)

Student may elect to take FIP 3000 Firefighter Academy and EMS 4200 Emergency Medical Technician (EMT) to receive credit for FIP 128, EPT 140, FIP 176, EPT 210, FIP 120.

		Contact Hours	Credits
EPT 140	Emergency Management	3	3
EPT 210	Response & Recovery	3	3
FIP 120	Intro to Fire Protection	3	3
FIP 128	Detection and Investigation	3	3
FIP 176	HazMat: Operations	4	4
			16

(LAW ENFORCEMENT TRACK)

Student may elect to take CJC 100 Basic Law Enforcement Training to receive credit for CJC 113, CJC 131, CJC 132, CJC 221, CJC 231, and HEA 110.

		Contact Hours	Credits
CJC 113	Juvenile Justice	3	3
CJC 131	Criminal Law	3	3
CJC 132	Court Procedure & Evidence	3	3
CJC 221	Investigative Princ.	5	4
CJC 231	Constitutional Law	3	3
HEA 110	Personal Health/ Wellness	3	3
			19
	Total Credit Hours:		65-68

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Emergency Management - Management Certificate C55460M

Certificate Awarded

A certificate in Emergency Management - Management is awarded by the College upon completion of this program.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6861 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 170	Critical Incident Mgmt for Public Safety	3	3
EPT 140	Emergency Management	3	3
FIP 256	Municipal Public Relations	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
CJC 232	Civil Liability	3	3
EPT 220	Terrorism and Emergency Manag.	3	3
EPT 275	Emergency Op. Center Manag.	3	3
			9
	Total Credit Hours:		18

Emergency Management - EMS Management Certificate C55460E

Certificate Awarded

A certificate in Emergency Management - EMS Management is awarded by the College upon completion of this program.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6861 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 170	Critical Incident Mgmt for Public Safety	3	3
EPT 140	Emergency Management	3	3

EPT 210	Response & Recovery	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
CJC 232	Civil Liability	3	3
EPT 124	EM Services Law & Ethics	3	3
EPT 275	Emergency Op. Center Manag.	3	3
			9
	Total Credit Hours:		18

Emergency Management - Fire Service Management Certificate C55460F

Certificate Awarded

A certificate in Emergency Management - Fire Service Management is awarded by the College upon completion of this program.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6861 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 170	Critical Incident Mgmt for Public Safety	3	3
EPT 140	Emergency Management	3	3
FIP 120	Intro to Fire Protection	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
CJC 232	Civil Liability	3	3
EPT 124	EM Services Law & Ethics	3	3
EPT 275	Emergency Op. Center Manag.	3	3
			9
	Total Credit Hours:		18

Emergency Management - Law Enforcement Management Certificate C55460L

Certificate Awarded

A certificate in Emergency Management - Law Enforcement Management is awarded by the College upon completion of this program.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6861 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 131	Criminal Law	3	3
CJC 170	Critical Incident Mgmt for Public Safety	3	3
EPT 140	Emergency Management	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
CJC 232	Civil Liability	3	3
EPT 124	EM Services Law & Ethics	3	3
EPT 275	Emergency Op. Center Manag.	3	3
			9
	Total Credit Hours:		18

Emergency Management - Public Safety Certificate C55460P

Certificate Awarded

The certificate in Emergency Management - Public Safety is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6861, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CJC 170	Critical Incident Mgmt for Public Safety	3	3
EPT 120	Sociology of Disaster	3	3
EPT 124	EM Services Law & Ethics	3	3
EPT 140	Emergency Management	3	3
	Total Credit Hours:		12

Emergency Medical Science, AAS - Bridging Degree (Pending SACSCOC approval - Effective Spring 2024) A45340

*The Emergency Medical Science Bridging curriculum is designed for career advancement for currently credentialed paramedics who are interested in earning their associates degree.

Official Program Description registered with NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Emergency Management program, a graduate should be able to:

- Cognitive Domain - Students will demonstrate the knowledge of a competent entry-level paramedic.
- Psychomotor Domain - Students will demonstrate the skills of a competent entry-level paramedic.
- Affective Domain - student will demonstrate the behaviors of a competent entry-level paramedic.

***Note**

The Emergency Medical Science (EMS) Bridge program is designed for credentialed paramedics who want to obtain their EMS degree. Paramedics must have an active state or national paramedic credential to be eligible. Please contact Dr. Frederic McCall, EMS Program Director, at fcmccall@waynecc.edu or 919-739-6982 for more information.

Degree Awarded

The Associate in Applied Science Degree - Emergency Medical Science program is awarded by the College upon completion of this program.

For More Information

The Emergency Medical Science program is in the Public Safety Division. For more information, call (919) 739-6799 or (919) 739-6804; or visit us at our website at www.waynecc.edu.

*CREDIT FOR PRIOR LEARNING:

		Credits
EMS 110	EMT	9
EMS 122	EMS Clinical Practicum I	1
EMS 130	Pharmacology	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	3
EMS 220	Cardiology II	3
EMS 221	EMS Practicum II	2
EMS 231	EMS Clinical Practicum III	3
EMS 240	Patients with Special Challenges	2
EMS 241	EMS Clinical Practicum IV	4
EMS 250	Medical Emergencies	4
EMS 260	Trauma Emergencies	2
EMS 270	Life Span Emergencies	4
EMS 285	EMS Capstone	2
MED 120	Survey of Medical Terminology	2
		47

FIRST SEMESTER		Contact Hours	Credits
ACA 122	College Transfer Success	2	1
BIO 163	Anatomy & Physiology	6	5
ENG 111	Writing and Inquiry	3	3
MAT 110	Math Measurement & Literacy	4	3
			12

SECOND SEMESTER		Contact Hours	Credits
EMS 235	EMS Management	2	2
ENG 112	Writing & Research in Disciplines	3	3
HUM 115	Critical Thinking	3	3
PSY 150	General Psychology	3	3
			11
	Total Credit Hours:		70

Entertainment Technology, AAS A25190

Official Program Description registered with NC Community College System:

This curriculum prepares individuals for entry-level employment in entertainment, particularly in the fields of sound and lighting. Instruction not only provides training in these technical aspects, but also prepares students to manage careers in this contract-to-contract type of work.

Course work includes exposure to the entire live concert and sound recording processes. Course work will also include music fundamentals, entertainment law and marketing/promotion. Students will also receive course work in electronic music.

Graduates may find employment as entry-level crew and/or production assistants in concert or event setups, with recording companies, or sound/lighting companies. Graduates will also be prepared to manage their careers (or others' careers) in the sound/lighting area or professional music entertainment.

Program Learning Outcomes

Upon completion of the Entertainment Technology program, a graduate should be able to:

- Apply traditional sound recording concepts to live recordings. (ENT 131)
- Create artist promotional materials to be used for event advertising. (ENT 211)
- Complete an entertainment technology project from the definition phase through implementation. (ENT 285)

Degree Awarded

The Associate in Applied Science Degree - Entertainment Technology program is awarded by the College upon completion of this program.

For More Information

The Entertainment Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BUS 110	Intro to Business	3	3
ENT 111	Intro to Entertainment	4	3
MUS 111	Fundamentals of Music	3	3
WEB 111	Introduction to Web Graphics	4	3
			13

SECOND SEMESTER		Contact Hours	Credits
	Business Elective		3
	Math Elective		3-4
ENT 131	Live Sound Production I	5	3
ENT 151	Concert Lighting I	4	3
ENT 211	Entertainment Promotion	3	3
			15-16

THIRD SEMESTER		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
	Humanities/Fine Arts Elective		3
	Social/Behavioral Science Elective		3
			9

FOURTH SEMESTER		Contact Hours	Credits
ENT 114	Entertainment Law	3	3
ENT 135	Recording Engineering I	4	3
MUS 214	Electronic Music I	3	2
WEB 115	Web Markup and Scripting	5	3
WEB 120	Intro to Internet Multimedia	4	3
			14

FIFTH SEMESTER		Contact Hours	Credits
ENT 278	Artis Management	3	3
ENT 285	Capstone Project	4	3
MKT 232	Social Media Marketing	5	4
	COM Elective		3
	Major Elective		1
			14
	Total Credit Hours:		65

ELECTIVES

Business Electives

Select one of the following:

		Contact Hours	Credits
BUS 137	Principles of Management	3	3
BUS 230	Small Business Management	3	3
BUS 240	Business Ethics	3	3
BUS 253	Leadership and Mgt Skills	3	3
MKT 120	Principles of Marketing	3	3

COM Electives

Select one of the following:

		Contact Hours	Credits
COM 110	Introduction to Communication	3	3
COM 120	Into to Interpersonal Communication	3	3
COM 140	Introduction to Intercultural Comm.	3	3
COM 231	Public Speaking	3	3
ENG 112	Writing and Research in the Disciplines	3	3
ENG 113	Literature-Based Research	3	3
ENG 114	Professional Research & Reporting	3	3

Major Electives

Select one of the following:

		Contact Hours	Credits
WBL 110	World of Work	1	1
WBL 111	Work-Based Learning I	10	1

Math Elective

Select one of the following:

		Contact Hours	Credits
MAT 110	Math Measurement & Literacy	4	3
MAT 121	Algebra/Trig. I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Audio Engineer Certificate C25190AE

Certificate Awarded

A certificate in Audio Engineer is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Audio Engineer program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ENT 111	Intro to Entertainment	4	3
MUS 111	Fundamentals of Music	3	3
			6

SECOND SEMESTER		Contact Hours	Credits
ENT 131	Live Sound Production I	5	3
			3

THIRD SEMESTER		Contact Hours	Credits
ENT 135	Recording Engineering I	4	3
MUS 214	Electronic Music I	3	2
			5
	Total Credit Hours:		14

Entertainment Management Certificate C25190EM

Certificate Awarded

A certificate in Entertainment Management is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Entertainment Management program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
BUS 110	Introduction to Business	3	3
ENT 111	Intro to Entertainment	4	3
ENT 114	Entertainment Law	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
ENT 211	Entertainment Promotion	3	3
ENT 278	Artist Management	3	3
	Business Elective		3
			9
	Total Credit Hours:		18

ELECTIVES

Business Electives

Select one of the following:		Contact Hours	Credits
BUS 137	Principles of Management	3	3
BUS 230	Small Business Management	3	3
BUS 240	Business Ethics	3	3
BUS 253	Leadership and Mgt Skills	3	3
MKT 120	Principles of Marketing	3	3

Entertainment Technology Certificate C25190ET

Certificate Awarded

A certificate in Entertainment Technology is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Entertainment Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ENT 111	Intro to Entertainment	4	3
ENT 114	Entertainment Law	3	3
			6

SECOND SEMESTER		Contact Hours	Credits
ENT 131	Live Sound Production I	5	3
ENT 151	Concert Lighting I	4	3
			6
	Total Credit Hours:		12

Entertainment Technology Promotion and Marketing Certificate C25190PM

Certificate Awarded

A certificate in Entertainment Technology Promotion and Marketing is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Entertainment Technology Promotion and Marketing program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ENT 111	Intro to Entertainment	4	3
WEB 111	Introduction to Web Graphics	4	3
			6

SECOND SEMESTER		Contact Hours	Credits
ENT 211	Entertainment Promotion	3	3
ENT 278	Artis Management	3	3
MKT 232	Social Media Marketing	5	4
			10
	Total Credit Hours:		16

Social Media and Entertainment Certificate C25190SM

Certificate Awarded

A certificate in Social Media and Entertainment is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Social Media and Entertainment program is in

the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ENT 111	Intro to Entertainment	4	3
WEB 111	Introduction to Web Graphics	4	3
			6

SECOND SEMESTER		Contact Hours	Credits
ENT 211	Entertainment Promotion	3	3
MKT 232	Social Media Marketing	5	4
			7

THIRD SEMESTER		Contact Hours	Credits
WEB 120	Intro to Internet Multimedia	4	3
			3
	Total Credit Hours:		16

Forest Management Technology, AAS A15200

Official Program Description registered with NC Community College System:

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success In Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Forestry Management Technology: A program that prepares individuals to manage and produce forest resources. Potential course work includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing operations, and personnel supervision.

Program Learning Outcomes

Upon completion of the Forest Management Technology program, a graduate should be able to:

- Demonstrate proficiency at the science of setting up and implementing a basic timber cruise for forestry use.
- Create professional maps which can be used to develop, conserve, and utilize sustainable forest resources.
- Demonstrate proficiency at identifying common forest species with an emphasis on key North Carolina Piedmont and Coastal Plain species.

Degree Awarded

The Associate in Applied Science Degree - Forest Management Technology program is awarded by the College upon completion of this program.

Note

Students must earn a grade of 'C' or better in all Forestry (FOR prefix) courses in order to graduate from the program.

Students are required to purchase hard hats, field boots, compasses, vests, safety glasses, and tapes, which are used in the training process. Approximate cost is $350.

For More Information

The Forest Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6809 or (919) 739-6811 or visit us at our website at www.waynecc.edu/forestry/.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
FOR 121	Dendrology	8	4
FOR 161	Safety & Woodsmanship	4	2
FOR 171	Introduction to Forest Resources	3	3
MAT 121 OR	Algebra/Trig I	4	3
MAT 143 OR	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4
			16-17

SECOND SEMESTER		Contact Hours	Credits
AGR 170	Soil Science	4	3
ENG 114	Prof. Research & Reporting	3	3
FOR 131	Forest Measurements	5	3
	Humanities/Fine Arts Elective		3
	Social/Behavioral Science Elective		3
			15

THIRD SEMESTER		Contact Hours	Credits
FOR 225	Silvics & Silviculture	6	4
FOR 232	Forest Mensuration	8	4
FOR 240	Forest Protection	5	3
FOR 286	Forestry Ethics and Law	1	1
			12

FOURTH SEMESTER		Contact Hours	Credits
AGR 110	Agri Economics	3	3
FOR 175	Wildlife and Enviro Studies	5	3
FOR 212	Forest Surveying & Aerial Interpretation	5	3

FOR 285	Logging & Marketing	5	3
BUS 151	People Skills	3	3
OR			
COM 110	Intro to Communication	3	3
			15

FIFTH SEMESTER		Contact Hours	Credits
AGR 140	Agri Chemicals	4	3
FOR 215	Intro to GIS/GPS	5	3
FOR 241	Forest Fire Management	5	3
FOR 273	Forest Management Issues	6	2
FWL 142	Wildlife Management	5	3
			14
	Total Credit Hours:		72-73

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Forest Management Technology Wildlife Certificate C15200W

Certificate Awarded

A certificate in Forest Management is awarded by the College upon completion of this program.

For More Information

The Forest Management Technology program is located in the Applied Technology Division. For more information, call (919) 739-6809 or (919) 739-6811 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
FOR 161	Safety & Woodsmanship	4	2
FOR 171	Intro. to Forest Resources	3	3
			5

SECOND SEMESTER		Contact Hours	Credits
FOR 241	Forest Fire Management	5	3
FWL 142	Wildlife Mangmt.	5	3
			6

THIRD SEMESTER		Contact Hours	Credits
FOR 240	Forest Protection	5	3
			3
	Total Credit Hours:		14

Natural Resource Certificate C15200B

Certificate Awarded

A certificate in Natural Resource is awarded by the College upon completion of this program.

For More Information

The Forest Management program is located in the Applied Technology Division. For more information, call (919) 739-6809 or (919) 739-6811 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
FOR 161	Safety & Woodsmanship	4	2
FOR 171	Intro. to Forest Resources	3	3
			5

SECOND SEMESTER		Contact Hours	Credits
FOR 215	Intro to GIS/GPS	5	3
FOR 241	Forest Fire Management	5	3
			6

THIRD SEMESTER		Contact Hours	Credits
FOR 240	Forest Protection	5	3
			3
	Total Credit Hours:		14

Funeral Service Education, AAS A55260

Official Program Description registered with the N.C. Community College System:

The Funeral Services Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses required in the curriculum, students will complete technical courses such as human anatomy, microbiology, embalming theory and practice, embalming chemistry, restorative arts, funeral law and funeral home operations.

Graduates of the curriculum, upon passing the state and national exams, completing an internship in a funeral home, and satisfying all state board of funeral service requirements, will be qualified for employment as embalmers and/or funeral directors.

Program Learning Outcomes

Upon completion of the Funeral Service Education program, a graduate should be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services,

and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Degree Awarded

The Associate in Applied Science Degree-Funeral Service Education is awarded by Fayetteville Technical Community College (FTCC) upon completion of this program.

License of Certification Information for Associates Degree:

Students who complete the AAS degree program are eligible to take the National Board Exam for Funeral Service.

Programmatic Accreditation:

The Funeral Service Education degree program at Fayetteville Technical Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, Telephone: (816) 233-3747, Web: www.abfse.org

Note

Fayetteville Technical Community College is the degree-granting institution, and all Funeral Service Education courses must be taken there. All other courses can be taken at WCC.

For More Information

The Funeral Service Education program is in the Business and Computer Technology Division. For more information, contact Erin LeGrand at (919) 739-6880, e-mail etlegrand@waynecc.edu, or visit us at our website at www.waynecc.edu.

Program information contact at Fayetteville Technical Community College: Curriculum Chairperson: James Bullard, Telephone: (910) 678-8301, Office Location: Cumberland Hall, Room 311B, email: bullardja@faytechcc.edu, or visit them at their website at www.faytechcc.edu.

FIRST SEMESTER (WCC Courses)		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
MAT 110	Math Measurement & Literacy	4	3
OR			
MAT 143	Quantitative Literacy	4	3
SOC 210	Intro to Sociology	3	3
	Humanities/Fine Arts Elective		3
			12

SECOND SEMESTER (WCC Courses)		Contact Hours	Credits
ACC 120	Principles of Financial Accounting	5	4
BUS 115	Business Law I	3	3
BUS 230	Small Business Mgmt.	3	3
COM 120	Intro Interpersonal Com	3	3
OR			
COM 231	Public Speaking	3	3
PSY 150	General Psychology	3	3
			16

SUMMER SEMESTER (FTCC Courses)		Contact Hours	Credits
FSE 112	Princ of Funeral Service	3	3
FSE 118	Embalming Anatomy	4	4
			7

THIRD SEMESTER (FTCC Courses)		Contact Hours	Credits
FSE 120	Embalming Microbiology	3	3
FSE 210	Embalming Theory I	3	3
FSE 211	Embalming Lab I	2	1
OR			
WBL 111	Work-Based Learning I	10	1
FSE 216	Restorative Arts	4	3
PSY 141	Psych of Death and Dying	3	3
			13

FOURTH SEMESTER (FTCC Courses)		Contact Hours	Credits
FSE 114	Embalming Chemistry	3	3
FSE 116	Funeral Law & Ethics	3	3
FSE 212	Embalming Theory II	3	3
FSE 213	Embalming Lab II	2	1
OR			
WBL 121	Work-Based Learning II	10	1
FSE 214	Pathology	3	3
FSE 215	Funeral Home Operations	3	3
			16

FIFTH SEMESTER (FTCC Courses)		Contact Hours	Credits
FSE 217	Funeral Service Projects	3	2
			2
	Total Credit Hours:		66

Work-Based Learning Option

The Work-Based Learning Option is especially designed to provide qualified Funeral Service Education students with an opportunity to combine the regular Funeral Service Education curriculum with practical work experience. The combination of classroom instruction with practical/related Work-Based Learning provides numerous benefits to participating students.

Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of FSE-211 and FSE-213 provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

The NC Board of Funeral Services may refuse to issue a license to an individual with a conviction of a felony

or a crime involving fraud or moral turpitude.

"The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org)"

Accreditation

Program Accreditation by ABFSE: Associate of Applied Science - Funeral Service Education

Initial Accreditation 1973/Last comprehensive review 2016/Next comprehensive review 2023

Re-accreditation: April 2017 for period of 7 years with no stipulations

Most recent Accreditation decision: April 2019-program returned to good standing, (Removed from probation status)

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates, go to Cumberland Hall, Room 311 or the funeral service program website http://www.faytechcc.edu/academics/public-service/funeral-service-education/, by email at bullardja@faytechcc.edu or by telephone (910) 678-8301.

Notes

Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

*If a student did not take high school biology (or did not pass high school biology with a final grade of at least "C"), they will need BIO 110 (Principles of Biology) or BIO 111 (General Biology).

**If a student did not take high school chemistry (or did not pass high school chemistry with a final grade of at least "C"), they will need CHM 131/131A (Intro to Chemistry).

Game and Automation Programming, AAS A25450P

Official Program Description registered with the N.C. Community College System:

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

Program Learning Outcomes

Upon completion of the Game and Automation Programming program, a graduate should be able to:

- Demonstrate game or automation programming by using industry-standard coding techniques.
- Program artificial intelligence in simulations and games using industry-standard programming language. (SGD 125)
- Complete an SGD project from the definition phase through implementation. (SGD 289)

Degree Awarded

The Associate in Applied Science Degree-Game and Automation Programming is awarded by the college upon completion of this program.

For More Information

The Game and Automation Programming program is in the Business and Computer Technologies Division. For more information call (919) 739-6879, or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 116	SGD Graphic Design Tools	5	3
	*Math Elective		3-4
			13-14

SECOND SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
ENG 114	Prof. Research & Reporting	3	3
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
SGD 114	SGD 3D Modeling I	5	3
			15

THIRD SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
SGD 135	Serious Games	3	3
SGD 159	SGD Production Management	3	3
			9

FOURTH SEMESTER		Contact Hours	Credits
CSC 221	Advanced Python Programming	5	3
SGD 125	SG Artificial Intelligence	5	3
SGD 174	SGD Level Design I	5	3
SGD 212	SGD Design II	5	3
	Humanities/Fine Arts Elective		3
			15

FIFTH SEMESTER		Contact Hours	Credits
CSC 151	JAVA Programming	5	3
SGD 274	SGD Level Design II	5	3
SGD 289	SGD Project	5	3
	**Major Elective		1-2
	*Social/Behavioral Science Elective		3
			13-14
	Total Credit Hours:		65-67

ELECTIVES

Major Electives

Select one of the following:

		Contact Hours	Credits
SGD 288	SGD Portfolio Design	3	2
WBL 111	Work-Based Learning I	10	1

Math Elective

Select one of the following:

		Contact Hours	Credits
MAT 110	Math Measurement & Literacy	4	3
MAT 121	Algebra/Trig. I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Game and Automation Programming Diploma D25450P

Diploma Awarded

The diploma in Game and Automation Programming is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Game and Automation Programming program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER

		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 116	SGD Graphic Design Tools	5	3
SGD 174	SGD Level Design I	5	3
			13

SECOND SEMESTER

		Contact Hours	Credits
CSC 134	C++ Programming	5	3
ENG 114	Prof. Research & Reporting	3	3
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
SGD 114	SGD 3D Modeling	5	3
			15

THIRD SEMESTER

		Contact Hours	Credits
CSC 121	Python Programming	5	3
SGD 135	Serious Games	3	3
SGD 159	SGD Production Management	3	3
			9
	Total Credit Hours:		37

Level Design for Simulation and Game Development Certificate C25450L

Certificate Awarded

A certificate in Level Design for Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER

		Contact Hours	Credits
SGD 111	Intro. to Simulation & Game Develop.	5	3
SGD 174	SGD Level Design I	5	3
			6

SECOND SEMESTER

		Contact Hours	Credits
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
SGD 274	SGD Level Design II	5	3
			9
	Total Credit Hours:		15

Mobile Game Development Certificate C25450MG

Certificate Awarded

A certificate in Mobile Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER

		Contact Hours	Credits
SGD 116	SGD Graphic Design Tools	5	3
SGD 174	SGD Level Design I	5	3
			6

SECOND SEMESTER

		Contact Hours	Credits
SGD 112	SGD Design I	5	3

SGD 113	SGD Programming I	5	3
			6
	Total Credit Hours:		12

Production for Simulation and Game Development Certificate C25450PN

Certificate Awarded

A certificate in Production for Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST (SUMMER) SEMESTER		Contact Hours	Credits
SGD 135	Serious Games	3	3
SGD 159	SGD Production Management	3	3
			6

SECOND (FALL) SEMESTER		Contact Hours	Credits
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 174	SGD Level Design I	5	3
			6
	Total Credit Hours:		12

Programming for Simulation and Game Development Certificate C25450PG

Certificate Awarded

A certificate in Programming for Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
SGD 125	SG Artificial Intellig	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
			9
	Total Credit Hours:		12

Simulation and Game Development Certificate C25450

Certificate Awarded

A certificate in Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 116	SGD Graphic Design Tools	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
SGD 113	SGD Programming I	5	3
SGD 114	SGD 3D Modeling I	5	3
			6
	Total Credit Hours:		12

Game Art and Animation, AAS A25450A

Official Program Description registered with the N.C. Community College System:

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

Program Learning Outcomes

Upon completion of the Game Art and Animation program, a graduate should be able to:

- Create and manage assets to be used in simulations and games using industry-standard software.
- Practice applying traditional art concepts like composition and balance to digital art techniques. (SGD 114)
- Complete an SGD project from the definition phase through implementation. (SGD 289)

Degree Awarded

The Associate in Applied Science Degree-Game Art and Animation is awarded by the college upon completion of this program.

For More Information

The Game Art and Animation program is in the Business and Computer Technologies Division. For more information call (919) 739-6879, or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 116	SGD Graphic Design Tools	5	3
	*Math Elective		3-4
			13-14

SECOND SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
ENG 114	Prof. Research & Reporting	3	3
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
SGD 114	SGD 3D Modeling I	5	3
			15

THIRD SEMESTER		Contact Hours	Credits
SGD 117	Art for Games	5	3
SGD 159	SGD Production Management	3	3
SGD 166	SGD Physiology/ Kinesis	3	3
			9

FOURTH SEMESTER		Contact Hours	Credits
SGD 162	SGD 3D Animation I	5	3
SGD 174	SGD Level Design I	5	3
SGD 212	SGD Design II	5	3
SGD 214	SGD 3D Modeling II	5	3
	Humanities/Fine Arts Elective		3
			15

FIFTH SEMESTER		Contact Hours	Credits
SGD 165	SGD Character Development	5	3
SGD 274	SGD Level Design II	5	3
SGD 289	SGD Project	5	3
	**Major Elective		1-2
	*Social/Behavioral Science Elective		3
			13-14
	Total Credit Hours:		65-67

ELECTIVES

Major Electives

Select one of the following:

		Contact Hours	Credits
SGD 288	SGD Portfolio Design	3	2
WBL 111	Work-Based Learning I	10	1

Math Elective

Select one of the following:

		Contact Hours	Credits
MAT 110	Math Measurement & Literacy	4	3
MAT 121	Algebra/Trig. I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Game Art and Animation Diploma D25450A

Diploma Awarded

The diploma in Game Art and Animation is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Game Art and Animation program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 116	SGD Graphic Design Tools	5	3
SGD 174	SGD Level Design I	5	3
			13

SECOND SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
ENG 114	Prof. Research & Reporting	3	3
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
SGD 114	SGD 3D Modeling I	5	3
			15

THIRD SEMESTER		Contact Hours	Credits
SGD 117	Art for Games	5	3
SGD 159	SGD Production Management	3	3
SGD 166	SG Physiology/ Kinesiology	3	3
			9
	Total Credit Hours:		37

Level Design for Simulation and Game Development Certificate C25450L

Certificate Awarded

A certificate in Level Design for Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
SGD 111	Intro. to Simulation & Game Develop.	5	3
SGD 174	SGD Level Design I	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
SGD 274	SGD Level Design II	5	3
			9
	Total Credit Hours:		15

Mobile Game Development Certificate C25450MG

Certificate Awarded

A certificate in Mobile Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
SGD 116	SGD Graphic Design Tools	5	3
SGD 174	SGD Level Design I	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
SGD 112	SGD Design I	5	3
SGD 113	SGD Programming I	5	3
			6
	Total Credit Hours:		12

Modeling and Animation Certificate C25450MA

Certificate Awarded

A certificate in Modeling and Animation is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
SGD 116	SGD Graphic Design Tools	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
SGD 114	SGD 3D Modeling I	5	3
			3

THIRD (FALL) SEMESTER		Contact Hours	Credits
SGD 162	SGD 3D Animation I	5	3
SGD 214	SGD 3D Modeling II	5	3
			6

FOURTH (SPRING) SEMESTER		Contact Hours	Credits
SGD 165	SGD Character Development	5	3
			3
	Total Credit Hours:		15

Production for Simulation and Game Development Certificate C25450PN

Certificate Awarded

A certificate in Production for Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST (SUMMER) SEMESTER		Contact Hours	Credits
SGD 135	Serious Games	3	3
SGD 159	SGD Production Management	3	3
			6

SECOND (FALL) SEMESTER		Contact Hours	Credits
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 174	SGD Level Design I	5	3
			6
	Total Credit Hours:		12

Simulation and Game Development Certificate C25450

Certificate Awarded

A certificate in Simulation and Game Development is

awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our website at www.waynecc.edu/simulation-game-development/.

FIRST SEMESTER		Contact Hours	Credits
SGD 111	Intro. to Simulation & Game Development	5	3
SGD 116	SGD Graphic Design Tools	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
SGD 113	SGD Programming I	5	3
SGD 114	SGD 3D Modeling I	5	3
			6
	Total Credit Hours:		12

Human Services Technology, AAS A45380

Official Program Description registered with the NC Community College System:

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 area.

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.

Program Learning Outcomes

Upon completion of the Human Services Technology program, the graduate should be able to:

- Analyze human behavior and development from historical, biological, psychological and sociological perspectives.
- Apply principles related to the diversity of peoples and cultures in the therapeutic relationship.
- Apply practical principles related to the Human Services profession.
- Apply critical reasoning, problem-solving abilities, and communication skills and ethical concerns as applied to clinical practice.

Graduation Requirement

Students must demonstrate competency in Math Skills by completion of DMA 025 and DMA 045 with a minimum of P or equivalent.

Degree Awarded

The Associate in Applied Science Degree-Human Services Technology is awarded by the College upon completion of this program.

For More Information

The Human Services Technology program is in the Allied Health and Public Services Division. For more information call (919) 739-6796, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 111	Writing and Inquiry	3	3
HSE 110	Intro. to Human Services	4	3
HSE 112	Group Process I	3	2
PSY 150	General Psychology	3	3
SWK 110	Intro to Social Work	3	3
			15

SECOND SEMESTER		Contact Hours	Credits
ENG 114	Prof. Research & Reporting	3	3
HSE 123	Interviewing Techniques	4	3
HSE 125	Counseling	4	3
PSY 241	Developmental Psychology	3	3
SWK 113	Working with Diversity	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
SOC 210	Intro to Sociology	3	3
	Humanities/Fine Arts Elective		3
			6

FOURTH SEMESTER		Contact Hours	Credits
BIO 110	Principles of Biology	6	4
HSE 210	Human Services Issues	2	2
HSE 225	Crisis Intervention	3	3
SAB 110	Substance Abuse Overview	3	3
SOC 213	Sociology of the Family	3	3
			15

FIFTH SEMESTER		Contact Hours	Credits
GRO 120	Gerontology	3	3
HSE 220	Case Management	4	3
PSY 281	Abnormal Psychology	3	3
SOC 220	Social Problems	3	3
WBL 111	Work-Based Learning I	10	1
WBL 115	Work-Based Learning Seminar I	1	1
			14
	Total Credit Hours:		65

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Industrial Systems Technology, AAS A50240

Official Program Description registered with the NC Community College System:

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Program Learning Outcomes

Upon completion of the Industrial Systems Technology program, a graduate should be able to:

- Design and install industrial control systems.
- Demonstrate basic welding skills.
- Use a mechanical print to machine an industrial part.
- Install industrial fluid systems based on schematic diagrams.

Degree Awarded

The Associate in Applied Science Degree-Industrial Systems Technology is awarded by the College upon completion of this program.

Note

Students will be required to purchase basic hand tools and personal safety equipment.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6817 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
EGR 131	Intro to Electronics Tech	3	2
ELC 111	Intro to Electricity	4	3
ELC 120	Introduction to Wiring	4	3
ELC 125	Diagrams and Schematics	3	2
ELC 127	Software for Technicians	4	2
WLD 112	Basic Welding Processes	4	2
			15

SECOND SEMESTER		Contact Hours	Credits
ELC 135	Electrical Machines	4	3
ENG 111	Writing and Inquiry	3	3
HYD 110	Hydraulics/ Pneumatics I	5	3
MAT 110	Math Measurement and Literacy	4	3
OR			
MAT 121	Algebra/Trig. I	4	3
MEC 111	Machine Processes I	5	3
			15

THIRD SEMESTER		Contact Hours	Credits
HUM 110	Technology and Society	3	3
OR			
	Humanities Elective		3
ISC 121	Environmental Health & Safety	3	3
MNT 110	Intro. to Maintenance Procedures	4	2
OR			
WBL 111	Work-Based Learning I	10	1
			7-8

FOURTH SEMESTER		Contact Hours	Credits
ATR 280	Robotic Fundamentals	5	4
DFT 151	CAD I	5	3
ELC 128	Intro. to Programmable Logic, Controller	5	3
ELC 130	Advanced Motors/ Controls	4	3
ENG 112	Writing & Research in the Disciplines	3	3
			16

FIFTH SEMESTER		Contact Hours	Credits
AHR 120	HVACR Maintenance	4	2
MEC 130	Mechanisms	4	3
MNT 240	Indust Equip Troubleshoot	4	2
MNT 263	Electro-Pneu Components	6	4
PSY 150	General Psychology	3	3
OR			
	Social/Behavioral Science Elective		3
			14
	Total Credit Hours:		67-68

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs. (The following courses will NOT count in this program:

ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262)

Social/Behavioral Science Electives
Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Industrial Systems Technology Diploma D50240

Diploma Awarded
A diploma in Industrial Systems is awarded by the College upon completion of this program.

For More Information
The Industrial Systems program is in the Applied Technologies Division. For more information, call (919) 739-6817, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ELC 111	Intro to Electricity	4	3
ELC 120	Introduction to Wiring	4	3
ELC 125	Diagrams and Schematics	3	2
ELC 127	Software for Technicians	4	2
ELC 128	Intro. to Programmable Logic, Controller	5	3
WLD 112	Basic Welding Processes	4	2
			16

SECOND SEMESTER		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
HYD 110	Hydraulics/ Pneumatics I	5	3
MEC 111	Machine Processes I	5	3
MEC 130	Mechanisms	4	3
			12

THIRD SEMESTER		Contact Hours	Credits
ISC 121	Environmental Health & Safety	3	3
MNT 110	Intro. to Maintenance Procedures	4	2
	Humanities/Fine Arts Elective		3
	OR		
	Social/Behavioral Science Elective		3
			8
	Total Credit Hours:		36

ELECTIVES
Humanities Fine Arts Electives
Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs. (The following courses will NOT count in this program: ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262)

Social Behavioral Science Electives
Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Industrial Automation Certificate C50240IA

Certificate Awarded
A certificate in Industrial Automation is awarded by the College upon completion of this program.

For More Information
The Industrial Systems program is located in the Applied Technology Division. For more information, call (919) 739-6817 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ATR 280	Robotic Fundamentals	5	4
ELC 111	Intro to Electricity	4	3
ELC 120	Introduction to Wiring	4	3
ELC 128	Intro. to Programmable Logic, Controller	5	3
			13
	Total Credit Hours:		13

Industrial Exploration Certificate C50240E

Certificate Awarded
A certificate in Industrial Systems is awarded by the College upon completion of this program.

For More Information
The Industrial Systems program is in the Applied Technology Division. For more information call (919) 739-6817 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ELC 111	Intro to Electricity	4	3
DFT 151	CAD I	5	3
			6

SECOND SEMESTER			
HYD 110	Hydraulics/ Pneumatics I	5	3
MEC 111	Machine Processes I	5	3
			6
	Total Credit Hours:		12

Industrial Systems Certificate C50240

Certificate Awarded
A certificate in Industrial Systems is awarded by the College upon completion of this program.

For More Information
The Industrial Systems program is in the Applied Technology Division. For more information call (919) 739-6806 or 6818 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ELC 120	Introduction to Wiring	4	3

ELC 125	Diagrams and Schematics	3	2
ELC 127	Software for Technicians	4	2
			7

SECOND SEMESTER		Contact Hours	Credits
HYD 110	Hydraulics/ Pneumatics I	5	3
MEC 111	Machine Processes I	5	3
MEC 130	Mechanisms	4	3
			9
	Total Credit Hours:		16

Industrial Systems Technology - Mechanical Systems Certificate C50240MS

Certificate Awarded

A certificate in Industrial Systems Technology-Mechanical Systems is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6818 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
WLD 112	Basic Welding Processes	4	2
			2

SECOND SEMESTER		Contact Hours	Credits
HYD 110	Hydraulics/ Pneumatics I	5	3
MEC 111	Machine Processes I	5	3
MEC 130	Mechanisms	4	3
MNT 240	Indust Equip Troubleshoot	4	2
			11
	Total Credit Hours:		13

IT Support & Services, AAS A25590I

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the IT Business Support program, a graduate should be able to:

- Solve common system-level problems using troubleshooting skills.
- Configure and manage IT devices related to end-user computing. (NOS 130)
- Complete a system support project from the definition phase through implementation. (CTS 289)

Degree Awarded

The Associate in Applied Science Degree – IT Support & Services is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The IT Support & Services program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CTI 110	Web, Prog., and Database, Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
ENG 111	Writing and Inquiry	3	3
NET 110	Networking Concepts	4	3
			13

SECOND SEMESTER		Contact Hours	Credits
CTI 120	Network & Sec Foundation	4	3
CTS 120	Hardware/Software Support	5	3
DBA 110	Database Concepts	5	3
NOS 120	Linus/UNIX Single User	4	3
NOS 130	Windows Single User	4	3
			15

THIRD SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
CTS 130	Spreadsheet	4	3
	Math Elective		3-4
			9-10

FOURTH SEMESTER		Contact Hours	Credits
CTS 155	Tech Support Functions	4	3
CTS 220	Adv/ Hard/Software Support	5	3
DBA 120	Database Programming I	4	3
ENG 112	Writing & Research in the Disc	3	3
NOS 230	Windows Administration I	4	3
			15

FIFTH SEMESTER		Contact Hours	Credits
CTS 240	Project Management	4	3
CTS 289	System Support Project	5	3
	Humanities/Fine Arts Elective		3
	Major Elective		1
	Social/Behavioral Science Elective		3
			13
	Total Credit Hours:		65-66

ELECTIVES

Math Electives

Select one of the following:		Contact Hours	Credits
MAT 110	Math Measurement and Literacy	4	3
MAT 121	Algebra/Trig I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Major Elective

Select one of the following:		Contact Hours	Credits
WBL 110	World of Work	1	1
WBL 111	Work-Based Learning I	10	1

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

IT Diploma - D25590I

Diploma Awarded

The diploma in IT is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The IT program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CTI 110	Web, Prog., and Database, Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
CTS 155	Tech Support Functions	4	3
ENG 111	Writing and Inquiry	3	3
NET 110	Networking Concepts	4	3
			16

SECOND SEMESTER		Contact Hours	Credits
CTI 120	Network & Security Foundation	4	3
CTS 120	Hardware/Software Support	5	3
DBA 110	Database Concepts	5	3
NOS 120	Linux/UNIX Single User	4	3
NOS 130	Windows Single User	4	3
			15

THIRD SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
ENG 112	Writing & Research in the Disc	3	3
			6
	Total Credit Hours:		37

A+ Fundamentals Certificate C25590AF

Certificate Awarded

The certificate in A+ Fundamentals is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The A+ Fundamentals program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
NOS 130	Windows Single User	4	3
			6

SECOND (FALL) SEMESTER		Contact Hours	Credits
CTS 155	Tech Support Functions	4	3
CTS 220	Advanced Hardware/ Software Support	5	3
			6
	Total Credit Hours:		12

Database Support Certificate C25590DS

Certificate Awarded

The certificate in Database Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Database Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., and Database, Foundation	4	3
CTS 130	Spreadsheet	4	3
DBA 120	Database Programming I	4	3
			9

SECOND SEMESTER		Contact Hours	Credits
DBA 110	Database Concepts	5	3
			3
	Total Credit Hours:		12

Hardware/Software Support & Repair Certificate C25590HS

Certificate Awarded

The certificate in Hardware/Software Support & Repair is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Hardware/Software Support & Repair program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTS 120	Hardware/Software Support	5	3
NOS 120	Linux/UNIX Single User	4	3
OR			
NOS 130	Windows Single User	4	3
			6

SECOND (FALL) SEMESTER		Contact Hours	Credits
CTS 155	Tech Support Functions	4	3
CTS 220	Adv. Hardware/ Software Support	5	3
NOS 230	Windows Administration I	4	3
			9
	Total Credit Hours:		15

Information Technology Fundamentals Certificate C25590S

Certificate Awarded

The certificate in Information Technology Fundamentals is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Information Technology Fundamentals program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., and Database, Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
			6

SECOND SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
CTI 120	Network and Security Foundation	4	3
			6
	Total Credit Hours:		12

IT Service Technician Certificate C25590ST

Certificate Awarded

The certificate in IT Service Technician is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The IT Service Technician program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTI 120	Network & Security Foundations	4	3
CTS 120	Hardware/Software Support	5	3
NOS 130	Windows Single User	4	3
			9

SECOND (FALL) SEMESTER		Contact Hours	Credits
CTS 155	Tech Support Functions	4	3
CTS 220	Adv Hard/Software Support	5	3
			6
	Total Semester Hours:		15

Operating Systems Support Certificate C25590OS

Certificate Awarded

The certificate in Operating Systems Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Operating Systems Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
NET 110	Networking Concepts	4	3
NOS 230	Windows Administration I	4	3
			6

SECOND SEMESTER		Contact Hours	Credits
NOS 120	Linux/UNIX Single User	4	3
NOS 130	Windows Single User	4	3
			6
	Total Credit Hours:		12

Productivity Apps Certificate C25590BA

Certificate Awarded

The certificate in Productivity Apps is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Productivity Apps Certificate program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
CTS 115	Information Systems Business Concepts	3	3
CTS 130	Spreadsheet	4	3
DBA 110	Database Concepts	5	3
	Total Credit Hours:		12

Systems and Hardware Support Certificate C25590H

Certificate Awarded

The certificate in Systems and Hardware Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Systems and Hardware Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., and Database, Foundation	4	3
CTI 120	Network and Security Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
CTS 120	Hardware/Software Support	5	3
	Total Credit Hours:		12

Mechanical Engineering Technology, AAS A40320

Official Program Description registered with the NC Community College System:

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 ASQ, SME, and NICET.

Program Learning Outcomes

Upon completion of the Mechanical Engineering Technology program, a graduate should be able to:

- Construct advanced CAD drawings.
- Prepare complete working drawings using mechanical drafting techniques.
- Apply concepts of hydraulic/pneumatic to mechanical design.
- Apply concepts of statics/strength of materials to mechanical design.
- Design mechanical systems that include but are not exclusive to: Jig and Fixture Design, Gears, Cams, and Pulleys, and Linkages.
- Use traditional machine shop practices to create and measure machined parts.
- Prepare mathematical engineering technology calculations and apply to mechanical designs.

Degree Awarded

The Associate in Applied Science Degree-Mechanical Engineering Technology is awarded by the College upon completion of this program.

Note

Students are required to purchase minor drafting supplies (about $50). The math department requires purchase of a graphics calculator (about $100).

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6814 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
DFT 111	Technical Drafting I	4	2
DFT 151	CAD I	5	3
EGR 110	Intro. to Engineering Technology	3	2
ELC 111	Intro to Electricity	4	3
OMT 110	Intro to Operations Management	3	3
			14

SECOND SEMESTER		Contact Hours	Credits
DFT 112	Technical Drafting II	4	2
DFT 154	Intro to Solid Modeling	5	3
MAT 121	Algebra/Trig I	4	3
MEC 110	Intro to CAD/CAM	3	2
MEC 145	Manufacturing Materials I	5	3
	Social/Behavioral Science Elective		3
			16

THIRD SEMESTER		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
DDF 211	Design Process I	7	4
ISC 220	Lean Manufacturing	4	3
			10

FOURTH SEMESTER		Contact Hours	Credits
DDF 212	Design Process II	7	4
HYD 110	Hydraulics/ Pneumatics I	5	3
OMT 156	Problem-Solving Skills	3	3
PHY 131	Physics-Mechanics	5	4
	Humanities/Fine Arts Elective		3
			17

FIFTH SEMESTER		Contact Hours	Credits
DFT 231	Jig & Fixture Design	3	2
EGR 250	Statics/Strength of Mater	7	5
ENG 112	Writing/Research in the Disc	3	3
MEC 276	Capstone Design Project	3	1
OMT 222	Project Management	3	3
			14
	Total Credit Hours:		71

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Mechanical Engineering Technology - Drafting Certificate C40320A

Certificate Awarded

A certificate in Mechanical Engineering Technology -

Drafting is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919)739-6814 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
DFT 111	Technical Drafting I	4	2
DFT 151	CAD I	5	3
EGR 110	Intro. to Engineering Technology	3	2
			7

SECOND SEMESTER		Contact Hours	Credits
DFT 112	Technical Drafting II	4	2
DFT 154	Intro to Solid Modeling	5	3
			5
	Total Credit Hours:		12

Mechanical Engineering Technology - Engineering Technology Certificate C40320C

Certificate Awarded

A certificate in Mechanical Engineering Technology - Engineering Technology is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919)739-6814 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
DFT 151	CAD I	5	3
HYD 110	Hydraulics/ Pneumatics I	5	3
			6

SECOND SEMESTER		Contact Hours	Credits
DFT 154	Intro to Solid Modeling	5	3
MEC 145	Manufacturing Materials I	5	3
			6
	Total Credit Hours:		12

Mechanical Engineering Technology - Tool Design Certificate C40320B

Certificate Awarded

A certificate in Mechanical Engineering Technology - Tool Design is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6814 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
DFT 151	CAD I	5	3
			3

SECOND SEMESTER		Contact Hours	Credits
DFT 154	Intro to Solid Modeling	5	3
MEC 145	Manufacturing Materials I	5	3
			6

THIRD SEMESTER		Contact Hours	Credits
DFT 231	Jig & Fixture Design	3	2
OMT 222	Project Management	3	3
			5
	Total Credit Hours:		14

Mechatronics Engineering Technology, AAS A40350

Official Program Description registered with the NC Community College System:

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.

Mechatronics Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Program Learning Outcomes

Upon completion of the Mechatronics Engineering Technology program, a graduate should be able to:

- Interpret technical drawings, schematics, and diagrams as they relate to automated process control systems.
- Troubleshoot process control system components in an automated system.
- Analyze the interaction between the various components of a system that could include fluid power, mechanical, Servo, and electrical components to operate an automated system.

- Analyze, construct and test automated systems including electronic sensors, mechanical actuators and computer control.
- Fabricate and assemble mechanical/automated assemblies from technical drawings job specific tools.

Degree Awarded

An Associate in Applied Science Degree-Mechatronics Engineering Technology is awarded by the College upon completion of this program.

For More Information

The Mechatronics Engineering Technology program is in the Applied Technology Division. For more information call (919) 739-6817 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ELC 111	Intro to Electricity	4	3
ELC 120	Introduction to Wiring	4	3
ELC 125	Diagrams and Schematics	3	2
ELC 127	Software for Technicians	4	2
ENG 111	Writing and Inquiry	3	3
			14

SECOND SEMESTER		Contact Hours	Credits
ATR 112	Intro to Automation	5	3
DFT 154	Intro to Solid Modeling	5	3
ELC 213	Instrumentation	5	4
HYD 110	Hydraulics/ Pneumatics	5	3
MAT 121	Algebra/Trig. I	4	3
			16

THIRD SEMESTER		Contact Hours	Credits
ISC 121	Environmental Health & Safety	3	3
MEC 130	Mechanisms	4	3
	Humanities/Fine Arts Elective		3
			9

FOURTH SEMESTER		Contact Hours	Credits
ATR 280	Robotic Fundamentals	5	4
ELC 128	Intro to Programmable Logic, Controller	5	3
ELC 130	Advanced Motors/ Controls	4	3
PHY 131	Physics-Mechanics	5	4
	Social/Behavioral Science Elective		3
			17

FIFTH SEMESTER		Contact Hours	Credits
ATR 211	Robot Programming	5	3
EGR 285	Design Project	4	2
ELN 152	Fabrication Techniques	4	2
ELN 260	Prog Logic Controllers	6	4
ENG 112	Writing/Research in the Disc	3	3
			14
	Total Credit Hours:		70

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs. (The following courses **will not count** for this program: ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, ENG 273)

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Mechatronics Engineering Technology Certificate C40350A

Certificate Awarded

A Certificate in Mechatronics Engineering Technology is awarded by the College upon completion of this program.

For More Information

The Mechatronics Engineering Technology program is in the Applied Technology Division. For more information call (919) 739-6817 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ELC 111	Intro to Electricity	4	3
			3

SECOND SEMESTER		Contact Hours	Credits
ATR 112	Intro to Automation	5	3
ELC 120	Intro to Wiring	4	3
ELC 213	Instrumentation	5	4
			10

THIRD SEMESTER		Contact Hours	Credits
ISC 121	Environmental Health & Safety	3	3
			3
	Total Credit Hours:		16

Medical Assisting, AAS A45400

Official Program Description registered with the NC Community College System:

The Medical Assisting Curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory

procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The faculty of the Medical Assisting department is committed to the mission and goals of Wayne Community College and to promoting excellence within the profession by educating students at the associate degree level. The goal of the Medical Assisting program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Learning Outcomes

Upon completion of the Medical Assisting program, a graduate should be able to:

- Practice entry level administrative, clinical and laboratory functions as they relate to the examination and treatment of patients in medical facilities.
- Communicate effectively with patients, their families, and other health care team members.
- Develop a teaching plan based on patient needs as well as community needs.

Degree Awarded

The Associate in Applied Science Degree-Medical Assisting is awarded by the College upon completion of the program.

Note

A grade of C must be achieved in all MED curriculum courses in order to progress within the program.

A student convicted of a felony may not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver leased upon mitigating circumstances.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Medical Assisting students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Medical Assisting program. The student will be dismissed from the program.

Accreditation

The Wayne Community College AAS-Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, CAAHP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

For More Information

The Medical Assisting Technology program is in the Allied Health and Public Services Division. For more information, call (919) 739-6782, or visit our website at www.waynecc.edu.

Admissions

Individuals desiring a career as a medical assistant should take biology, mathematics, and typing/keyboarding/computer courses prior to entering the program.

Individuals desiring admission to the program should follow the admissions procedures outlined in this catalog and in the Application Policies and Procedures Packet.

FIRST (FALL) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BIO 163	Basic Anatomy & Physiology	6	5
ENG 111	Writing and Inquiry	3	3
MAT 110	Math Measurement and Literacy	4	3
MED 110	Orientation to Medical Assisting	1	1
MED 121	Medical Terminology I	3	3
OST 136	Word Processing	4	3
			19

SECOND (SPRING) SEMESTER		Contact Hours	Credits
ENG 114	Prof. Research & Reporting	3	3
MED 122	Medical Terminology II	3	3
MED 130	Administrative Office Procedures I	3	2
MED 140	Examining Room Procedures I	7	5
PSY 150	General Psychology	3	3
			16

THIRD (SUMMER) SEMESTER		Contact Hours	Credits
MED 131	Administrative Office Procedures II	3	2
MED 150	Laboratory Procedures I	7	5
			7

FOURTH (FALL) SEMESTER		Contact Hours	Credits
MED 230	Administrative Office Procedures III	3	2
MED 240	Examining Room Procedures II	7	5
MED 250	Laboratory Procedures II	7	5
MED 272	Drug Therapy	3	3
			15

FIFTH (SPRING) SEMESTER		Contact Hours	Credits
MED 118	Medical Law and Ethics	2	2

MED 260	MED Clinical Practicum	15	5
MED 262	Clinical Perspectives	1	1
MED 264	Medical Assisting Overview	2	2
	Humanities/Fine Arts Elective		3
			13
	Total Credit Hours:		70

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Medical Assisting/Advanced Standing Alternative for Medical Office Administration or Medical Transcription, AAS
A45400

PREREQUISITE/TRANSFER CREDIT

		Contact Hours	Credits
ACA 111	College Student Success	1	1
BIO 163	Basic Anatomy & Physiology	6	5
ENG 111	Writing and Inquiry	3	3
MAT 110	Math Measurement and Literacy	4	3
MED 110	Orientation to Medical Assisting	1	1
MED 121	Medical Terminology I	3	3
OST 136	Word Processing	4	3
			19

FIRST (SPRING) SEMESTER		Contact Hours	Credits
ENG 114	Prof. Research & Reporting	3	3
MED 122	Med Terminology II	3	3
MED 130	Administrative Office Procedures I	3	2
MED 140	Examining Room Procedures I	7	5
PSY 150	General Psychology	3	3
			16

SECOND (SUMMER) SEMESTER		Contact Hours	Credits
MED 131	Admin Office Procedures II	3	2
MED 150	Laboratory Procedures I	7	5
			7

THIRD (FALL) SEMESTER		Contact Hours	Credits
MED 230	Admin Office Procedures III	3	2
MED 240	Examining Room Procedures II	7	5
MED 250	Laboratory Procedures II	7	5
MED 272	Drug Therapy	3	3
			15

FOURTH (SPRING) SEMESTER		Contact Hours	Credits
MED 118	Medical Law and Ethics	2	2
MED 260	MED Clinical Practicum	15	5
MED 262	Clinical Perspectives	1	1
MED 264	Medical Assisting Overview	2	2
	Humanities/Fine Arts Elective		3
			13
	Total Credit Hours:		70

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Medical Assisting Certificate
C45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Upon completion of this certificate, the student is not eligible to sit for the American Association of Medical Assistants' Certification Examination. However, the student who meets the admission requirements may apply to the Associate in Applied Science- Medical Assisting Program.

FIRST (FALL) SEMESTER		Contact Hours	Credits
OST 136	Word Processing	4	3
MED 121	Medical Terminology I	3	3
			6

SECOND (SPRING) SEMESTER		Contact Hours	Credits
BIO 163	Basic Anatomy & Physiology	6	5
MED 122	Medical Terminology II	3	3
OST 149	Medical Legal Issues	3	3
			11
	Total Credit Hours:		17

Medical Laboratory Technology, AAS A45420

Official Program Description registered with the N.C. Community College System:

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/ recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Mission Statement

The mission of the Wayne Community College Medical Laboratory Technology Program is to prepare graduates for employment in the healthcare field by providing students with training and education in the technical skills and knowledge needed to perform routine clinical laboratory testing in all major areas of the laboratory, proper handling of biohazards, maintenance of patient data, critical thinking, and communication skills.

Program Learning Outcomes

Upon completion of the Medical Laboratory Technology program, a graduate should be able to:

- Demonstrate the ability to apply critical thinking skills in the laboratory field by recording specimen integrity, clinical lab data, and correlating with various disease states in the context of patient care.
- Demonstrate technical knowledge and skills in the laboratory environment by performing laboratory testing according to standard procedures, assessing quality and adhering to safety practices.
- Demonstrate communications sufficient to serve the needs of patients and members of the health care team.

Degree Awarded

The associate in Applied Science Degree-Medical Laboratory Technology is awarded by the College upon completion of this program.

Program Accreditation

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd. Suite 720, Rosemont, IL 60018, Phone: (773) 714-8880, Fax: (773) 714-8886, www.naacls.org.

Note

Students must earn a grade of C or better in all MLT curriculum courses in order to progress in the program. Information about the program and readmission policy is outlined in the Medical Laboratory Technology Admissions Policies and Procedures available in the Office of Admissions and Records.

In addition to tuition and textbooks, costs of this program include a watch with a second hand, uniforms, shoes, lab coat, American Heart Association Basic Life Support provider, criminal background check, drug screen, physical examination and immunizations. Students must also have access to reliable transportation for attendance of clinical practicums at various off-site facilities.

For More Information

The Medical Laboratory Technology Program is in the Allied Health and Public Services Division. For more information, call (919) 739-6781, or visit our website at www.waynecc.edu.

Admissions

- Individuals desiring a career in Medical Laboratory Technology may take biology, chemistry, and math courses prior to entering the program.
- Individuals seeking admission to the program must follow the admissions procedures outlined in this catalog and in the Medical Laboratory Technology Application Policies and Procedures packet available on the WCC website at http://waynecc.edu/admissions/allied-health/
- Applicants must present evidence of good physical and mental health.

Criminal Background Check/ Drug Screen

Affiliating clinical agencies with which the College has contracted to provide clinical experiences require students to submit to criminal background checks and drug testing prior to and/or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing in the program. The student will be dismissed from the Medical Laboratory Technology Program.

FIRST (FALL) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BIO 163	Basic Anatomy & Physiology	6	5
CHM 130	General, Organic, & Biochemistry	3	3
CHM 130A	General, Organic, & Biochemistry Lab	2	1
MLT 110	Introduction to MLT	5	3
MLT 140	Intro to Microbiology	5	3
			16

SECOND (SPRING) SEMESTER		Contact Hours	Credits
MLT 111	Urinalysis & Body Fluids	4	2
MLT 120	Hematology/ Hemostasis I	6	4
MLT 125	Immunohematology I	7	5
MLT 240	Special Clinical Microbiology	5	3
PSY 150	General Psychology	3	3
			17

THIRD (SUMMER) SEMESTER		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
MAT 110	Math Measurement and Literacy	4	3
MLT 130	Clinical Chemistry I	6	4
MLT 220	Hematology/ Hemostasis II	5	3
			13

FOURTH (FALL) SEMESTER		Contact Hours	Credits
ENG 112	Writing/Research in the Disciplines	3	3
MLT 255	MLT Practicum I	15	5
MLT 264	MLT Practicum II	12	4
			12

FIFTH (SPRING) SEMESTER		Contact Hours	Credits
MLT 215	Professional Issues	1	1
MLT 274	MLT Practicum III	12	4
MLT 288	MLT Practicum IV	15	5
	Humanities/Fine Arts Elective	3	3
			13
	Total Credit Hours:		71

ELECTIVES
Humanities/Fine Arts Electives
Choose one course from Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Medical Office Administration, AAS A25310

Official Program Description registered with the NC Community College System:

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Program Learning Outcomes

Upon completion of the Medical Office Administration program, a graduate should be able to:

- Use technology to perform administrative tasks required for day-to-day operations in an office setting.
- Produce accurate business documents.
- Apply professional and ethical standards within the workplace.

Degree Awarded

The Associate in Applied Science Degree - Medical Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886 or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
MED 121	Medical Terminology I	3	3
OST 131	Keyboarding	3	2
OST 136	Word Processing	4	3
OST 164	Office Editing	3	3
			18

SECOND SEMESTER		Contact Hours	Credits
CTS 130	Spreadsheet	4	3
ENG 114	Prof. Research & Reporting	3	3
MAT 110	Math Measurement and Literacy	4	3
MED 122	Med Terminology II	3	3
OST 134	Text Entry & Formatting	4	3
OST 171	Intro to Virtual Office	4	3
			18

THIRD SEMESTER		Contact Hours	Credits
OST 148	Medical Insurance & Billing	3	3
OST 153	Office Finance Solutions	4	3
OST 247	Procedure Coding	4	3
OST 248	Diagnostic Coding	4	3
OST 286	Professional Development	3	3
	Social/Behavioral Science Elective		3
	Major Elective		0-3
			18-21

FOURTH SEMESTER		Contact Hours	Credits
OST 149	Medical Legal Issues	3	3
OST 280	Electronic Health Records	4	3
OST 289	Office Administration Capstone	4	3
WBL 110	World of Work	1	1

	Humanities/Fine Arts Elective	3
	Major Elective	2-3
		15-16
	Total Credit Hours:	69-73

ELECTIVES
Major Electives
Select 2 - 6 semester hours from the following:

		Contact Hours	Credits
MKT 232	Social Media Marketing	5	4
OST 143	Dental Office Terminology	3	3
OST 147	Dental Billing and Coding	3	3
OST 249	Medical Coding Certification Prep.	5	3
WBL 111	Work-Based Learning I	10	1
WBL 112	Work-Based Learning I	20	2
WBL 121	Work-Based Learning II	10	1

Humanities/Fine Arts Electives
Choose one course from Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives
Choose one course from Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Medical Office Administration Diploma D25310MO

Degree Awarded
A diploma in Medical Office Administration is awarded by the College upon completion of this program.

Note
Courses in the following areas will be helpful to students: computer applications, health occupations, keyboarding, word processing, virtual office, and business English. Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information
The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886 or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
MED 121	Med Terminology I	3	3
OST 131	Keyboarding	3	2
OST 136	Word Processing	4	3
OST 164	Office Editing	3	3
			18

SECOND SEMESTER		Contact Hours	Credits
CTS 130	Spreadsheet	4	3
ENG 114	Professional Research & Reporting	3	3
MED 122	Medical Terminology II	3	3
OST 134	Text Entry & Formatting	4	3
OST 171	Intro to Virtual Office	4	3
			15

THIRD SEMESTER		Contact Hours	Credits
OST 148	Medical Insurance & Billing	3	3
OST 149	Medical Legal Issues	3	3
OST 153	Office Finance Solutions	4	3
OST 286	Professional Development	3	3
			12
	Total Credit Hours:		45

Medical Office Administration/Medical Coding Diploma D25310

Degree Awarded
A diploma in Medical Office Administration/Medical Coding is awarded by the College upon completion of this program. Graduates will be eligible to sit for the Certified Professional Coder (CPC) exam.

Note
Courses in the following areas will be helpful to students: computer applications, health occupations, keyboarding, word processing, records management, and business English. Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information
The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886 or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CIS 110	Intro to Computers	4	3
MED 121	Med Terminology I	3	3
OST 136	Word Processing	4	3
OST 148	Medical Insurance & Billing	3	3
			13

SECOND SEMESTER		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
MED 122	Medical Terminology II	3	3
OST 153	Office Finance Solutions	4	3
OST 247	Procedure Coding	4	3
OST 248	Diagnostic Coding	4	3

OST 280	Electronic Health Records	4	3
			18

THIRD SEMESTER		Contact Hours	Credits
ENG 114	Prof. Research & Reporting	3	3
OST 149	Medical Legal Issues	3	3
OST 164	Office Editing	3	3
OST 249	Medical Coding Certification Prep.	5	3
OST 289	Office Admin Capstone	4	3
WBL 110	World of Work	1	1
			16
	Total Credit Hours:		47

Medical Office Administration/Dental Office Certificate C25310D

Certificate Awarded

A certificate in Medical Office Administration/Dental Office is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
OST 131	Keyboarding	3	2
OST 143	Dental Office Terminology	3	3
			8

SECOND SEMESTER		Contact Hours	Credits
OST 147	Dental Billing & Coding	3	3
OST 149	Medical Legal Issues	3	3
OST 171	Intro to Virtual Office	4	3
			9
	Total Credit Hours:		17

Medical Office Administration/Medical Insurance Certificate C25310MI

Certificate Awarded

A certificate in Medical Office Administration/Medical Insurance is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MED 121	Medical Terminology I	3	3
OST 148	Medical Insurance & Billing	3	3
OST 149	Medical Legal Issues	3	3
			9

SECOND SEMESTER		Contact Hours	Credits
MED 122	Med Terminology II	3	3
OST 247	Procedure Coding	4	3
OST 248	Diagnostic Coding	4	3
			9
	Total Credit Hours:		18

Medical Office Administration Certificate C25310MO

Certificate Awarded

A certificate in Medical Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739- 6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
MED 121	Medical Terminology I	3	3
OST 131	Keyboarding	3	2
OST 136	Word Processing	4	3
			8

SECOND SEMESTER		Contact Hours	Credits
MED 122	Med Terminology II	3	3
OST 134	Text Entry & Formatting	4	3
OST 171	Intro to Virtual Office	4	3
			9
	Total Credit Hours:		17

Medical Office Administration/Medical Scribe Certificate C25310MS

Certificate Awarded

A certificate in Medical Office Administration/Medical Scribe is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739- 6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
MED 121	Medical Terminology I	3	3
OST 131	Keyboarding	3	2
			8

SECOND SEMESTER		Contact Hours	Credits
MED 122	Med Terminology II	3	3
OST 149	Medical Legal Issues	3	3
OST 280	Electronic Health Records	4	3
			9
	Total Credit Hours:		17

Medical Office Administration/Virtual Office Administration Certificate C25310VO

Certificate Awarded

A certificate in Medical Office Administration/Virtual Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739- 6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
OST 131	Keyboarding	3	2
OST 164	Office Editing	3	3
			8

SECOND SEMESTER		Contact Hours	Credits
MKT 232	Social Media Marketing	5	4
OST 136	Word Processing	4	3
OST 171	Intro to Virtual Office	4	3
			10
	Total Credit Hours:		18

Nursing, AAS A45110

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Associate Degree Nursing Program, a graduate should be able to:

- Apply the nursing process, critical thinking skills and evidence based practice to provide individualized, safe, competent and effective nursing care to diverse clients across the lifespan.
- Demonstrate caring behaviors when implementing nursing care to diverse clients across the lifespan.
- Use a variety of communication skills to establish and maintain a therapeutic and/or effective relationship with clients, families and members of the interdisciplinary healthcare team.
- Utilize resources, informatics and technologies in the delivery of nursing care.
- Develop and implement teaching plans for clients and families incorporating teaching and learning principles.
- Utilize basic management skills to implement nursing care and quality improvement processes to evaluate and enhance outcomes for diverse groups of clients and families.
- Collaborate with client and members of the interdisciplinary team to plan, implement and evaluate the health care plan.
- Function within the legal framework of registered nurse practice and demonstrate accountability for own professional growth.

Degree Awarded

The Associate in Applied Science Degree - Associate Degree Nursing is awarded by the College upon completion of this program.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, costs of this program include a watch with a second hand, uniforms, shoes, lab coat, physical examination, testing and assessment fees, immunizations, and fees for application for licensure for the North Carolina State Board of Nursing and National Council Licensure Examination.

For More Information

The Associate Degree Nursing program is in the Allied Health and Public Services Division. For more information, call (919) 739-6770, or visit us at our website at www.waynecc.edu/nursing.

Admissions

The Associate Degree Nursing program is a Limited Admissions program. Applicants are assigned points based on criteria outlined in the admissions packet for selection into the program.

- High school or college Chemistry is required (within 10 years) prior to admission to the program.
- Individuals desiring admission to the program must follow the admissions procedures outlined in this catalog and in the Associate Degree Nursing Application Policies and Procedures packet available in the Office of Admissions and Records or on the website.
- Applicants must present evidence of good physical and mental health upon admission.

Note

An applicant to the nursing program who has been convicted or pled guilty to a misdemeanor and/or felony (excluding minor traffic violations) may not be eligible for licensure by the NC Board of Nursing.

The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for nursing students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the nursing program. The student will be dismissed from the program.

Accreditation

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404) 975-5000 or visit www.acenursing.org.

FIRST (FALL) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BIO 168	Anatomy and Physiology I	6	4
NUR 111	Introduction to Health Concepts	16	8
NUR 117	Pharmacology	4	2
			15

SECOND (SPRING) SEMESTER		Contact Hours	Credits
BIO 169	Anatomy and Physiology II	6	4
PSY 150	General Psychology	3	3
1ST 8 WEEKS			
NUR 112	Health-Illness Concepts	9	5
2ND 8 WEEKS			
NUR 211	Health Care Concepts	9	5
			17

THIRD (SUMMER) SEMESTER		Contact Hours	Credits
NUR 114	Holistic Health Concepts	9	5
PSY 241	Developmental Psychology	3	3
			8

FOURTH (FALL) SEMESTER		Contact Hours	Credits
BIO 175	General Microbiology	4	3
ENG 111	Writing and Inquiry	3	3
1ST 8 WEEKS			
NUR 113	Family Health Concepts	9	5
2ND 8 WEEKS			
NUR 212	Health System Concepts	9	5
			16

FIFTH (SPRING) SEMESTER		Contact Hours	Credits
ENG 112	Writing and Research in the Disciplines	3	3
NUR 213	Complex Health Concepts	22	10
	Humanities/Fine Arts Elective		3
			16
	Total Credit Hours:		72

ELECTIVES

Humanities/Fine Arts Electives

Approved Humanities/Fine Arts Electives for Associate Degree Nursing Program are as follows:

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
HUM 115	Critical Thinking	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

Advanced Standing Alternative for Graduate Practical Nurses

PREREQUISITE/TRANSFER CREDIT		Contact Hours	Credits
BIO 168	Anatomy and Physiology I	6	4
			4

COURSE EQUIVALENCY FOR LICENSED PRACTICAL NURSE

		Contact Hours	Credits
NUR 111	Intro to Health Concepts	16	8
NUR 117	Pharmacology	4	2
			10

FIRST (SPRING) SEMESTER		Contact Hours	Credits
BIO 169	Anatomy and Physiology II	6	4
NUR 112	Health-Illness Concepts	9	5
NUR 211	Health Care Concepts	9	5
PSY 150	General Psychology	3	3
			17

SECOND (SUMMER) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
NUR 114	Holistic Health Concepts	9	5
PSY 241	Developmental Psychology	3	3
			9

THIRD (FALL) SEMESTER		Contact Hours	Credits
BIO 175	General Microbiology	4	3
ENG 111	Writing and Inquiry	3	3
1ST 8 WEEKS			
NUR 113	Family Health Concepts	9	5
2ND 8 WEEKS			
NUR 212	Health System Concepts	9	5
			16

FOURTH (SPRING) SEMESTER		Contact Hours	Credits
ENG 112	Writing and Research in the Disciplines	3	3
NUR 213	Complex Health Concepts	22	10
	Humanities/Fine Arts Elective		3
			16
	Total Credit Hours:		72

ELECTIVES

Humanities/Fine Arts Electives

Approved Humanities/Fine Arts Electives available for Advanced Standing Alternative for Graduate Practical Nurses are as follows:

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
HUM 115	Critical Thinking	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

Graduates of a North Carolina PN concept based curriculum only.

The Associate Degree Nursing (Advanced Standing Alternate for Graduate Practical Nurses) Application Policies and Procedures packet is available in the Office of Admissions and Records and on the WCC website www.waynecc.edu/alliedhealth.

Nursing/Practical Diploma D45660

Official Program Description registered with the NC Community College System:

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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

Program Learning Outcomes

Upon completion of the Practical Nursing program, a graduate should be able to:

- Participate in applying the nursing process and quality improvement activities to provide individualized, safe, competent, and effective nursing care in a structured setting under supervision.
- Demonstrate caring behaviors in implementing nursing care to diverse clients across the lifespan.
- Use verbal and non-verbal communication skills to establish and maintain effective relationships with clients, families, and members of the interdisciplinary healthcare team.
- Utilize established policies, procedures, practice and technology in the delivery of nursing care.
- Participate in the teaching and counseling of clients as assigned by the registered nurse.
- Organize care for groups of clients.
- Work cooperatively as a member of the interdisciplinary team in implementing the health care plan.
- Function within the legal and ethical framework of licensed practical nurse practice and demonstrate accountability for personal development.

Diploma Awarded

A Diploma in Practical Nursing is awarded by the College upon completion of this program.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, cost of this program include a watch with a second hand, uniforms, shoes, lab coat, physical examination, immunizations, and fees for application for licensure for the North Carolina State Board of Nursing, and National Council Licensure Examination.

For More Information

The Practical Nursing program is in the Allied Health and Public Services Division. For more information, call (919) 739-6770 or visit us at our website at www.waynecc.edu/nursing.

Admissions

The Practical Nursing program is a Limited Admissions program. Applicants are assigned points based on criteria outlined in the admissions packet for selection into the program.

- High school or college Chemistry (within 10 years) is required prior to admission to the program.
- Individuals desiring admission to the program must follow the admissions procedures outlined in this catalog and in the Practical Nursing Application Policies and Procedures packet available in the Office of Admissions and Records and on the WCC website.
- Applicants must present evidence of good physical and mental health upon admission.

Note

An applicant to the nursing program who has been convicted or pled guilty to a misdemeanor and/or felony (excluding minor traffic violations) may not be eligible for licensure by the NC Board of Nursing.

The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for nursing students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the nursing program. The student will be dismissed from the program.

Accreditation

This Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road, N.E. Suite 1400 Atlanta, GA 30326, (404) 975-5000 or visit www.acenursing.org.

FIRST (FALL) SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
BIO 163	Basic Anatomy & Physiology	6	5
NUR 101	Practical Nursing I	19	11
			17

SECOND (SPRING)SEMESTER		Contact Hours	Credits
NUR 102	Practical Nursing II	16	10
PSY 150	General Psychology	3	3
			13

THIRD (SUMMER) SEMESTER		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
NUR 103	Practical Nursing III	15	9
			12
	Total Credit Hours:		42

Office Administration, AAS A25370

Official Program Description registered with the NC Community College System:

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Program Learning Outcomes

Upon completion of the Office Administration program, a graduate should be able to:

- Use technology to perform administrative tasks required for day-to-day operation in an office setting.
- Produce accurate business documents.
- Apply professional and ethical standards in the workplace.

Degree Awarded

The Associate in Applied Science Degree - Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1

CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
OST 131	Keyboarding	3	2
OST 136	Word Processing	4	3
OST 164	Office Editing	3	3
			15

SECOND SEMESTER		Contact Hours	Credits
CTS 130	Spreadsheet	4	3
ENG 114	Prof. Research & Reporting	3	3
MAT 110	Math Measurement and Literacy	4	3
MKT 120	Pric of Marketing	3	3
OST 134	Text Entry & Formatting	4	3
OST 171	Intro to Virtual Office	4	3
			18

THIRD SEMESTER		Contact Hours	Credits
BUS 110	Intro to Business	3	3
BUS 153	Human Resource Management	3	3
OST 153	Office Finance Solutions	4	3
OST 286	Prof. Development	3	3
WBL 110	World of Work	1	1
	Social/Behavioral Science Elective		3
			16

FOURTH SEMESTER		Contact Hours	Credits
BUS 137	Principles of Management	3	3
BUS 240	Business Ethics	3	3
MKT 232	Social Media Marketing	5	4
OST 289	Office Administration Capstone	4	3
	Humanities/Fine Arts Elective		3
			16
	Total Credit Hours:		65

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Office Administration Diploma D25370

Diploma Awarded

A diploma in Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
OST 131	Keyboarding	3	2
OST 136	Word Processing	4	3
OST 164	Office Editing	3	3
			15

SECOND SEMESTER		Contact Hours	Credits
CTS 130	Spreadsheet	4	3
MKT 232	Social Media Marketing	5	4
OST 134	Text Entry & Formatting	4	3
OST 171	Intro to Virtual Office	4	3
			13

THIRD SEMESTER		Contact Hours	Credits
ENG 114	Prof. Research & Reporting	3	3
OST 153	Office Finance Solutions	4	3
OST 286	Prof Development	3	3
WBL 110	World of Work	1	1
			10
	Total Credit Hours:		38

Office Administration Certificate C25370

Certificate Awarded

A certificate in Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
OST 131	Keyboarding	3	2
OST 136	Word Processing	4	3
			8

SECOND SEMESTER		Contact Hours	Credits
OST 134	Text Entry & Formatting	4	3
OST 164	Office Editing	3	3

OST 171	Intro to Virtual Office	4	3
			9
	Total Credit Hours:		17

Office Administration/Microsoft Applications Certificate C25370MA

Certificate Awarded

A certificate in Office Administration/Microsoft Applications is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
OST 136	Word Processing	4	3
			6

SECOND SEMESTER		Contact Hours	Credits
CTS 130	Spreadsheet	4	3
OST 134	Text Entry & Formatting	4	3
			6
	Total Credit Hours:		12

Office Administration/Virtual Office Administration Certificate C25370VO

Certificate Awarded

A certificate in Office Administration/Virtual Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739- 6886, or visit our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CIS 110	Intro to Computers	4	3
OST 131	Keyboarding	3	2
OST 164	Office Editing	3	3
			8

SECOND SEMESTER		Contact Hours	Credits
MKT 232	Social Media Marketing	5	4
OST 136	Word Processing	4	3
OST 171	Intro to Virtual Office	4	3
			10
	Total Credit Hours:		18

Risk Management and Insurance, AAS A25800RM

Official Program Description registered with the NC Community College System:

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Additional Information

The Risk Management and Insurance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the insurance profession. Insurance professionals will have knowledge of risks and hazards and be able to develop a plan for managing them.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, claims adjusting, property & casualty, accident, life, and health insurance. Related skills are developed through the study of communications, critical thinking skills, and ethics.

Graduates should qualify for entry-level insurance positions in many types of organizations including insurance agencies, accounting firms, small businesses, and banks.

Program Learning Outcomes

Upon completion of the Risk Management and Insurance program, a graduate should be able to:

- Apply the necessary business principles to a real world scenario.
- Identify the daily managerial requirements of risk management.
- Demonstrate the ability to investigate and legally settle claims.
- Demonstrate a thorough knowledge of North Carolina Department of Insurance requirements and be prepared to sit for the state licensing exam.

Degree Awarded

The Associate in Applied Science Degree - Risk Management and Insurance is awarded by the College upon completion of this program.

For More Information

The Risk Management and Insurance program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880, send e-mail to etlegrand@waynecc.edu, or visit our website www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ACC 120	Princ. of Financial Accounting	5	4
BUS 110	Intro to Business	3	3
CIS 110	Intro to Computers	4	3
ENG 111	Writing and Inquiry	3	3
MAT 143	Quantitative Literacy	4	3
			17

SECOND SEMESTER		Contact Hours	Credits
ACC 121	Princ. of Managerial Accounting	5	4
BUS 147	Business Insurance	3	3
CTS 130	Spreadsheet	4	3
ENG 112	Writing & Research in the Disciplines	3	3
INS 121	Life Insurance	3	3
			16

THIRD SEMESTER		Contact Hours	Credits
BUS 115	Business Law I	3	3
INS 122	Accident and Health Insurance	3	3
INS 125	Risk Management	3	3
INS 129	Property & Casualty Insurance	3	3
	* Economics Elective		3
	Humanities/Fine Arts Elective		3
	**Professional Elective		0-2
			18-20

FOURTH SEMESTER		Contact Hours	Credits
BUS 225	Business Finance	4	3
INS 127	Claims Adjusting	4	3
INS 128	Med Sup/Long-Term/ Estate Plan	3	3
WBL 110	World of Work	1	1
	Social/Behavioral Science Elective		3
	**Professional Elective		1-3
			14-16
	Total Credit Hours:		67

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Economics Electives

Select one of the following:

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3

Professional Electives

Select 3 semester hours from the courses below:

• WBL 111 and WBL 122 or WBL 112 and WBL 121 must be completed in sequence in order to meet the Professional Elective requirement.

		Contact Hours	Credits
BUS 240	Business Ethics	3	3
WBL 111	Work-Based Learning I	10	1
WBL 112	Work-Based Learning I	20	2
WBL 121	Work-Based Learning II	10	1
WBL 122	Work-Based Learning II	20	2
WBL 131	Work-Based Learning III	10	1

Software Development, AAS A25590C

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Software Development program, a graduate should be able to:

- Use modern software development techniques and methodologies.
- Use modern software testing techniques and methodologies.
- Complete a software project from the definition phase through implementation.

Degree Awarded

The Associate in Applied Science Degree – Software Development is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Software Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
CTI 110	Web, Prog., and Database, Foundation	4	3
CTS 115	Info. Systems Bus. Concepts	3	3
ENG 111	Writing and Inquiry	3	3
WEB 111	Intro to Web Graphics	4	3
			13

SECOND SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
CSC 151	JAVA Programming	5	3
CTS 120	Hardware/Software Support	5	3
ENG 112	Writing & Research in the Disc.	3	3
	Math Elective		3-4
			15-16

THIRD SEMESTER		Contact Hours	Credits
CSC 121	Python Programming	5	3
CTI 120	Network and Security Foundation	4	3
CTS 285	Systems Analysis & Design	3	3
			9

FOURTH SEMESTER		Contact Hours	Credits
CSC 251	Advanced JAVA Programming	5	3
DBA 120	Database Programming I	4	3
WEB 115	Web Markup and Scripting	5	3
WEB 182	PHP Programming	5	3
	Humanities/Fine Arts Elective		3
			15

FIFTH SEMESTER		Contact Hours	Credits
CSC 227	Cloud Application Development	4	3
CSC 289	Prog. Capstone Project	5	3
WEB 151	Mobile Application Development I	5	3
	Major Elective		1
	Social/Behavioral Science Elective		3
			13-15
	Total Credit Hours:		65-68

ELECTIVES

Math Electives

Select one of the following:		Contact Hours	Credits
MAT 110	Math Measurement and Literacy	4	3
MAT 121	Algebra/Trig I	4	3
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

Major Electives

Select one of the following:		Contact Hours	Credits
NOS 120	Linux/UNIX Single User	4	3
WBL 110	World of Work	1	1
WBL 111	Work-Based Learning I	10	1

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Application Development Certificate C25590AD

Certificate Awarded

The certificate in Application Development is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Application Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
CSC 151	JAVA Programming	5	3
			6

SECOND (FALL) SEMESTER		Contact Hours	Credits
CSC 251	Advanced JAVA Programming	5	3

DBA 120	Database Programming I	4	3
			6
	Total Credit Hours:		12

Computer Programming Certificate C25590CP

Certificate Awarded

The certificate in Computer Programming is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Computer Programming program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CSC 151	JAVA Programming	5	3
			3

SECOND (FALL) SEMESTER		Contact Hours	Credits
WEB 182	PHP Programming	5	3
			3

THIRD (SPRING) SEMESTER		Contact Hours	Credits
CSC 134	C++ Programming	5	3
WEB 151	Mobile Application Development I	5	3
			6
	Total Credit Hours:		12

JAVA Programming Certificate C25590JP

Certificate Awarded

The certificate in Java Programming is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Java Programming program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CSC 151	JAVA Programming	5	3
			3

SECOND (FALL) SEMESTER		Contact Hours	Credits
CSC 251	Advanced JAVA Programming	5	3
DBA 120	Database Programming I	4	3
			6

THIRD (SPRING) SEMESTER		Contact Hours	Credits
WEB 151	Mobile Application Development I	5	3
			3
	Total Credit Hours:		12

Mobile Web Development Certificate C25590MW

Certificate Awarded

The certificate in Mobile Web Development is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Mobile Web Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CSC 151	Java Programming I	5	3
			3

SECOND (FALL) SEMESTER		Contact Hours	Credits
WEB 111	Intro to Web Graphics	4	3
WEB 115	Web Markup and Scripting	5	3
			6

THIRD (SPRING) SEMESTER		Contact Hours	Credits
WEB 151	Mobile Application Development I	5	3
			3
	Total Credit Hours:		12

Systems and Hardware Support Certificate C25590H

Certificate Awarded

The certificate in Systems and Hardware Support is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Systems and Hardware Support program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., and Database, Foundation	4	3
CTI 120	Network and Security Foundation	4	3
CTS 115	Information Systems Business Concepts	3	3
CTS 120	Hardware/Software Support	5	3
	Total Credit Hours:		12

Web Development Certificate C25590WD

Certificate Awarded

The certificate in Web Development is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Web Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., and Database, Foundation	4	3
WEB 111	Intro to Web Graphics	4	3
WEB 115	Web Markup and Scripting	5	3
WEB 182	PHP Programming	5	3
			12
	Total Credit Hours:		12

Web Programming Certificate C25590WP

Certificate Awarded

The certificate in Web Programming is awarded by the College upon completion of this program.

Note

Students will need access to a computer to complete work outside the classroom. In addition to textbooks, students will be required to provide their own portable storage media, for most classes.

For More Information

The Web Programming program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our website at www.waynecc.edu.

FIRST (SPRING) SEMESTER		Contact Hours	Credits
CSC 151	JAVA Programming	5	3
			3

SECOND (FALL) SEMESTER		Contact Hours	Credits
CTI 110	Web, Prog., and Database, Foundation	4	3
WEB 111	Intro to Web Graphics	4	3
WEB 115	Web Markup and Scripting	5	3
			9

THIRD (SPRING) SEMESTER		Contact Hours	Credits
WEB 151	Mobile Application Development I	5	3
			3
	Total Credit Hours:		15

Sustainable Agriculture, AAS A15410

Official Program Description registered with the NC Community College System:

The Sustainable Agriculture program is 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.

A program that focuses on agricultural principles and practices that, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. Potential course work includes instruction in principles of agroecology, crop and soil sciences, entomology, horticulture, animal science, weed science and management, soil fertility and nutrient cycling, applied ecology, agricultural economics, and rangeland ecology and watershed management.

Program Learning Outcomes

Upon completion of the Sustainable Agriculture program, the graduate should be able to:

- Develop a business plan to produce an agricultural commodity.
- Recognize the economic importance of non-crop

plants and various methods of control.
- Develop a crop rotation plan.

Degree Awarded

The Associate in Applied Science Degree - Sustainable Agriculture is awarded by the College upon completion of this program.

For More Information

The Sustainable Agriculture program is in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AGR 111	Basic Farm Maintenance	4	2
AGR 139	Intro. to Sustainable Agriculture	3	3
BIO 160	Introductory Life Science	4	3
BUS 151	People Skills	3	3
ENG 111	Writing and Inquiry	3	3
			15

SECOND SEMESTER		Contact Hours	Credits
AGR 121	Biological Pest Management	3	3
AGR 150	Ag-O-Metrics	3	3
AGR 160	Plant Science	4	3
AGR 265	Organic Crop Production: Spring	4	3
ENG 112	Writing & Research in the Disc.	3	3
			15

THIRD SEMESTER		Contact Hours	Credits
AGR 213	Agricultural Law & Finance	3	3
BUS 125	Personal Finance	3	3
WBL 111	Work-Based Learning I	10	1
			7

FOURTH SEMESTER		Contact Hours	Credits
AGR 130	Alternative Ag Prod.	3	3
AGR 170	Soil Science	4	3
AGR 210	Agricultural Accounting	5	3
ANS 110	Animal Science	3	3
	Humanities/Fine Arts Elective		3
			15

FIFTH SEMESTER		Contact Hours	Credits
AGR 212	Farm Business Management	3	3
AGR 214	Agricultural Marketing	3	3
AGR 262	Weed ID & Control	5	3
BUS 230	Small Business Management	3	3
	Social/Behavioral Science Elective	3	
			15
	Total Credit Hours:		67

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Sustainable Agriculture Certificate C15410

Certificate Awarded

A certificate in Sustainable Agriculture is awarded by the College upon completion of this program.

For More Information

The Sustainable Agriculture program is in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
AGR 111	Basic Farm Maintenance	4	2
AGR 139	Intro. to Sustainable Agriculture	3	3
BUS 151	People Skills	3	3
			8

SECOND SEMESTER		Contact Hours	Credits
AGR 121	Biological Pest Management	3	3
AGR 160	Plant Science	4	3
AGR 265	Organic Crop Production: Spring	4	3
			9
	Total Credit Hours:		17

Swine Management Technology, AAS A15150

Official Program Description registered with the NC Community College System:

The Swine Management Technology curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock, swine, and poultry and their products according to scientific principles essential to efficient and profitable operation.

Students should learn skills necessary for the operation of efficient and profitable livestock, swine, and poultry enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates should qualify for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, buyers of poultry and livestock, owners/operators, farm managers,

department supervisors, field service representatives, and waste management technicians.

Swine Management Technology: A program that focuses on the application of biological and chemical principles to the production and management of swine animals and the production and handling of meat and other products. Potential course work includes instruction in animal sciences, range science, nutrition sciences, food science and technology, biochemistry, and related aspects of human and animal health and safety.

Program Learning Outcomes

Upon completion of the Swine Management Technology program, a graduate should be able to:

- Diagnose and treat swine health issues.
- Perform calculations needed in the field of swine management.
- Use computer skills effectively in the swine industry.
- Communicate effectively.

Degree Awarded

The Associate in Applied Science Degree - Swine Management Technology is awarded by the College upon completion of this program.

For More Information

The Swine Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6808 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ANS 110	Animal Science	3	3
ANS 140	Swine Production	4	3
BIO 160	Introductory Life Science	4	3
ENG 111	Writing and Inquiry	3	3
			13

SECOND SEMESTER		Contact Hours	Credits
AGR 170	Soil Science	4	3
ANS 120	Beef Production	4	3
ANS 142	Swine Records and Analysis	4	3
ANS 144	Swine Housing & Waste Mgt	4	4
ENG 114	Prof. Research & Reporting	3	3
WBL 110	World of Work	1	1
			17

THIRD SEMESTER		Contact Hours	Credits
ANS 143	Swine Health Management	4	3
ANS 150	Animal Health Management	3	3
WBL 112	Work-Based Learning I	20	2
OR			
WBL 111	Work-Based Learning I	10	1
AND			
WBL 121	Work-Based Learning II	10	1
			8

FOURTH SEMESTER		Contact Hours	Credits
AGR 110	Agri. Economics	3	3
ANS 115	Animal Feeds and Nutrition	4	3
ANS 130	Poultry Production	4	3
ANS 141	Swine Herd Management	2	2
BUS 137	Principles of Management	3	3
	Social/Behavioral Science Elective		3
			17

FIFTH SEMESTER		Contact Hours	Credits
ANS 210	Livestock Production Issues	3	3
ANS 213	Animal Reproduction	4	3
SPA 120	Spanish for the Workplace	3	3
WLD 112	Basic Welding Processes	4	2
	Humanities/Fine Arts Elective		3
			14
	Total Credit Hours:		69

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Turfgrass Management Technology, AAS A15420

Official Program Description registered with the NC Community College System:

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway

vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Turfgrass Management Technology: A program that focuses on turfgrasses and related groundcover plants and prepares individuals to develop ornamental or recreational grasses and related products; plants, transplant, and manage grassed areas; and to produce and store turf used for transplantation. Potential course work includes instruction in applicable plant science, genetics of grasses, turf science, use analysis, turf management, and related economics.

Program Learning Outcomes

Upon successful completion of the Turfgrass Management Technology program of study, the student will be able to:

- Develop turfgrass maintenance plans and provide recommendations regarding nutrients and weed control.
- Complete functional design for a turfgrass irrigation system.
- Operate and maintain turfgrass management equipment.

Degree Awarded

The Associate in Applied Science Degree - Turfgrass Management Technology is awarded by the College upon completion of this program.

For More Information

The Turfgrass Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6811 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
AGR 170	Soil Science	4	3
MAT 110	Math Measurement and Literacy	4	3
TRF 110	Intro. Turfgrass Cultivation & ID	5	4
TRF 210	Turfgrass Equip Mgmt	5	3
			14

SECOND SEMESTER		Contact Hours	Credits
AGR 150	Ag-O-Metrics	3	3
ENG 111	Writing and Inquiry	3	3
TRF 120	Turfgrass Irrigation & Design	6	4
WBL 110	World of Work	1	1
	Humanities/Fine Arts Elective		3
			14

THIRD SEMESTER		Contact Hours	Credits
AGR 140	Agri Chemicals	4	3
GCM 220	Golf Course Maint Systems	3	3
HOR 150	Intro to Horticulture	2	2
WBL 112	Work-Based Learning I	20	2
			10

FOURTH SEMESTER		Contact Hours	Credits
AGR 210	Agri Accounting	5	3
BUS 151	People Skills	3	3
ENG 114	Prof. Research & Reporting	3	3
TRF 152	Landscape Maintenance	4	3
TRF 230	Turfgrass Mgmt Apps	3	2
			14

FIFTH SEMESTER		Contact Hours	Credits
AGR 262	Weed ID & Control	5	3
TRF 240	Turfgrass Pest Control	4	3
TRF 260	Adv Turfgrass Mgmt	5	4
	Social/Behavioral Science Elective		3
			13
	Total Credit Hours:		65

ELECTIVES

Humanities/Fine Arts Electives

Choose one course from the Humanities/Fine Arts list of Optional General Education Courses for AAS Programs.

Social/Behavioral Science Electives

Choose one course from the Social/Behavioral Science list of Optional General Education Courses for AAS Programs.

Turfgrass Management Technology Diploma D15420

Diploma Awarded

A diploma in Turfgrass Management Technology is awarded by the College upon completion of this program.

For More Information

The Turfgrass Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6811 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ENG 102	Applied Comm. II	3	3
TRF 110	Intro. Turfgrass Cultivation & Id	5	4
TRF 152	Landscape Maint	4	3
TRF 210	Turfgrass Equip Mgmt	5	3
TRF 230	Turfgrass Mgmt. Apps.	3	2
			15

SECOND SEMESTER		Contact Hours	Credits
AGR 262	Weed ID & Control	5	3
MAT 110	Math Measurement & Literacy	4	3
TRF 120	Turfgrass Irrigation & Design	6	4

TRF 240	Turfgrass Pest Control	4	3
TRF 260	Adv. Turfgrass Mgmt.	5	4
			17

THIRD SEMESTER		Contact Hours	Credits
AGR 140	Agriculture Chemicals	4	3
GCM 220	Golf Course Maint. Systems	3	3
WBL 112	Work Based Learning I	20	2
			8
	Total Credit Hours:		40

Turfgrass Management Technology Certificate C15420

Certificate Awarded

A certificate in Turfgrass Management Technology is awarded by the College upon completion of this program.

For More Information

The Turfgrass Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6810 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
TRF 110	Intro. Turfgrass Cultivation & Id	5	4
TRF 210	Turfgrass Eqmt Mgmt	5	3
			7

SECOND SEMESTER		Contact Hours	Credits
TRF 120	Turfgrass Irrigation and Design	6	4
TRF 240	Turfgrass Pest Control	4	3
TRF 260	Adv Turfgrass Mgmt	5	4
			11
	Total Credit Hours:		18

Welding Technology Diploma D50420

Official Program Description registered with the NC Community College System:

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Program Learning Outcomes

Upon completion of the Welding Technology program, a graduate should be able to:

- Weld a V-Groove in all positions using the SMAW process.
- Weld Lap, T, and Corner joint using the GMAW process in steel, aluminum, and stainless.
- Weld a Lap, T, and Corner joint using the GTAW process in steel, aluminum, and stainless.

Diploma Awarded

A Diploma in the Welding Technology program is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6806 or (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6806 or (919) 739-6816 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
ACA 111	College Student Success	1	1
ENG 102	Applied Communications II	3	3
WLD 110	Cutting Processes	4	2
WLD 112	Basic Welding Processes	4	2
WLD 115	SMAW (Stick) Plate	11	5
WLD 121	GMAW (MIG) FCAW/ Plate	8	4
			17

SECOND SEMESTER		Contact Hours	Credits
MAT 110	Math Measurement and Literacy	4	3
WLD 116	SMAW (stick) Plate/ Pipe	10	4
WLD 122	GMAW (MIG) Plate/ Pipe	7	3
WLD 131	GTAW (TIG) Plate	8	4
			14

THIRD SEMESTER		Contact Hours	Credits
WLD 132	GTAW (TIG) Plate/Pipe	7	3
WLD 141	Symbols and Specifications	4	3
			6
	Total Credit Hours:		37

Welding Technology Certificate C50420WT

Certificate Awarded

A certificate in Welding Technology is awarded by the College upon completion of this program.

For More Information

The Welding Technology is in Applied Technology Division. For more information, call (919) 739-6816 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
WLD 115	SMAW (Stick) Plate	11	5
WLD 121	GMAW (MIG) FCAW/ Plate	8	4
			9

SECOND SEMESTER		Contact Hours	Credits
WLD 112	Basic Welding Processes	4	2
WLD 131	GTAW (TIG) Plate	8	4
			6
	Total Credit Hours:		15

Welding Technology - MIG Welding Certificate C50420MG

Certificate Awarded

A certificate in Welding Technology-Mig Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
WLD 112	Basic Welding Processes	4	2
WLD 121	GMAW (MIG) FCAW/ Plate	8	4
			6

SECOND SEMESTER		Contact Hours	Credits
WLD 122	GMAW (MIG) Plate/ Pipe	7	3
			3

THIRD SEMESTER		Contact Hours	Credits
WLD 141	Symbols and Specifications	4	3
			3
	Total Credit Hours:		12

Welding Technology - Stick Welding Certificate C50420S

Certificate Awarded

A certificate in Welding Technology-Stick Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
WLD 112	Basic Welding Processes	4	2
WLD 115	SMAW (Stick) Plate	11	5
			7

SECOND SEMESTER		Contact Hours	Credits
WLD 116	SMAW (stick) Plate/ Pipe	10	4
			4

THIRD SEMESTER		Contact Hours	Credits
WLD 141	Symbols and Specifications	4	3
			3
	Total Credit Hours:		14

Welding Technology - TIG Welding Certificate C50420TG

Certificate Awarded

A certificate in Welding Technology-Tig Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our website at www.waynecc.edu.

FIRST SEMESTER		Contact Hours	Credits
WLD 112	Basic Welding Processes	4	2
			2

SECOND SEMESTER		Contact Hours	Credits
WLD 131	GTAW (TIG) Plate	8	4
			4

THIRD SEMESTER		Contact Hours	Credits
WLD 132	GTAW (TIG) Plate/Pipe	7	3
WLD 141	Symbols and Specifications	4	3
			6
	Total Credit Hours:		12

Optional General Education Courses for AAS Programs

The following courses may be used to meet the General Education course requirements in Humanities/ Fine Arts and Social/Behavioral Sciences. Please refer to your program of study as some programs have identified specific courses to meet these requirements.

General Education Course Requirements

HUMANITIES/FINE ARTS ELECTIVES

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
DRA 111	Theatre Appreciation	3	3
ENG 131	Intro to Literature	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
ENG 261	World Literature I	3	3
ENG 262	World Literature II	3	3
HUM 110	Technology & Society	3	3
HUM 115	Critical Thinking	3	3
HUM 120	Cultural Studies	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
MUS 210	History of Rock Music	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3
REL 110	World Religions	3	3
REL 211	Intro to Old Testament	3	3
REL 212	Intro to New Testament	3	3

SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

		Contact Hours	Credits
ANT 210	General Anthropology	3	3
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
GEO 111	World Regional Geography	3	3
GEO 112	Cultural Geography	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 121	Western Civilization I	3	3
HIS 122	Western Civilization II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
POL 120	American Government	3	3
PSY 150	General Psychology	3	3
PSY 237	Social Psychology	3	3
PSY 241	Development Psychology	3	3
PSY 281	Abnormal Psychology	3	3
SOC 210	Intro to Sociology	3	3
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 225	Social Diversity	3	3
SOC 230	Race & Ethnic Relations	3	3
SOC 240	Social Psychology	3	3

Note

A required General Education course in an AAS program may not be used to meet the Humanities/Fine Arts or Social/Behavioral Science requirement.

Associate in General Education, AGE A10300

Program Description

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 the 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.

Program Learning Outcomes

Upon completion of the AGE program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods

Students in the AGE program who take courses outside of AA or AS programs may be assessed by Program Learning Outcomes identified in that program.

Degree Awarded

Associate in General Education

Note

- Courses must be at the 110-199 or 210-299 level.
- Students should note, however, that they must satisfy any course prerequisites listed.
- Although some of the courses may be equivalent to college transfer courses, the program is not intended for students who want to transfer to a four-year institution.

For More Information

For more information, call (919) 739-6755 or visit our website at www.waynecc.edu.

General Education Courses

	Semester Credit Hours
English Composition	6
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Natural Sciences/Mathematics	3
	15
Other Required Hours	49-50

Recommended Courses
English Composition (Select 6 SHC):
Required Course:

		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3

Select One Of The Following:

		Contact Hours	Credits
ENG 112	Writing and Research in the Disciplines	3	3
ENG 114	Prof. Research & Reporting	3	3

Humanities/Fine Arts (Select 3 SHC):
Select one of the following:

ART

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3

COMMUNICATION

		Contact Hours	Credits
COM 110	Introduction to Communication	3	3
COM 120	Intro to Interpersonal Communication	3	3
COM 140	Intro Intercultural Com	3	3
COM 231	Public Speaking	3	3

DRAMA

		Contact Hours	Credits
DRA 111	Theatre Appreciation	3	3

HUMANITIES

		Contact Hours	Credits
HUM 110	Technology & Society	3	3
HUM 115	Critical Thinking	3	3
HUM 120	Cultural Studies	3	3

LITERATURE

		Contact Hours	Credits
ENG 131	Introduction to Literature	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
ENG 261	World Literature I	3	3
ENG 262	World Literature II	3	3
ENG 273	African-American Literature	3	3

MUSIC

		Contact Hours	Credits
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
MUS 210	History of Rock Music	3	3

PHILOSOPHY

		Contact Hours	Credits
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

RELIGION

		Contact Hours	Credits
REL 110	World Religions	3	3
REL 211	Intro to Old Testament	3	3
REL 212	Intro to New Testament	3	3

Social/Behavioral Science (Select 3 SHC):
Select one of the following:

ANTHROPOLOGY

		Contact Hours	Credits
ANT 210	General Anthropology	3	3

ECONOMICS

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3

GEOGRAPHY

		Contact Hours	Credits
GEO 111	World Regional Geography	3	3
GEO 112	Cultural Geography	3	3

HISTORY

		Contact Hours	Credits
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 121	Western Civilization I	3	3
HIS 122	Western Civilization II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3

POLITICAL SCIENCE

		Contact Hours	Credits
POL 120	American Gov.	3	3

PSYCHOLOGY

		Contact Hours	Credits
PSY 150	General Psychology	3	3
PSY 237	Social Psychology	3	3
PSY 241	Developmental Psychology	3	3
PSY 281	Abnormal Psychology	3	3

SOCIOLOGY

		Contact Hours	Credits
SOC 210	Intro to Sociology	3	3
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 225	Social Diversity	3	3
SOC 230	Race and Ethnic Relations	3	3
SOC 240	Social Psychology	3	3

Natural Sciences/Mathematics (3 SHC-4 SHC)
Select one of the following:

ASTRONOMY

		Contact Hours	Credits
AST 111	Descriptive Astronomy	3	3
AND			
AST 111A	Descriptive Astronomy Lab	2	1

BIOLOGY		Contact Hours	Credits
BIO 110 OR	Principles of Biology	6	4
BIO 111	General Biology I	6	4
BIO 112	General Biology II	6	4
BIO 130	Introductory Zoology	6	4
BIO 140 AND	Environmental Biology	3	3
BIO 140A	Environmental Biology Lab	3	1
BIO 163	Basic Anatomy & Physiology	6	5
BIO 168	Anatomy and Physiology I	6	4
BIO 169	Anatomy and Physiology II	6	4
BIO 175	General Microbiology	4	3
BIO 275	Microbiology	6	4

CHEMISTRY		Contact Hours	Credits
CHM 131 AND	Introduction to Chemistry	3	3
CHM 131A	Introduction to Chemistry Lab	3	1
CHM 132	Organic and Biochemistry	6	4
CHM 151	General Chemistry I	6	4
CHM 152	General Chemistry II	6	4

COMPUTER SCIENCE		Contact Hours	Credits
CIS 110	Intro to Computers	4	3

GEOLOGY		Contact Hours	Credits
GEL 111	Geology	5	4

MATHEMATICS		Contact Hours	Credits
MAT 143	Quantitative Literacy	4	3
MAT 152	Statistical Methods I	5	4
MAT 171	Precalculus Algebra	5	4
MAT 172	Precalculus Trigonometry	5	4
MAT 263	Brief Calculus	5	4
MAT 271	Calculus I	5	4
MAT 272	Calculus II	5	4
MAT 273	Calculus III	5	4

PHYSICS		Contact Hours	Credits
PHY 151	College Physics I	5	4
PHY 152	College Physics II	5	4
PHY 251	General Physics I	6	4
PHY 252	General Physics II	6	4

Other Required Hours (Select 49-50 SHC):

Other required hours include any additional general education, college transfer, or technical courses. A maximum of 6 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

Nursing, AGE
A1030N

Program Description

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs* which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNG institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Program Learning Outcomes

Upon completion of the AGE program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.

Note

The AGE-Nursing program is to prepare students to enter one of the limited admission health science fields. Students may be placed into the AGE-Nursing program until they are admitted into their intended major: Associate Degree Nursing or Practical Nursing. If AGE-Nursing students are unable to meet the minimum requirements to apply to these programs, students should work closely with an advisor to determine a more appropriate course of study.

A. General Education (52-54 SHC)

1. English Composition (6 SHC)

The Following Two English Composition Courses Are Required.

		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3

Select One Course From The Following:

		Contact Hours	Credits
ENG 112	Writing and Research in the Disciplines	3	3
ENG 114	Prof. Research & Reporting	3	3

2. Humanities/Fine Arts (9 SHC)
Select Two Courses From The Following:

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
HUM 115	Critical Thinking	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

Select One Course From The Following:

		Contact Hours	Credits
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3

3. Social/Behavioral Sciences (15 SHC)
The Following Courses Are Required:

		Contact Hours	Credits
PSY 150	General Psychology	3	3
PSY 241	Developmental Psychology	3	3
SOC 210	Intro to Sociology	3	3

Select One Course From The Following:

		Contact Hours	Credits
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 225	Social Diversity	3	3
SOC 230	Race and Ethnic Relations	3	3
SOC 240	Social Psychology	3	3

Select One Course From The Following:

		Contact Hours	Credits
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3

4. Natural Sciences (15-16 SHC)
Select One Sequence From The Following:

		Contact Hours	Credits
BIO 165	Anatomy and Physiology I		4
BIO 166	Anatomy and Physiology II		4
OR			
BIO 168	Anatomy and Physiology I	6	4
BIO 169	Anatomy and Physiology II	6	4

BIO 165, BIO 166: These courses are not offered at Wayne Community College.

Select One Course From The Following:

		Contact Hours	Credits
BIO 175	General Microbiology	4	3
BIO 275	Microbiology	6	4

Select One Sequence From The Following:

		Contact Hours	Credits
CHM 130	General, Organic, & Biochemistry	3	3
CHM 130A	General, Organic, & Biochemistry Lab	2	1
OR			
CHM 131	Intro to Chemistry	3	3
CHM 131A	Intro. to Chemistry Lab	3	1
OR			
CHM 151	General Chemistry I	6	4

5. Math (7-8 SHC)
The Following Course Is Required:

		Contact Hours	Credits
MAT 152	Statistical Methods I	5	4

Select One Course From The Following:

		Contact Hours	Credits
MAT 143	Quantitative Literacy	4	3
MAT 171	Precalculus Algebra	5	4

The courses (23 Semester Hours of Credit) in Block 1 of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree are as follows:

ENG 112, ENG 114, ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240, HUM 115, PSY 150, PSY 241, BIO 165, BIO 166, BIO 168, BIO 169

B. Other Required Hours (7-8 SHC)

Academic Transition (1 SHC)
The Following Course Is Required:

		Contact Hours	Credits
ACA 122	College Transfer Success	2	1

Social Behavioral Science/Elective (6-7 SHC)
(Dependent on selection of mathematics and natural science.)
Select two courses from either the Social Behavioral Science or Elective category or one from each.

Social Behavioral Science

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
POL 120	American Gov	3	3

Electives

Electives must be selected from the Transfer Course List in the Comprehensive Articulation

Agreement which is located at: http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulationagreements/comprehensive-articulation-agreement-caa.

Suggested electives include foreign language, speech, culture, and computer science.

Note

Individual UNC RN to BSN nursing programs may require a maximum of two courses totaling no more than six credits to meet school specific degree requirements that are not a part of the RN to BSN Articulation Agreement. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Each UNC RN to BSN institution will develop, publish, and maintain on their website a RN to BSN degree plan that identifies specific degree requirements that are not part of the RN to BSN AA.

For additional information about Blocks 4 and 5 (which contain nursing courses) of the Five Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN please visit: http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/uniform-articulation-agreement-rn-bsn.

Associate in Arts & Associate in Science (Transfer)Programs

Program Descriptions

The Associate Degree Programs in Arts and Science prepare students to transfer to a four-year college for a baccalaureate degree (B.A. or B.S.). Graduates of these two-year programs complete the academic requirements and develop the skills in analysis, interpretation, and communication necessary for transfer to a four-year institution.

Degrees Awarded

Associate in Arts Degree (AA)
Associate in Science Degree (AS)

Requirements

- Completion of a minimum of 60-61 semester hours credit.
- 2.0 grade-point average in program.

Note

Transfer requirements vary among four-year colleges and universities; therefore, students need to visit website for relevant transfer information from the institution they plan to attend. Using this information, counselors and academic advisors at WCC assist students in planning their course of study.

For More Information

Call the Director of the College Transfer Advising Center at (919) 739-6755 or visit us at our website at www.waynecc.edu.

Admissions

The College Transfer Advising Center offers students pursuing the Associate in Arts, Associate in Science, Associate in General Education Nursing, and Associate in General Education degrees a central location to seek academic advising. The purpose of the Advising Center is to serve, guide, and support students preparing to transfer to a four year university or preparing to apply for limited admission health science programs. The center is open Monday thru Friday during regular campus hours. Summer hours vary. The College Transfer Advising Center is located in the Wayne Learning Center, room 144.

College Transfer

The North Carolina Comprehensive Articulation Agreement (CAA)

The CAA addresses the admission of community college graduates to UNC institutions and the transfer of credits between institutions within the North Carolina Community College System and institutions within The University of North Carolina.

The Transfer Assured Admissions Policy (TAAP) assures admission to one of the 16 UNC institutions under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of “C” or better in all CAA courses.
- For Teacher Prep programs, 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.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.
- If a student is denied admission to a UNC institution, then he or she will be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website (www.cfnc.org) where the student will be given information regarding space availability and contacts in the respective UNC Admissions offices. It is the student’s responsibility to contact each institution’s admissions office to get specific information about admissions and available majors.

The major components of the CAA are described below:

- 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 to transfer with junior status.
- Universities cannot place requirements on students transferring under the CAA that are not

required of their native students.

- 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.
- 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.
- 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.
- Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major or 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.
- 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/Communication, 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.

Associate in Arts, AA A10100

The Associate in Arts Degree is designed for students desiring to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background.

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.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and University to transfer with junior status.

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

Note

The AA program can also prepare students to enter one of the limited admission health science fields. Students may be placed into the AA program until they are admitted into their intended major: Dental Hygiene or Dental Assisting. If AA students are unable to meet the minimum requirements to apply to these programs, students should work closely with an advisor to determine a more appropriate course of study.

Program Learning Outcomes

Upon completion of the AA program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.
- Apply appropriate mathematics to solve real world problems.

I. General Education Core (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

A. Universal General Education Transfer Component
(All Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit.)

1. English Composition (6 SHC)
The following two English composition courses are required.

		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
ENG 112	Writing and Research in the Disciplines	3	3

2. Communications/Humanities/Fine Arts (9 SHC)
Select three courses from the following from at least two different disciplines:

COMMUNICATIONS		Contact Hours	Credits
COM 120	Intro Interpersonal Communication	3	3
COM 231	Public Speaking	3	3

HUMANITIES/FINE ARTS

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
DRA 111	Theatre Appreciation	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

3. Social/Behavioral Sciences (9 SHC)
Select three courses from the following from at least two different disciplines:

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
POL 120	American Government	3	3
PSY 150	General Psychology	3	3
SOC 210	Intro to Sociology	3	3

4. Math (3-4 SHC)
Select one course from the following

		Contact Hours	Credits
MAT 143	Quantitative Literacy	4	3
MAT 152	Statistical Methods I	5	4
MAT 171	Precalculus Algebra	5	4

5. Natural Sciences (4 SHC)
Select 4 SHC from the following course(s):

		Contact Hours	Credits
AST 111 AND	Descriptive Astronomy	3	3
AST 111A	Descriptive Astronomy Lab	2	1
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4
CHM 151	General Chemistry I	6	4
GEL 111	Geology	5	4

B. Additional General Education (13-14 SHC)
An additional 13-14 semester hour credit of courses should be selected from courses above, Universal General Education (section A) that were not used or from courses listed below (section B) that are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

		Contact Hours	Credits
ANT 210	General Anthropology	3	3
BIO 112	General Biology II	6	4
BIO 130	Introductory Zoology	6	4
BIO 140	Environmental Biology	3	3
BIO 140A	Environmental Biology Lab	3	1
CHM 131	Intro to Chemistry	3	3
CHM 131A	Intro to Chemistry Lab	3	1
CHM 132	Organic & Biochemistry	6	4
CHM 152	General Chemistry II	6	4
CIS 110	Intro to Computers	4	3
COM 110	Introduction to Communication	3	3
COM 140	Intro Intercultural Com	3	3
COM 231	Public Speaking	3	3
ENG 131	Intro to Literature	3	3
ENG 261	World Literature I	3	3
ENG 262	World Literature II	3	3
FRE 111	Elementary French I	3	3
FRE 112	Elementary French II	3	3
FRE 211	Intermediate French I	3	3
FRE 212	Intermediate French II	3	3
GEO 111	World Regional Geography	3	3
GEO 112	Cultural Geography	3	3
HIS 121	Western Civilization I	3	3
HIS 122	Western Civilization II	3	3
HUM 110	Technology & Society	3	3
HUM 115	Critical Thinking	3	3
HUM 120	Cultural Studies	3	3
MAT 172	Precalculus Trigonometry	5	4
MAT 263	Brief Calculus	5	4
MAT 271	Calculus I	5	4
MAT 272	Calculus II	5	4
MAT 273	Calculus III	5	4
MUS 210	History of Rock Music	3	3
MUS 212	American Musical Theatre	3	3
PHY 151	College Physics I	5	4
PHY 152	College Physics II	5	4
PHY 251	General Physics I	6	4
PHY 252	General Physics II	6	4
PSY 237	Social Psychology	3	3
PSY 241	Developmental Psychology	3	3
PSY 281	Abnormal Psychology	3	3
REL 110	World Religions	3	3
REL 211	Intro to Old Testament	3	3
REL 212	Intro to New Testament	3	3
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 225	Social Diversity	3	3
SOC 230	Race and Ethnic Relations	3	3
SPA 111	Elementary Spanish I	3	3
SPA 112	Elementary Spanish II	3	3
SPA 211	Intermediate Spanish I	3	3
SPA 212	Int. Spanish II	3	3

II. Other Required Hours (15 SHC)

Academic Transition (1 SHC)
The following course is required:

		Contact Hours	Credits
ACA 122	College Transfer Success	2	1

An Additional 14 SHC Of Courses Should Be Selected From Courses Classified As Pre-Major, Elective Or General Education Courses Within The Comprehensive Articulation Agreement.
(Section I. A and B, and Section II). Students should select these courses based on their intended major and transfer university.

		Contact Hours	Credits
ACC 120	Princ of Financial Accounting	5	4
ACC 121	Princ of Managerial Accounting	5	4
ART 121	Two-Dimensional Design	6	3
ART 122	Three-Dimensional Design	6	3
ART 131	Drawing I	6	3
ART 132	Drawing II	6	3
ART 240	Painting I	6	3
ART 241	Painting II	6	3
ART 288	Studio	6	3
BIO 155	Nutrition	3	3
BIO 163	Basic Anatomy & Physiology	6	5
BIO 168	Anatomy and Physiology I	6	4
BIO 169	Anatomy and Physiology II	6	4
BIO 175	General Microbiology	4	3
BIO 243	Marine Biology	6	4
BIO 275	Microbiology	6	4
BUS 110	Intro to Business	3	3
BUS 115	Business Law I	3	3
BUS 137	Principles of Management	3	3
CHM 130	General, Organic, & Biochemistry	3	3
CHM 130A	General, Organic, & Biochemistry Lab	2	1
CHM 251	Organic Chemistry I	6	4
CHM 252	Organic Chemistry II	6	4
CJC 111	Introduction to Criminal Justice	3	3
CJC 121	Law Enforcement Operations	3	3
CJC 141	Corrections	3	3
CJC 212	Ethics & Comm Relations	3	3
CSC 134	C++ Programming	5	3
CSC 151	JAVA Programming	5	3
CSC 249	Data Structure & Algorithms	5	3
CSC 251	Advanced JAVA Programming	5	3
DFT 170	Engineering Graphics	4	3
EDU 131	Child, Family, & Community	3	3
EDU 144	Child Development I	3	3
EDU 145	Child Development II	3	3
EDU 216	Foundations of Ed	3	3
EDU 221	Children With Exceptionalities	3	3
EGR 150	Intro to Engineering	3	2
EGR 220	Engineering Statics	3	3
EGR 225	Engineering Dynamics	3	3
ENG 125	Creative Writing I	3	3
ENG 126	Creative Writing II	3	3
ENG 132	Introduction to Drama	3	3
ENG 235	Survey of Film As Lit	3	3
ENG 273	African-American Literature	3	3
FRE 181	French Lab 1	2	1
FRE 182	French Lab 2	2	1
FRE 281	French Lab 3	2	1
FRE 282	French Lab 4	2	1
HEA 110	Personal Health/ Wellness	3	3
HEA 112	First Aid & CPR	3	2
HIS 116	Current World Problems	3	3
HIS 221	African-American History	3	3
HUM 230	Leadership Development	3	3
MAT 280	Linear Algebra	4	3
MAT 285	Differential Equations	4	3
MUS 111	Fund. of Music	3	3
MUS 131	Chorus I	2	1
MUS 132	Chorus II	2	1
MUS 151	Class Music I	2	1
MUS 152	Class Music II	2	1
MUS 231	Chorus III	2	1
MUS 232	Chorus IV	2	1
MUS 251	Class Music III	2	1
MUS 252	Class Music IV	2	1
PED 110	Fit and Well for Life	3	2
PED 117	Weight Training I	3	1
PED 120	Walking for Fitness	3	1
PED 122	Yoga I	2	1
PED 128	Golf-Beginning	2	1
PED 130	Tennis-Beginning	2	1
PED 131	Tennis-Intermediate	2	1
POL 130	State & Local Government	3	3
PSY 263	Educational Psychology	3	3
SOC 240	Social Psychology	3	3
SOC 242	Sociology of Deviance	3	3
SPA 181	Spanish Lab 1	2	1
SPA 182	Spanish Lab 2	2	1
SPA 281	Spanish Lab 3	2	1
SPA 282	Spanish Lab 4	2	1

Associate in Arts in Teacher Preparation, AA
A1010T

Official Program Description registered with the NC Community College System:

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 Institution 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.

Program Learning Outcomes

Upon completion of the AATP program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.
- Apply appropriate mathematics to solve real world problems.
- Create learning environments that are healthy, respectful, supportive and challenging for all children.
- Demonstrate accurate knowledge of content as related to the stated curriculum goals within required education courses.

Note

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.

I. General Education Core (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

A. Universal General Education Transfer Component
(All Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit.)

1. English Composition (6 SHC)
The following two English composition courses are required.

		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
ENG 112	Writing and Research in the Disciplines	3	3

2. Communications/Humanities/Fine Arts (9 SHC)
Select three courses from the following from at least two different disciplines:

COMMUNICATIONS		Contact Hours	Credits
COM 120	Intro Interpersonal Communication	3	3
COM 231	Public Speaking	3	3

HUMANITIES/FINE ARTS		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
DRA 111	Theatre Appreciation	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

3. Social/Behavioral Sciences (6 SHC)
Select two courses from the following from at least two different disciplines:

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
POL 120	American Government	3	3
PSY 150	General Psychology	3	3
SOC 210	Intro to Sociology	3	3

4. Math (3-4 SHC)
Select one course from the following

		Contact Hours	Credits
MAT 143	Quantitative Literacy	4	3
MAT 152	Statistical Methods I	5	4
MAT 171	Precalculus Algebra	5	4

5. Natural Sciences (4 SHC)
Select 4 SHC from the following course(s):

		Contact Hours	Credits
AST 111 AND	Descriptive Astronomy	3	3
AST 111A	Descriptive Astronomy Lab	2	1
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4
CHM 151	General Chemistry I	6	4
GEL 111	Geology	5	4

B. Additional General Education (17-18 SHC)

1. Other Required General Education (3 SHC)
The following course is required:

		Contact Hours	Credits
SOC 225	Social Diversity	3	3

2. Additional General Education Hours (14-15 SHC)
An additional 14-15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

		Contact Hours	Credits
ANT 210	General Anthropology	3	3
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
AST 111	Descriptive Astronomy	3	3
AST 111A	Descriptive Astronomy Lab	2	1
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4
BIO 112	General Biology II	6	4
BIO 130	Introductory Zoology	6	4
BIO 140	Environmental Biology	3	3
BIO 140A	Environmental Biology Lab	3	1
CHM 131	Intro to Chemistry	3	3
CHM 131A	Intro to Chemistry Lab	3	1
CHM 132	Organic & Biochemistry	6	4
CHM 151	General Chemistry I	6	4
CHM 152	General Chemistry II	6	4
CIS 110	Intro to Computers	4	3
COM 110	Introduction to Communication	3	3
COM 120	Intro to Interpersonal Communication	3	3
COM 140	Intro Intercultural Com	3	3
COM 231	Public Speaking	3	3
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
ENG 113	Literature-Based Research	3	3
ENG 114	Professional Research and Reporting	3	3
ENG 131	Intro to Literature	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
ENG 261	World Literature I	3	3
ENG 262	World Literature II	3	3
FRE 111	Elementary French I	3	3
FRE 112	Elementary French II	3	3
FRE 211	Intermediate French I	3	3
FRE 212	Intermediate French II	3	3
GEL 111	Geology	5	4
GEO 111	World Regional Geography	3	3
GEO 112	Cultural Geography	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 121	Western Civilization I	3	3
HIS 122	Western Civilization II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
HUM 110	Technology & Society	3	3
HUM 115	Critical Thinking	3	3
HUM 120	Cultural Studies	3	3
MAT 143	Quantitative Literacy	4	3
MAT 152	Statistical Methods I	5	4
MAT 171	Precalculus Algebra	5	4
MAT 172	Precalculus Trigonometry	5	4
MAT 263	Brief Calculus	5	4
MAT 271	Calculus I	5	4
MAT 272	Calculus II	5	4
MAT 273	Calculus III	5	4
MUS 110	Music Appreciation	3	3
MUS 112	Intro to Jazz	3	3
MUS 210	History of Rock Music	3	3
MUS 212	American Musical Theatre	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Intro to Ethics	3	3
PHY 151	College Physics I	5	4
PHY 152	College Physics II	5	4
PHY 251	General Physics I	6	4
PHY 252	General Physics II	6	4
POL 120	American Government	3	3
PSY 150	General Psychology	3	3
PSY 237	Social Psychology	3	3
PSY 241	Developmental Psychology	3	3
PSY 281	Abnormal Psychology	3	3
REL 110	World Religions	3	3
REL 211	Intro to Old Testament	3	3
REL 212	Intro to New Testament	3	3
SOC 210	Intro to Sociology	3	3
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 230	Race and Ethnic Relations	3	3
SPA 111	Elementary Spanish I	3	3
SPA 112	Elementary Spanish II	3	3
SPA 211	Intermediate Spanish I	3	3
SPA 212	Int. Spanish II	3	3

II. Other Required Hours (15 SHC)

1. Education (14 SHC)
The following courses are required:

		Contact Hours	Credits
EDU 187	Teaching & Learning for All	6	4
EDU 216	Foundations of Education	3	3
EDU 250	Teacher Licensure	3	3
EDU 279	Literacy Development and Instruction	6	4

2. Academic Transition (1 SHC)
The following course is required:

		Contact Hours	Credits
ACA 122	College Transfer Success	2	1

Associate in Science, AS A10400

The Associate in Science Degree is for students desiring to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds.

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.

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 institution of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

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

Program Learning Outcomes

Upon completion of the AS program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.
- Apply appropriate mathematics to solve real world problems.
- Analyze a problem or question using the scientific method.

I. General Education (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

A. Universal General Education Transfer Component (All Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit.)

1. English Composition (6 SHC)
The following two English composition courses are required.

		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
ENG 112	Writing and Research in the Disciplines	3	3

2. Communications/Humanities/Fine Arts (6 SHC)
Select two courses from the following from at least two different disciplines:

COMMUNICATIONS		Contact Hours	Credits
COM 120	Intro Interpersonal Communication	3	3
COM 231	Public Speaking	3	3

HUMANITIES/FINE ARTS		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
DRA 111	Theatre Appreciation	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

3. Social/Behavioral Sciences (6 SHC)
Select two courses from the following from at least two different disciplines:

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
POL 120	American Gov	3	3
PSY 150	General Psychology	3	3
SOC 210	Intro to Sociology	3	3

4. Math (8 SHC)
Select two courses from the following:

		Contact Hours	Credits
MAT 171	Precalculus Algebra	5	4
MAT 172	Precalculus Trigonometry	5	4
MAT 263	Brief Calculus	5	4

MAT 271	Calculus I	5	4
MAT 272	Calculus II	5	4

5. Natural Sciences (8 SHC)
Select 8 SHC from the following course(s):

		Contact Hours	Credits
BIO 110	Principles of Biology	6	4
GEL 111	Geology	5	4
BIO 111 AND BIO 112	General Biology I AND General Biology II	6	4
CHM 151 AND CHM 152	General Chemistry I AND General Chemistry II	6	4
PHY 151 AND PHY 152	College Physics I AND College Physics II	5	4
PHY 251 AND PHY 252	General Physics I AND General Physics II	6	4

B. Additional General Education (11 SHC)

An additional 11 semester hour credit of courses should be selected from courses above, Universal General Education (section A) that were not used or from courses listed below (section B) that are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

		Contact Hours	Credits
ANT 210	General Anthropology	3	3
AST 111	Descriptive Astronomy	3	3
AST 111A	Descriptive Astronomy Lab	2	1
BIO 130	Introductory Zoology	6	4
BIO 140	Environmental Biology	3	3
BIO 140A	Environmental Biology Lab	3	1
CHM 131	Intro to Chemistry	3	3
CHM 131A	Intro to Chemistry Lab	3	1
CHM 132	Organic and Biochemistry	6	4
CIS 110	Intro to Computers	4	3
COM 110	Introduction to Communication	3	3
COM 140	Intro Intercultural Com	3	3
COM 231	Public Speaking	3	3
ENG 131	Intro to Literature	3	3
ENG 261	World Literature I	3	3
ENG 262	World Literature II	3	3
FRE 111	Elementary French I	3	3
FRE 112	Elementary French II	3	3
FRE 211	Intermediate French I	3	3
FRE 212	Intermediate French II	3	3
GEO 111	World Regional Geography	3	3
GEO 112	Cultural Geography	3	3
GEL 111	Geology	5	4
HIS 121	Western Civilization I	3	3
HIS 122	Western Civilization II	3	3
HUM 110	Technology & Society	3	3
HUM 115	Critical Thinking	3	3
HUM 120	Cultural Studies	3	3
MAT 143	Quantitative Literacy	4	3
MAT 152	Statistical Methods I	5	4
MAT 273	Calculus III	5	4
MUS 210	History of Rock Music	3	3
MUS 212	American Musical Theatre	3	3
PSY 237	Social Psychology	3	3
PSY 241	Developmental Psychology	3	3
PSY 281	Abnormal Psychology	3	3
REL 110	World Religions	3	3
REL 211	Intro to Old Testament	3	3
REL 212	Intro to New Testament	3	3
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 225	Social Diversity	3	3
SOC 230	Race and Ethnic Relations	3	3
SPA 111	Elementary Spanish I	3	3
SPA 112	Elementary Spanish II	3	3
SPA 211	Intermediate Spanish I	3	3
SPA 212	Int. Spanish II	3	3

II. Other Required Hours (15 SHC)

ACADEMIC TRANSITION		Contact Hours	Credits
ACA 122	College Transfer Success	2	1

An Additional 14 SHC Of Courses Should Be Selected From Courses Classified As Pre-Major, Elective Or General Education Courses Within The Comprehensive Articulation Agreement.

Students should select these courses based on their Intended major and transfer university.

		Contact Hours	Credits
ACC 120	Princ of Financial Accounting	5	4
ACC 121	Princ of Managerial Accounting	5	4
ART 121	Two-Dimensional Design	6	3
ART 122	Three-Dimensional Design	6	3
ART 131	Drawing I	6	3
ART 132	Drawing II	6	3
ART 240	Painting I	6	3
ART 241	Painting II	6	3
ART 288	Studio	6	3
BIO 155	Nutrition	3	3
BIO 163	Basic Anatomy & Physiology	6	5
BIO 168	Anatomy and Physiology I	6	4
BIO 169	Anatomy and Physiology II	6	4
BIO 175	General Microbiology	4	3

BIO 243	Marine Biology	6	4
BIO 275	Microbiology	6	4
BUS 110	Intro to Business	3	3
BUS 115	Business Law I	3	3
BUS 137	Principles of Management	3	3
CHM 130	General, Organic, & Biochemistry	3	3
CHM 130A	General, Organic, & Biochemistry Lab	2	1
CHM 251	Organic Chemistry I	6	4
CHM 252	Organic Chemistry II	6	4
CJC 111	Introduction to Criminal Justice	3	3
CJC 121	Law Enforcement Operations	3	3
CJC 141	Corrections	3	3
CJC 212	Ethics & Comm Relations	3	3
CSC 134	C++ Programming	5	3
CSC 151	JAVA Programming	5	3
CSC 249	Data Structure & Algorithms	5	3
CSC 251	Advanced JAVA Programming	5	3
DFT 170	Engineering Graphics	4	3
EDU 131	Child, Family, & Community	3	3
EDU 144	Child Development I	3	3
EDU 145	Child Development II	3	3
EDU 216	Foundations of Education	3	3
EDU 221	Children With Exceptionalities	3	3
EGR 150	Intro to Engineering	3	2
EGR 214	Num Methods for Engineers	3	3
EGR 220	Engineering Statics	3	3
EGR 225	Engineering Dynamics	3	3
ENG 125	Creative Writing I	3	3
ENG 126	Creative Writing II	3	3
ENG 132	Introduction to Drama	3	3
ENG 235	Survey of Film As Lit	3	3
ENG 273	African-American Literature	3	3
FRE 181	French Lab 1	2	1
FRE 182	French Lab 2	2	1
FRE 281	French Lab 3	2	1
FRE 282	French Lab 4	2	1
HEA 110	Personal Health/ Wellness	3	3
HEA 112	First Aid & CPR	3	2
HIS 116	Current World Problems	3	3
HIS 221	African-American History	3	3
HUM 230	Leadership Development	3	3
MAT 280	Linear Algebra	5	3
MAT 285	Differential Equations	4	3
MUS 111	Fund. of Music	3	3
MUS 131	Chorus I	2	1
MUS 132	Chorus II	2	1
MUS 151	Class Music I	2	1
MUS 152	Class Music II	2	1
MUS 231	Chorus III	2	1
MUS 232	Chorus IV	2	1
MUS 251	Class Music III	2	1
MUS 252	Class Music IV	2	1
PED 110	Fit and Well for Life	3	2
PED 117	Weight Training I	3	1
PED 120	Walking for Fitness	3	1
PED 122	Yoga I	2	1
PED 128	Golf-Beginning	2	1
PED 130	Tennis-Beginning	2	1
PED 131	Tennis-Intermediate	2	1
POL 130	State & Local Government	3	3
PSY 263	Educational Psychology	3	3
SOC 240	Social Psychology	3	3
SOC 242	Sociology of Deviance	3	3
SPA 181	Spanish Lab 1	2	1
SPA 182	Spanish Lab 2	2	1
SPA 281	Spanish Lab 3	2	1
SPA 282	Spanish Lab 4	2	1

Associate in Science in Teacher Preparation, AS
A1040T

Official Program Description registered with the NC Community College System:

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 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 courses and an overall AOG 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.

Program Learning Outcomes

Upon completion of the ASTP program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.
- Apply appropriate mathematics to solve real world problems.
- Analyze a problem or question using the scientific method.
- Create learning environments that are healthy, respectful, supportive and challenging for all children.

- Demonstrate accurate knowledge of content as related to the stated curriculum goals within required education courses

Note

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.

I. General Education (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

A. Universal General Education Transfer Component (All Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit.)

1. English Composition (6 SHC)
The following two English composition courses are required.

		Contact Hours	Credits
ENG 111	Writing and Inquiry	3	3
ENG 112	Writing and Research in the Disciplines	3	3

2. Communications/Humanities/Fine Arts (6 SHC)
Select two courses from the following from at least two different disciplines:

COMMUNICATIONS

		Contact Hours	Credits
COM 120	Intro Interpersonal Communication	3	3
COM 231	Public Speaking	3	3

HUMANITIES/FINE ARTS

		Contact Hours	Credits
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
DRA 111	Theatre Appreciation	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
MUS 110	Music Appreciation	3	3
MUS 112	Introduction to Jazz	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Introduction to Ethics	3	3

3. Social/Behavioral Sciences (3 SHC)
Select one course:

		Contact Hours	Credits
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
POL 120	American Gov	3	3
PSY 150	General Psychology	3	3
SOC 210	Intro to Sociology	3	3

4. Math (8 SHC)
Select two courses from the following:

		Contact Hours	Credits
MAT 171	Precalculus Algebra	5	4
MAT 172	Precalculus Trigonometry	5	4
MAT 263	Brief Calculus	5	4
MAT 271	Calculus I	5	4
MAT 272	Calculus II	5	4

5. Natural Sciences (8 SHC)
Select 8 SHC from the following course(s):

		Contact Hours	Credits
BIO 110	Principles of Biology	6	4
BIO 111 AND BIO 112	General Biology I AND General Biology II	6	4
CHM 151 AND CHM 152	General Chemistry I AND General Chemistry II	6	4
GEL 111	Geology	5	4
PHY 151 AND PHY 152	College Physics I AND College Physics II	5	4
PHY 251 AND PHY 252	General Physics I AND General Physics II	6	4

B. Additional General Education (14-15 SHC)

1. Other Required General Education (3 SHC)
The following course is required:

		Contact Hours	Credits
SOC 225	Social Diversity	3	3

2. Additional General Education Hours (11-12 SHC)

An additional 11-12 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

		Contact Hours	Credits
ANT 210	General Anthropology	3	3
ART 111	Art Appreciation	3	3
ART 114	Art History Survey I	3	3
ART 115	Art History Survey II	3	3
AST 111	Descriptive Astronomy	3	3

AST 111A	Descriptive Astronomy Lab	2	1
BIO 110	Principles of Biology	6	4
BIO 111	General Biology I	6	4
BIO 112	General Biology II	6	4
BIO 130	Introductory Zoology	6	4
BIO 140	Environmental Biology	3	3
BIO 140A	Environmental Biology Lab	3	1
CHM 131	Intro to Chemistry	3	3
CHM 131A	Intro to Chemistry Lab	3	1
CHM 132	Organic & Biochemistry	6	4
CHM 151	General Chemistry I	6	4
CHM 152	General Chemistry II	6	4
CIS 110	Intro to Computers	4	3
COM 110	Introduction to Communication	3	3
COM 120	Intro to Interpersonal Communication	3	3
COM 140	Intro Intercultural Com	3	3
COM 231	Public Speaking	3	3
ECO 251	Principles of Microeconomics	3	3
ECO 252	Principles of Macroeconomics	3	3
ENG 113	Literature-Based Research	3	3
ENG 114	Professional Research and Reporting	3	3
ENG 131	Intro to Literature	3	3
ENG 231	American Literature I	3	3
ENG 232	American Literature II	3	3
ENG 241	British Literature I	3	3
ENG 242	British Literature II	3	3
ENG 261	World Literature I	3	3
ENG 262	World Literature II	3	3
FRE 111	Elementary French I	3	3
FRE 112	Elementary French II	3	3
FRE 211	Intermediate French I	3	3
FRE 212	Intermediate French II	3	3
GEL 111	Geology	5	4
GEO 111	World Regional Geography	3	3
GEO 112	Cultural Geography	3	3
HIS 111	World Civilizations I	3	3
HIS 112	World Civilizations II	3	3
HIS 121	Western Civilization I	3	3
HIS 122	Western Civilization II	3	3
HIS 131	American History I	3	3
HIS 132	American History II	3	3
HUM 110	Technology & Society	3	3
HUM 115	Critical Thinking	3	3
HUM 120	Cultural Studies	3	3
MAT 143	Quantitative Literacy	4	3
MAT 152	Statistical Methods I	5	4
MAT 171	Precalculus Algebra	5	4
MAT 172	Precalculus Trigonometry	5	4
MAT 263	Brief Calculus	5	4
MAT 271	Calculus I	5	4
MAT 272	Calculus II	5	4
MAT 273	Calculus III	5	4
MUS 110	Music Appreciation	3	3
MUS 112	Intro to Jazz	3	3
MUS 210	History of Rock Music	3	3
MUS 212	American Musical Theatre	3	3
PHI 215	Philosophical Issues	3	3
PHI 240	Intro to Ethics	3	3
PHY 151	College Physics I	5	4
PHY 152	College Physics II	5	4
PHY 251	General Physics I	6	4
PHY 252	General Physics II	6	4
POL 120	American Government	3	3
PSY 150	General Psychology	3	3
PSY 237	Social Psychology	3	3
PSY 241	Developmental Psychology	3	3
PSY 281	Abnormal Psychology	3	3
REL 110	World Religions	3	3
REL 211	Intro to Old Testament	3	3
REL 212	Intro to New Testament	3	3
SOC 210	Intro to Sociology	3	3
SOC 213	Sociology of the Family	3	3
SOC 220	Social Problems	3	3
SOC 230	Race and Ethnic Relations	3	3
SPA 111	Elementary Spanish I	3	3
SPA 112	Elementary Spanish II	3	3
SPA 211	Intermediate Spanish I	3	3
SPA 212	Int. Spanish II	3	3

II. Other Required Hours (15 SHC)

1. Education (14 SHC)
The following courses are required:

		Contact Hours	Credits
EDU 187	Teaching & Learning for All	6	4
EDU 216	Foundations of Education	3	3
EDU 250	Teacher Licensure	3	3
EDU 279	Literacy Development and Instruction	6	4

2. Academic Transition (1 SHC)
The following course is required:

		Contact Hours	Credits
ACA 122	College Transfer Success	2	1

COURSE DESCRIPTIONS

The following abbreviations after certain course descriptions indicate the semester in which those courses are usually offered:

F = Fall Sp = Spring S = Summer

"On Demand" will indicate courses offered only when there is sufficient demand to justify scheduling the course.

ACA - Academic Related

ACA 085 - Improving Study Skills (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes.

ACA 111 - College Student Success (1CR)
Class Hours: 1 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122 - College Transfer Success (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ACC - Accounting

ACC 120 - Principles of Financial Accounting (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 060 or DMA 010-DMA 030 or DMA 025 or MAT 003 Minimum grade P1; and RED 090 or ENG 095 or DRE 098 or ENG 002 Minimum grade P2
Corequisite: None *Offered:* F,Sp,S
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ACC 121 - Principles of Managerial Accounting (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 120; Minimum grade C for Accounting and Finance Majors *Corequisite:* None *Offered:* F,Sp
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ACC 122 - Principles of Financial Accounting II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 120 *Corequisite:* None *Offered:* Sp
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129 - Individual Income Taxes (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the relevant laws governing individual income taxation. Topics include tax, law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 - Business Income Taxes (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 120 and ACC 129 *Corequisite:* None *Offered:* Sp
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business, organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 - Payroll Accounting (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 115 or ACC 120 *Corequisite:* None *Offered:* F,Sp
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and

general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 - Accounting Software Applications (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 115 or ACC 120 *Corequisite:* None
Offered: F,Sp
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 - Intermediate Accounting I (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 120 and ACC 121; Minimum grade C
Corequisite: None *Offered:* F
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 - Intermediate Accounting II (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 220 *Corequisite:* None *Offered:* Sp
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACM - Animal Care and Management

ACM 111 - Health Care for Animals (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the basic techniques of routine health care and emergency medical care of animals. Topics include handling of sick and injured animals, recognition of symptoms, and general health care concerns for animals. Upon completion, students should be able to demonstrate basic techniques of routine health care and discuss health needs and problems of a variety of animals.

AGR – Agriculture

AGR 110 - Agricultural Economics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 111 - Basic Farm Maintenance (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 121 - Biological Pest Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 130 - Alternative Ag Production (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
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.

AGR 139 - Introduction to Sustainable Agriculture (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,S
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 140 - Agricultural Chemicals (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

AGR 150 - Ag-O-Metrics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
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.

AGR 160 - Plant Science (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

AGR 170 - Soil Science (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

AGR 210 - Agricultural Accounting (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes.

AGR 212 - Farm Business Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 - Agricultural Law & Finance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214 - Agricultural Marketing (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 262 - Weed ID & Control (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the annual and perennial weeds of economic importance in the Southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

AGR 265 - Organic Crop Production: Spring (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AHR - Air Conditioning, Heating, and Refrigeration

AHR 110 - Introduction to Refrigeration (5CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 - HVACR Electricity (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 - Heating Technology (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas,

and electrical heating systems and describe the major components of a heating system.

AHR 113 - Comfort Cooling (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 - Heat Pump Technology (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: AHR 110 or AHR 113 *Corequisite:* None
Offered: Sp
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 120 - HVACR Maintenance (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None
Offered: Sp
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 130 - HVAC Controls (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: AHR 111 or ELC 111 *Corequisite:* None
Offered: Sp
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 160 - Refrigerant Certification (1CR)
Class Hours: 1 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 172 - Heat Pump Lab (1CR)
Class Hours: 0 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* AHR 114 *Offered:* S
This course provides a laboratory experience in heat pump technology. Emphasis is placed on providing practical experience with air source and water source heat pumps. Upon completion, students should be able to demonstrate an understanding of heat pump year round comfort systems.

AHR 211 - Residential System Design (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 245 - Chiller Systems (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: AHR 110 *Corequisite:* None *Offered:* S
This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

AHR 247 - Atypical Systems (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: AHR 110 *Corequisite:* None *Offered:* S
This course introduces refrigeration systems utilizing non-fluorocarbon based refrigerants. Topics include mechanical compression ammonia systems, ammonia absorption systems, and other absorption type systems. Upon completion, students should be able to demonstrate an understanding of the operation of certain non-fluorocarbon based refrigeration systems.

ANS - Animal Science

ANS 110 - Animal Science (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,S
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide and internationally.

ANS 115 - Animal Feeds and Nutrition (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

ANS 120 - Beef Production (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management (including sustainable practices). Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic and environmental impact of the beef cattle industry locally, regionally, state-wide and internationally.

ANS 130 - Poultry Production (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide and internationally.

ANS 140 - Swine Production (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic impact of the swine industry locally, regionally, state-wide and internationally.

ANS 141 - Swine Herd Management (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ANS 140 *Corequisite:* None *Offered:* F
This course is designed to expand topics covered in ANS 140. Emphasis is placed on management techniques as they relate to breeding, farrowing, nursery, and grower/finisher. Upon completion, students should be able to analyze and respond to management and production problems as they occur on the farm.

ANS 142 - Swine Records & Analysis (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ANS-140 *Corequisite:* None *Offered:* Sp
This course introduces production records utilized by the swine industry. Topics include types of records needed, establishing production goals, calculating production efficiencies, understanding computer applications in record keeping, and interpreting production data. Upon completion, students should be able to establish production goals, calculate production efficiencies, complete a production summary, and interpret data from computer printouts.

ANS 143 - Swine Health Management (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course covers all aspects of swine disease and health management. Emphasis is placed on disease identification and treatment, biosecurity and herd health plans, routine swine health practices, and laws and regulations applying to swine. Upon completion, students should be able to identify and recommend treatment for major diseases, develop a herd health plan, and describe the appropriate uses for medications.

ANS 144 - Swine Housing & Waste Mgt (4CR)
Class Hours: 4 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ANS 140 *Corequisite:* None *Offered:* Sp
This course includes the areas of swine waste management and confinement facilities for swine. Emphasis is placed on types of waste management systems, types of building systems used, and managing the internal environment in confinement buildings. Upon completion, students should be able to identify types of waste systems used, determine waste application rates, and identify types of housing and ventilation systems.

ANS 150 - Animal Health Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures.

ANS 160 - Animal Waste Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course introduces proper animal waste management. Emphasis is placed on waste management practices, environmental laws and issues relating to animal waste, soil and water conservation, and dead animal disposal. Upon completion, students should be able to calculate proper application rates, apply best management practices, and identify methods of animal waste collection, storage, and utilization

ANS 170 - Sheep & Goat Production (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course provides an introduction to sheep and goat production. Topics include reproduction, marketing, and production practices specific to each species. Upon completion, students should be able to demonstrate a basic understanding of sheep and goat production practices and the economic impact of each.

ANS 180 - Equine Production (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course provides an introduction to the production of horses. Topics include anatomy and physiology, reproduction, genetics, selection, and basic management practices. Upon completion, students should be able to demonstrate a basic understanding of the production and management of horses.

ANS 210 - Livestock Production Issues (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course explores areas associated with livestock production. Emphasis is placed on monthly work

schedules; qualities of a successful manager; and recruiting, motivating, and retaining employees. Upon completion, students should be able to prepare a livestock management program, write a resume, complete an interview, and identify ways to improve community relations.

ANS 213 - Animal Reproduction (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers principles of reproductive physiology and their practical farm applications. Emphasis is placed on cattle and swine reproduction. Upon completion, students should be able to recognize reproductive anatomy, describe hormone function, and be able to breed animals naturally and artificially.

ANS 230 - Poultry Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course is designed to expand topics covered in ANS 130. Emphasis is placed on management techniques as they relate to brooding, growing, and housing poultry and the environmental needs of various types of poultry. Upon completion, students should be able to analyze and respond to management and production problems as they occur.

ANT - Anthropology

ANT 210 - General Anthropology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

ART - Art

ART 111 - Art Appreciation (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 114 - Art History Survey I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: None *Offered:* F,Sp
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 115 - Art History Survey II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: None *Offered*: F,Sp
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 121 - Two-Dimensional Design (3CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 122 - Three-Dimensional Design (3CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: ART 121 (C or better) *Corequisite:* None
Offered: On Demand
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion students should be able to apply three-dimensional design concepts. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 131 - Drawing I (3CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 132 - Drawing II (3CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: ART 131 (C or better) *Corequisite:* None
Offered: On Demand
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 240 - Painting I (3CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 241 - Painting II (3CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: ART 240 *Corequisite:* None *Offered:* On Demand
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 288 - Studio (3CR)
Class Hours: 0 *Lab Hours*: 6 *Clinic/Work Experience Hours:* 0
Prerequisite: ART 132 or ART 241 *Corequisite:* None
Offered: On Demand
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

AST - Astronomy

AST 111 - Descriptive Astronomy (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 070 or DMA 010-DMA 050 or DMA 025-DMA 045 or MAT 003; Minimum grade P2 AND RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2 *Corequisite:* AST 111A *Offered:* On Demand
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 111A - Descriptive Astronomy Lab (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 070 or DMA 010-DMA 050 or DMA 025-DMA 045 or MAT 003; Minimum grade P2 AND RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2 *Corequisite:* AST 111 *Offered:* On Demand
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

ATR - Automation and Robotics

ATR 112 - Introduction to Automation (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 211 - Robot Programming (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR 218 - Work Cell Integration (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 111 and ELC 128 *Corequisite:* None
Offered: Sp
This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

ATR 280 - Robotic Fundamentals (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers application, programming, and, maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.

ATT - Alternative Transportation Tech

ATT 140 - Emerging Transp Tech (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: TRN-120 *Corequisite:* None *Offered:*
This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies.

AUB - Autobody

AUB 111 - Painting & Refinishing I (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related, topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 - Painting & Refinishing II (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: AUB 111 *Corequisite:* None *Offered:* Sp
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 - Special Finishes (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: AUB 111 *Corequisite:* None *Offered:* S
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 - Non-Structural Damage I (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

AUB 122 - Non-Structural Damage II (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 - Structural Damage I (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None Corequisite: None Offered: F
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 - Structural Damage II (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: AUB 131 *Corequisite:* None *Offered:* Sp
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 136 - Plastics & Adhesives (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141 - Mechanical & Electrical Components I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning,

cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 150 - Automotive Detailing (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course covers the methods and procedures used inn automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB 160 - Body Shop Operations (1CR)
Class Hours: 1 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162 - Autobody Estimating (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUC - Auto Customizing Technology

AUC 112 - Automotive Custom Fabrication (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques.

AUC 115 - Glass Customizing Methods (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
This course will provide instruction on window removal/replacement, window tinting, and custom glass design etching techniques. Emphasis will be placed on proper removal/replacement, window tinting, laws concerning window tinting, and customizing techniques used to etch designs in auto glasses. Upon completion, students should be able to interpret the laws concerning window tinting, perform removal/replacement/tinting, and use customizing techniques to etch designs on auto glass.

AUT - Automotive

AUT 116 - Engine Repair (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 - Suspension & Steering Systems (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

AUT 151 - Brake Systems (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

AUT 181 - Engine Performance 1 (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
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.

AUT 183 - Engine Performance 2 (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: AUT 181 *Corequisite:* None *Offered:* F
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.

AUT 221 - Automatic Transmissions/Transaxles (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

AUT 231 - Manual Transmissions/Transaxles/Drive, Trains (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

AVI - Aviation

AVI 110 - Aviation Maintenance-Gen. (15CR)
Class Hours: 10 *Lab Hours:* 15 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic privileges/limitations; math and physics; basic electricity; aircraft drawings; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings.

AVI 120 - Airframe Maintenance I (12CR)
Class Hours: 6 *Lab Hours:* 18 *Clinic/Work Experience Hours:* 0
Prerequisite: AVI 110 *Corequisite:* None *Offered:* Sp
This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft non-metallic (composite), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate.

AVI 130 - Airframe Maintenance II (9CR)
Class Hours: 6 *Lab Hours:* 9 *Clinic/Work Experience Hours:* 0
Prerequisite: AVI 110 *Corequisite:* None *Offered:* S
This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's certificate.

AVI 230 - Airframe Maintenance III (7CR)
Class Hours: 4 *Lab Hours:* 9 *Clinic/Work Experience Hours:* 0
Prerequisite: AVI 110 *Corequisite:* None *Offered:* F
In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. In addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate.

AVI 240 - Powerplant Maintenance I (6CR)
Class Hours: 3 *Lab Hours:* 9 *Clinic/Work Experience Hours:* 0
Prerequisite: AVI 110 *Corequisite:* None *Offered:* F
This first course in the powerplant series covers theoretical and practical aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledgeable of aircraft engines to include maintenance and operation at the level required by the FAA to qualify for a powerplant rating on a mechanic's certificate.

AVI 250 - Powerplant Maintenance II (15CR)
Class Hours: 10 *Lab Hours:* 15 *Clinic/Work Experience Hours:* 0
Prerequisite: AVI 110 *Corequisite:* None *Offered:* Sp
This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. Students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical tests for the powerplant rating.

AVI 260 - Powerplant Maintenance III (9CR)
Class Hours: 5 *Lab Hours:* 12 *Clinic/Work Experience Hours:* 0
Prerequisite: AVI 110 *Corequisite:* None *Offered:* S
This final course of the powerplant series covers engine systems and components; propellers and unducted fans; and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral, and practical exams for the powerplant rating at the completion of this course.

BIO - Biology

BIO 110 - Principles of Biology (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: None *Offered:* F,Sp,S
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other

related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 111 - General Biology I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: None *Offered:* F,Sp,S
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 112 - General Biology II (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: BIO 111 *Corequisite:* None
Offered: Sp, On Demand
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 130 - Introductory Zoology (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: BIO 110 or BIO 111 *Corequisite:* None
Offered: On Demand
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

BIO 140 - Environmental Biology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: BIO 140A *Offered:* F,Sp,On Demand
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

BIO 140A - Environmental Biology Lab (1CR)
Class Hours: 0 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: BIO 140 *Offered:* F,Sp,On Demand
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

BIO 155 - Nutrition (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA and ICAA as premajor and/or elective course requirement.

BIO 160 - Introductory Life Science (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or DRE 098 or ENG 095 or ENG 002;Minimum grade P2
Corequisite: None *Offered:* On Demand
This course introduces scientific and biological concepts. Topics include basic chemistry, cell structure and function, cell division, basic genetic concepts, anatomical terminology, and metric-English measurements and conversions. Upon completion, students should be able to demonstrate an understanding of basic chemistry, cell biology, genetic concepts, anatomical terminology, and metric-English measurements and conversions.

BIO 163 - Basic Anatomy & Physiology (5CR)
Class Hours: 4 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or DRE 098 or ENG 095 or ENG 002;Minimum grade P2
Corequisite: None *Offered:* F, Sp, On Demand
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 168 - Anatomy and Physiology I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or DRE 098 or ENG 095 or ENG 002;Minimum grade P2
Corequisite: None *Offered:* F,Sp,Su
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BIO 169 - Anatomy and Physiology II (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: BIO 168 *Corequisite:* None
Offered: Sp, On Demand
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BIO 175 - General Microbiology (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: BIO 110 or BIO 111 or BIO 163 or BIO 165 or BIO 168 *Corequisite:* None *Offered:* F,On Demand
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BIO 243 - Marine Biology (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: BIO 110 or BIO 111 *Corequisite:* None
Offered: On Demand
This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BIO 275 - Microbiology (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: BIO 111 or BIO 163 or BIO 165 or BIO 168
Corequisite: None *Offered:* Sp,S
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BPR - Blueprint Reading

BPR 135 - Schematics & Diagrams (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

BUS - Business

BUS 110 - Introduction to Business (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BUS 115 - Business Law I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
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.

BUS 125 - Personal Finance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 - Principles of Supervision (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 - Principles of Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

BUS 147 - Business insurance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 151 - People Skills (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153 - Human Resource Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
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.

BUS 225 - Business Finance (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 120 *Corequisite:* None *Offered:* Sp
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 - Small Business Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 - Business Applications Seminar (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251, or ECO 252
Corequisite: None *Offered:* Sp
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240 - Business Ethics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 253 - Leadership and Mgt Skills (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

CCT - Cyber Crime Technology

CCT 121 - Computer Crime Invest. (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: CTI 110, NET 125, NOS 120 & CTS 120 or CTI 115 *Corequisite:* None *Offered:* F
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 250 - Network Vulnerabilities I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: NET 126 *Corequisite:* None *Offered:* S
This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 251 - Network Vulnerabilities II (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: CCT 250 *Corequisite:* None *Offered:* F
This course advances students' knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.

CHM - Chemistry

CHM 090 - Chemistry Concepts (4CR)
Class Hours: 4 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*:
This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 130 - General, Organic, & Biochemistry (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* CHM 130A
Offered: F,Sp,On Demand
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CHM 130A - General, Organic, & Biochemistry Lab (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* CHM 130
Offered: F,Sp,On Demand
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CHM 131 - Introduction to Chemistry (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* CHM 131A
Offered: F,On Demand
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

CHM 131A - Introduction to Chemistry Lab (1CR)
Class Hours: 0 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: CHM 131
Offered: F,On Demand
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

CHM 132 - Organic and Biochemistry (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CHM 131 and CHM 131A; or CHM 151
Corequisite: None *Offered:* Sp
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

CHM 151 - General Chemistry I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon, completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

CHM 152 - General Chemistry II (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CHM 151 *Corequisite:* None *Offered:* F,Sp,S
This course provides a continuation of the study of the

fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

CHM 251 - Organic Chemistry I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CHM 152 *Corequisite:* None *Offered:* F
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CHM 252 - Organic Chemistry II (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CHM 251 *Corequisite:* None *Offered:* Sp
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CIS - Information Systems

CIS 070 - Fundamentals of Computing (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic application operations.

CIS 110 - Introduction to Computers (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

CJC - Criminal Justice

CJC 110 - Basic Law Enforcement BLET (20CR)
Class Hours: 10 *Lab Hours:* 30 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

CJC 111 - Introduction to Criminal Justice (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 112 - Criminology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 - Juvenile Justice (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 115 - Crime Scene Photography (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers methodologies for photographing

crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence.

CJC 120 - Interviews/Interrogations (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 - Law Enforcement Operations (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 131 - Criminal Law (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 - Court Procedure & Evidence (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures and the admissibility of evidence.

CJC 141 - Corrections (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CJC 144 - Crime Scene Processing (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. This course is a unique concentration requirement in the Forensic Science concentration in the Criminal Justice Technology Program.

CJC 146 - Trace Evidence (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. This course is a unique concentration requirement in the Forensic Science concentration in the Criminal Justice Technology Program.

CJC 151 - Intro to Loss Prevention (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 152 - Intro to Sec/Protest Service (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the various components, processes, and operational characteristics associated with private security and loss prevention services. Topics include armed/unarmed security guard/officer hiring criteria including licensing, job responsibilities, career

pathways, professional conduct and communication, public relations, emergency procedures, law, first aide, legal issues and liability, workplace violence, patrol techniques, and the security industry. Upon completion, students should be able to evaluate career options and define and describe the major system components, processes, and operational characteristics associated with the private security industry.

CJC 153 - Private Security Operations (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the various operations associated with private security and loss prevention services. Topics include strategies for protecting individuals and company assets, report writing, interview techniques, crime and accident prevention, courtroom procedures, observation techniques, traffic direction, surveillance, substance abuse, law enforcement relationships, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the various operational characteristics common to the private security industry.

CJC 154 - Private Security Business (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the business and managerial aspects specific to private security and loss prevention services. Topics include profitability, personnel management, finances, rules, policies, and law, organizational structure, sales management, and issues specific to private security and loss prevention services. Upon completion, students should be able to explain the basic characteristics required of an effective private security and loss prevention services business.

CJC 160 - Terrorism: Underlying Issues (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 170 - Critical Incident Mgmt for Public Safety (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
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.

CJC 212 - Ethics & Community Relations (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F,Sp
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 213 - Substance Abuse (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 221 - Investigative Principles (4CR)
Class Hours: 3 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/ incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 - Criminalistics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F.Sp
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 225 - Crisis Intervention (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090, DRE 098, or ENG 095 or ENG 002; Minimum grade P2
Corequisite: None *Offered:* F,Sp
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.

CJC 231 - Constitutional Law (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
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.

CJC 232 - Civil Liability (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 233 - Correctional Law (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

CJC 240 - Law Enfor Mgt. & Supervis (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

CJC 245 - Friction Ridge Analysis (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. This course is a unique concentration requirement in the Forensic Science concentration in the Criminal Justice Technology Program.

CJC 246 - Advanced Friction Ridge Analysis (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CJC 245 *Corequisite:* None *Offered*: Sp
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. This course is a unique concentration requirement in the Forensic Science concentration in the Criminal Justice Technology Program.

CJC 250 - Forensic Biology I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None
Offered: Sp & On Demand
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

CJC 255 - Issues in Criminal Justice Application (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: CJC 111, CJC 221, & CJC 231
Corequisite: None *Offered:* On Demand
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.

COM - Communication

COM 110 - Introduction to Communication (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA and ICAA as a general education course in Communication.

COM 120 - Intro to Interpersonal Communication (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication,

conflict, power, and, dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA and ICAA as a general education course in Communication. This is a Universal General Transfer Component (UGETC) course. This course is part of the NC Global Scholars of Distinction Program.

COM 140 - Introduction to Intercultural Communication (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None Offered: On Demand
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Communication.

COM 231 - Public Speaking (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered:* F,Sp,On Demand
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA and ICAA as a general education course in Communication. This is a Universal General Education Transfer Component Course (UGETC).

CSC - Computer Science

CSC 112 - Machine Learning Computation (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* CSC 121, MAT 152, MAT 171, MAT 263; all of these must have a grade of B or higher *Corequisite:* None *Offered:* S
This course covers the underlying foundations upon which machine learning solutions are created. Emphasis is placed on the mathematical foundations of machine learning concepts. Upon completion, students should be able to apply the underlying computations of machine learning systems.

CSC 113 - Artificial Intel. Fundamentals (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered:* F
This course provides a survey of artificial intelligence and machine learning. Topics include the history, development, and current applications of artificial intelligence and machine learning. Demonstrate general artificial intelligence and machine learning concepts.

CSC 114 - Artificial Intelligence I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* CSC 121, MAT 152, MAT 171, & MAT 263; all of these must have a grade of B or higher *Corequisite:* None *Offered:* F
This course covers the study of intelligent agent design and rational decision making. Topics include goal-driven agents, search techniques, optimization, basic problem-solving methods, logic, knowledge-based agents, statistical and probabilistic reasoning, and the basics of machine learning. Upon completion, students should be able to demonstrate artificial intelligence design concepts.

CSC 115 - Machine Learning I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* CSC 112, CSC 121, MAT 152, MAT 171, & MAT 263; all of these must have a grade of B or higher *Corequisite:* None *Offered:* F
This course covers algorithms for enabling artificial systems. Topics include machine learning from experience, supervised and unsupervised learning, reinforcement learning control, and learning theory. Upon completion, students should be able to demonstrate machine-learning techniques.

CSC 117 - Artificial Intel. Tools I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered:*
This course covers modern artificial intelligence tools, concepts, and technologies. Topics include theory and hands-on training across multiple artificial intelligence subdomains. Upon completion, students should be able to implement AI platforms that could improve safety, efficiency, accuracy, problem-solving, cost-savings, and the creation of new business opportunities.

CSC 121 - Python Programming (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered:* Sp,S
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 124 - Intro to Data Science Prog. (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* CTI 110 *Corequisite:* None *Offered:* Sp
This course covers the key technologies used to manipulate, store and analyze big data. Topics include scripting languages, noSQL databases, database scalability, performance metrics and tuning. Upon completion, students should be able to use programming techniques to investigate data sets and algorithms.

CSC 128 - Chatbot Programming I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* CSC 121 (grade of B or higher) *Corequisite:* None *Offered:* F
This course covers chatbot development using industry standard programming tools. Topics include

conversational interfaces, agents, natural language processing, and artificial intelligence. Upon completion, students should be able to demonstrate entry-level chatbot development skills.

CSC 134 - C++ Programming (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CSC 151 - JAVA Programming (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CSC 161 - Deep Learning (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 115, CSC 221; all of these must have a grade of B or higher *Corequisite:* None *Offered:* Sp
This course covers deep learning foundations and deep learning platforms. Topics include neural networks, vectorization, machine learning, artificial intelligence, and computations underlying deep learning. Upon completion, students should be able to demonstrate an understanding of how neural networks are developed and are implemented in machine learning.

CSC 162 - Computer Vision (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 112, CSC 121; all of these must have a grade of B or higher *Corequisite:* None *Offered:* F
This course provides an introduction to the fundamentals of computer vision. Topics include image classification, motion tracking, imaging geometry, image formation, feature detection, feature matching, classical machine learning, and deep learning. Upon completion, students should be able to apply computer vision design and technologies in various applications

CSC 214 - Artificial Intelligence II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 114, CSC 221; all of these must have a grade of B or higher *Corequisite:* None *Offered:* Sp
This course covers techniques for planning, learning, and decision making under uncertainty and in multi-agent environments. Topics include the design of intelligent agents to solve real-world problems including, search, machine learning, and logic. Upon completion, students should be able to demonstrate advanced artificial intelligence design concepts.

CSC 215 - Machine Learning II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 115 *Corequisite:* None *Offered:* Sp
This course covers machine learning and algorithm essentials to help improve learning from patterns without human intervention. Topics include the exploration of recent applications of machine learning, design and development of algorithms for machines. Upon completion, students should be able to demonstrate advanced machine-learning techniques.

CSC 221 - Advanced Python Programming (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC-121 *Corequisite:* None *Offered:* F
This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

CSC 227 - Cloud Application Development (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: CTI 110 *Corequisite:* None *Offered:* Sp
This course introduces how to build, deploy, host, and manage applications using cloud technologies. Topics include building cloud applications using cloud toolsets, defining and managing service models, storage fundamentals, secure backup system and database programming. Upon completion, students should be able to develop and host cloud applications, as well as design and develop services that access local and remote data from various data sources.

CSC 228 - Chatbot Programming II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC-128, CSC 221, MAT-152, MAT-171, & MAT-263; all of these must have a grade of B or higher
Corequisite: None *Offered:* Sp
This course covers chatbot programming using one or more industry standard programming languages. Topics include conversational interfaces, agents, natural language processing, and artificial intelligence. Upon completion, students should be able to demonstrate advanced chatbot development skills.

CSC 249 - Data Structure & Algorithms (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CSC 251 - Advanced JAVA Programming (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 151 *Corequisite:* None *Offered:* F
This course is a continuation of CSC 151 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, and implement objects using the appropriate environment. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CSC 289 - Programming Capstone Project (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: CTS 115, CTI 110, CTI 120, CSC 134, CSC 151, DBA 120, WEB 111, WEB 115, and WEB 182
Corequisite: None *Offered:* Sp
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CTI - Computer Technology Integration

CTI 110 - Web, Programming, and Database, Foundation (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F, Sp
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 website with mark-up tools, and create a simple database table.

CTI 115 - Computer Systems Foundation (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity.

CTI 120 - Network and Security Foundation (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media, and protocols.

CTI 140 - Virtualization Concepts (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: NET 125 *Corequisite:* None *Offered:* S
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

CTI 141 - Cloud and Storage Concepts (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: CTI-140 *Corequisite:* None
Offered: F
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.

CTI 240 - Virtualization Administration I (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: NET-125 & CTI-115 or CTS-120 *Corequisite*: None *Offered:* F
This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

CTS - Computer Information Technology

CTS 115 - Information Systems Business Concepts (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F, Sp
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CTS 120 - Hardware/Software Support (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp, S
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware, diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should

be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 - Spreadsheet (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F,Sp,S
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 155 - Tech Support Functions (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 210 - Computer Ethics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS 220 - Advanced Hardware/Software Support (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CTS 120 *Corequisite:* None *Offered*: F
This course provides advanced knowledge and competencies in hardware and operating system,technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 240 - Project Management (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 285 - Systems Analysis & Design (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
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.

CTS 287 - Emerging Technologies (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 113 & CTI 141 *Corequisite:* None
Offered: Sp
This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CTS 289 - System Support Project (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: CTI 110, CTI 120, CTS 115, CTS 155, NOS 130, NOS 230 and NET-110 or NET 125 and NOS-120
Corequisite: None *Offered*: Sp
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.

DBA - Database Management

DBA 110 - Database Concepts (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 120 - Database Programming I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F
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.

DDF - Design Drafting

DDF 211 - Design Process I (4CR)
Class Hours: 1 *Lab Hours:* 6 *Clinic/Work Experience Hours*: 0
Prerequisite: DFT 154
Corequisite: None *Offered:* S
This course emphasizes design processes for finished products. Topics include data collection from manuals

and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

DDF 212 - Design Process II (4CR)
Class Hours: 1 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: DDF 211 *Corequisite:* None *Offered:* F
This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

DEN - Dental

DEN 100 - Basic Orofacial Anatomy (2CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.

DEN 101 - Preclinical Procedures (7CR)
Class Hours: 4 *Lab Hours*: 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* DEN 100 DEN 111 DEN 102 *Offered:* F
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

DEN 102 - Dental Materials (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

DEN 103 - Dental Sciences (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: DEN 106 *Offered*: Sp
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

DEN 104 - Dental Health Education (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

DEN 105 - Practice Management (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0.
Prerequisite: None *Corequisite*: DEN 106 *Offered:* Sp
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

DEN 106 - Clinical Practice I (6CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 12
Prerequisite: DEN 101 DEN 111 *Corequisite:* DEN 103 DEN 104 DEN 105 DEN 112 *Offered:* Sp
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

DEN 107 - Clinical Practice II (5CR)
Class Hours: 1 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 12
Prerequisite: DEN 106 *Corequisite*: None *Offered*: S
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

DEN 110 - Orofacial Anatomy (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 - Infection/Hazard Control (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards,

and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard, management, OSHA standards, and applicable North Carolina laws.

DEN 112 - Dental Radiography (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: DEN 106 DEN 100 or DEN 110 and DEN 111 *Offered:* F,Sp
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 - Dental Hygiene Preclinic Lecture (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* DEN 121 *Offered:* F
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 - Dental Hygiene Preclinical Lab (2CR)
Class Hours: 0 *Lab Hours*: 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* DEN 110 DEN 111 DEN 120 *Offered:* F
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

DEN 123 - Nutrition/Dental Health (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: CHM 130 CHM 130A *Corequisite:* DEN 131 *Offered:* Sp
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 - Periodontology (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: DEN 110 *Corequisite:* None *Offered:* Sp
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

DEN 125 - Dental Office Emergencies (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

DEN 130 - Dental Hygiene Theory I (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: DEN 120 *Corequisite:* DEN 131 *Offered:* Sp
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

DEN 131 - Dental Hygiene Clinic I (3CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 9
Prerequisite: DEN 121 *Corequisite:* DEN 130 *Offered:* Sp
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 140 - Dental Hygiene Theory II (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: DEN 130 *Corequisite*: DEN 141 *Offered:* S
This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications, radiographic abnormalities, and be certified in the administration of local anesthesia.

DEN 141 - Dental Hygiene Clinic II (2CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: DEN 131 *Corequisite*: DEN 140 *Offered:* S
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 - Dental Hygiene Theory III (2CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: DEN 140 *Corequisite:* DEN 221 *Offered:* F
This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs

and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.

DEN 221 - Dental Hygiene Clinic III (4CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 12
Prerequisite: DEN 141 *Corequisite:* DEN 220 *Offered:* F
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 – General & Oral Pathology (2CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: BIO 168 *Corequisite*: None *Offered*: F
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 - Dental Pharmacology (2CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* BIO 163 BIO 165 or BIO 168
Offered: Sp
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 - Materials and Procedures (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: DEN 111 *Corequisite:* None *Offered*: F
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

DEN 230 - Dental Hygiene Theory IV (1CR)
Class Hours: 1 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: DEN 220 *Corequisite:* DEN 231 *Offered*: Sp
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations.

DEN 231 - Dental Hygiene Clinic IV (4CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 12
Prerequisite: DEN 221 *Corequisite:* DEN 230
Offered: Sp
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 232 - Community Dental Health (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 - Professional Development (2CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DFT – Drafting

DFT 111 - Technical Drafting I (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered*: F,Sp
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112 - Technical Drafting II (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours*: 0
Prerequisite: DFT 111 *Corequisite:* None *Offered*: Sp
This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

DFT 119 - Basic CAD (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software

command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 - CAD I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0 *Prerequisite*: None *Corequisite:* None *Offered*: F,Sp
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.

DFT 154 - Intro to Solid Modeling (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered*: Sp
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.

DFT 170 - Engineering Graphics (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered*: On Demand
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DFT 231 - Jig & Fixture Design (2CR)
Class Hours: 1 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0 *Prerequisite:* DFT 154 *Corequisite*: None *Offered:* Sp
This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture.

DMA - Developmental Mathematics

DMA 025 - Applications With Real Numbers (3CR)
Class Hours: 2.25 *Lab Hours*: 1.5 *Clinic/Work Experience Hrs:* 0 *Prerequisite*: None *Corequisite*: None *Offered:* F,Sp,S
This course provides a conceptual study of integers, integer operations, the relationship between fractions and decimals, rates, ratios, percents, proportions and related problems. Topics include integer operations and rational numbers, geometric applications, absolute value, exponents, square roots, Pythagorean Theorem, order of operations, rates, ratios, percents, proportions, conversion of English and Metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles, apply the knowledge of the relationships between decimals, fractions, and percents, and use their understanding to solve conceptual application problems.

DMA 045 - Linear Equations and Inequalities (2CR)
Class Hours: 1.5 *Lab Hours*: 1 *Clinic/Work Experience Hours*: 0 *Prerequisite:* DMA 010, DMA 020, and DMA 030; or DMA 025; or MAT 060 *Corequisite:* None *Offered*: F,Sp,S
This course provides a conceptual study of problems involving linear expressions, equations, inequalities, and graphic and algebraic representations of lines. Topics include solving equations, slope, equations of lines, interpretation of basic graphs, linear modeling, and contextual application problems. Upon completion, students should be able to simplify expressions, solve equations and inequalities, create and interpret graphical representation of equations, inequalities, and real world data, and apply this knowledge to real world situations.

DMA 060 - Polynomial and Quadratic Applications (1CR)
Class Hours: .75 *Lab Hours*: .50 *Clinic/Work Experience Hours:* 0 *Prerequisite:* DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or DMA 010, DMA 020, DMA 030, and DMA 045; DMA 025, DMA 040, and DMA 050; DMA 025 and DMA 045 *Corequisite*: None *Offered*: Sp,On Demand
This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 065 - Algebra for Precalculus (3CR)
Class Hours: 2.25 *Lab Hours*: 1.50 *Clinic/Work Experience Hrs:* 0 *Prerequisite:* DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or DMA 025, DMA 040, and DMA 050; DMA 025 and DMA 045; DMA 010, DMA 020, DMA 030, and DMA 045 *Corequisite:* None *Offered*: On Demand
This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

DRA - Drama/Theatre

DRA 111 - Theatre Appreciation (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0 *Prerequisite:* None *Corequisite*: None *Offered:* On demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

DRE - Developmental Reading/English

DRE 097 - Integrated Reading and Writing II (3CR)
Class Hours: 2.5 *Lab Hours*: 1 *Clinic/Work Experience Hours:* 0 *Prerequisite:* DRE 096 *Corequisite:* None *Offered*: F,Sp,S
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating, relevant, valid evidence. Please note: (TM) represents registered trademark.

DRE 098 - Integrated Reading and Writing III (3CR)
Class Hours: 2.50 *Lab Hours:* 1 *Clinic/Work Experience Hours:* 0 *Prerequisite*: DRE 097 *Corequisite:* None *Offered:* F,Sp,S
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM), range of 1185 to 1385. Upon completion, students should be able to apply those skills toward, understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

ECO - Economics

ECO 251 - Principles of Microeconomics (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: ENG 090 and RED 090; or ENG 095 or DRE 098 or ENG 002; Minimum grade P2; and MAT 060 or DMA 010-030 or DMA 025 or MAT 003; Minimum grade P1 *Corequisite:* None *Offered*: F, Sp
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course.

ECO 252 - Principles of Macroeconomics (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0 *Prerequisite:* ENG 090 and RED 090, or ENG 095 or DRE 098 or ENG 002; Minimum grade P2; and MAT 060 or DMA 010-030 or DMA 025 or MAT 003; Minimum grade P1 *Corequisite*: None *Offered*: F,Sp
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course.

EDU - Education

EDU 119 - Introduction to Early Childhood Education (4CR)
Class Hours: 4 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite*: None *Offered:* F,Sp,S
This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

EDU 130 - Social Environments for Child (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite*: None *Offered*:
This course introduces the impact of social environments on young children's development and the importance of developing supportive, reciprocal relationships across children's various social environments and family circumstances. Topics include recognizing the impact of family/community relationships on child development, respect for family differences, strategies for building/sustaining respectful, reciprocal relationships, resilience, strength-based strategies for working with families and identifying community resources to support children, families, and the classroom. Upon completion, students should be able to demonstrate an understanding of how various family structures, environmental conditions, relationships, stressors, supports, and cultural values create the context for young children's lives by implementing strength-based strategies to support classroom interactions, and communications with families and communities.

EDU 131 - Child, Family, and Community (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite*: None *Offered*: F
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through

the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 144 - Child Development I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F, Sp
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 145 - Child Development II (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 146 - Child Guidance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
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 socioeconomic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151 - Creative Activities (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 151A - Creative Activities Lab (1CR)
Class Hours: 0 *Lab Hours*: 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* EDU 151 *Offered:* Sp
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 - Health, Safety and Nutrition (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 159 - Heath and Safety for Early Ch (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: On Demand
This course covers maintaining the health and safety of young children in licensed child care facilities. Topics include universal precautions, emergency preparedness, early childhood mental health, safety regulations,

child maltreatment, shaken baby syndrome, CPR/ First Aid, ITS-SIDS, playground safety medication administration, communicable diseases, immunizations, and transportation. Upon completion, students should be able to safely prevent/manage infectious diseases, medications, food/allergic reactions, transporting children, response to natural disasters, universal precautions, CPR/First Aid, child maltreatment, safety regulations from licensing and sanitation, and foster resilient environments.

EDU 162 - Observation & Assessment in ECE (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to identify specific needs of individual children with diverse abilities and to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

EDU 184 - Early Childhood Introductory Practicum (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EDU 119 *Corequisite*: None *Offered:* Sp
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children, assisting in the implementation of developmentally appropriate, culturally responsive, equitable, and ability diverse activities in indoor/outdoor environments for young children, supporting/engaging families, and modeling reflective/professional practices based on national/state guidelines. Upon completion, students should be able to implement respectful/reciprocal relationships with children and families, design, implement, and adapt developmentally appropriate activities, plans, and daily routines that align with NC Foundations for Early Learning and Development and demonstrate ethical/professional behaviors as indicated by assignments and onsite/virtual faculty assessments.

EDU 187 - Teaching and Learning for All (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 188 - Trends/Policies in Early Child (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course covers current topics and policies in the diverse and inclusive field of early childhood education that affect young children, families, communities, and professionals. Emphasis is placed on but not limited to advocacy, equity, bias and social justice, emerging research, professionalism, reflective practice, and legal/ ethical concerns. Upon completion, student should be able to list, discuss, and explain current trends/policies in early childhood education as well as develop an advocacy plan based on course content.

EDU 216 - Foundations of Education (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 221 - Children With Exceptionalities (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: EDU 144 and EDU 145
Corequisite: None *Offered:* F
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/ professionals, and develop appropriate strategies/ adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 223 - Specific Learning Disabilities (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: EDU 144 and EDU 145 *Corequisite:* None
Offered: On Demand

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234 - Infants, Toddlers, and Twos (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: EDU 119 *Corequisite*: None *Offered:* Sp
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 235 - School-Age Development and Programs (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: EDU 119 *Corequisite*: None *Offered:* On Demand
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.

EDU 248 - Developmental Delays (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: EDU 144 and EDU 145
Corequisite: None *Offered*: On Demand
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

EDU 250 - Teacher Licensure (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 & MAT 143 or MAT 152 or MAT 171
Corequisite: None *Offered:* Sp
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.

EDU 259 - Curriculum Planning (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: EDU 119 *Corequisite*: None *Offered:* Sp
This course is designed to focus on using content knowledge to build effective developmentally approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for individual/group needs of young children.

EDU 261 - Early Childhood Administration I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* EDU 119 *Offered*: F
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.

EDU 262 - Early Childhood Administration II (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: EDU 119 and EDU 261 *Corequisite*: None
Offered: Sp
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.

EDU 270 - Effective Instructional Enviro (2CR)
Class Hours: 2 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*:
This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this courses, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.

EDU 271 - Educational Technology (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: On Demand
This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

EDU 272 - Technology, Data, and Assess (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*:
This course is designed to provide students with the knowledge and skills to utilize digital instructional technologies and technology-based assessments to plan and implement appropriate educational experiences and interventions in the classroom. Topics include educational technology to enhance instruction, instructional technologies for teaching, technology-based assessment, formative and summative assessments, data to inform practice, and ethical practices for technology and assessment. Upon completion, students will be able to demonstrate effective integration of educational technology into classroom practice, appropriate use of technology-based assessments, and practical application of data to inform educational planning and interventions.

EDU 277 - Integr CU Inst: Math/Science (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*:
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based math and science K-12 instruction. Topics include essential math and science concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate math and science instruction aligned to the NC Standard Course of Study, other professional and national standards.

EDU 278 - Integr CU Inst: Soc Stu/ELA (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*:
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based social studies and ELA K-12 instruction. Topics include essential social studies and ELA concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate social studies and ELA instruction aligned to the NC Standard Course of Study, other professional and national standards.

EDU 279 - Literacy Develop and Instruct (4CR)
Class Hours: 3 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 - Language and Literacy Experiences (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should

be able to select, plan, implement and evaluate developmentally appropriate language and literacy, experiences for children who are culturally, linguistically and ability diverse.

EDU 280A - Literacy Experiences Lab (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* EDU 280 *Offered:* F
This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

EDU 283 - Educator Preparation Practicum (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
This course is designed to allow learners to demonstrate acquired skills and competencies in a developmentally appropriate learning environment. Topics include dispositions of effective teachers, portfolio assessment development, reflective practice, teaching methods, assessment strategies, and professional practices based on state and national Teaching Standards. Upon completion, learners should be able to provide a portfolio assessment with evidence of ethical/professional standards, respect for a diverse population in learning environments, content knowledge, appropriate guidance intervention, and grade-level technology enhanced lesson planning/assessments through practices in the classroom environment.

EDU 284 - Early Childhood Capstone Practicum (4CR)
Class Hours: 1 *Lab Hours:* 9 *Clinic/Work Experience Hours*: 0
Prerequisite: EDU 119; EDU 144; EDU 145; EDU 146; EDU 151 *Corequisite:* None *Offered*: Sp
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.

EGR - Engineering

EGR 110 - Introduction to Engineering Technology (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
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.

EGR 131 - Intro to Electronics Tech (2CR)
Class Hours: 1 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:*
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150 - Intro to Engineering (2CR)
Class Hours: 1 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

EGR 214 - Num Methods for Engineers (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 272 *Corequisite:* None
Offered: On Demand
This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing: common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

EGR 220 - Engineering Statics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: PHY 251 *Corequisite:* MAT 272
Offered: On Demand
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has

been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

EGR 225 - Engineering Dynamics (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: EGR 220 *Corequisite:* MAT 273
Offered: On Demand
This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

EGR 250 - Statics/Strength of Mater (5CR)
Class Hours: 4 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 121 or MAT 171 *Corequisite:* None
Offered: Sp
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.

EGR 285 - Design Project (2CR)
Class Hours: 0 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

ELC - Electricity

ELC 111 - Introduction to Electricity (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 117 - Motors and Controls (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 120 *Corequisite:* None *Offered:* F
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 120 - Introduction to Wiring (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.

ELC 125 - Diagrams and Schematics (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 127 - Software for Technicians (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

ELC 128 - Introduction to Programmable Logic, Controller (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,S
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC 130 - Advanced Motors/Controls (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 111 *Corequisite:* None *Offered:* F
This course covers motors concepts, construction and characteristics and provides a foundation in motor controls. Topics include motor control ladder logic, starters, timers, overload protection, braking, reduced voltage starting, SCR control, AC/DC drives, system and component level troubleshooting. Upon completion, students should be able to specify, connect, control, troubleshoot, and maintain motors and motor control systems.

ELC 135 - Electrical Machines (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
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.

ELC 213 - Instrumentation (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 111 *Corequisite:* None *Offered*: Sp
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELN - Electronics

ELN 133 - Digital Electronics (4CR)
Class Hours: 3 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 111 *Corequisite*: None *Offered*: Sp
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.

ELN 152 - Fabrication Techniques (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:*
This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct and electronic product with all its associated documentation.

ELN 231 - Industrial Controls (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 120 *Corequisite:* None *Offered:* F
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot, devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 260 – Prog Logic Controllers (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: ELC 128 *Corequisite:* None *Offered*: Sp
This course provides a detailed study of PLC applications, with a focus on design of industrial control circuits using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in the design of industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

EMS - EMS Emergency Medical Science

EMS 110 - EMT (9CR)
Class Hours: 6 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 122 - EMS Clinical Practicum I (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 3
Prerequisite: EMS-110 *Corequisite*: None *Offered:* Sp
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS 130 - Pharmacology (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS-110 *Corequisite*: None *Offered:* Sp
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 - Advanced Airway Management (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS-110 *Corequisite*: None *Offered:* Sp
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 160 - Cardiology I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS-110 *Corequisite*: None *Offered:* Sp
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 220 - Cardiology II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS 122, EMS 130, & EMS 160 *Corequisite*: None *Offered:* S
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221 - EMS Clinical Practicum II (2CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: EMS 121 or EMS 122 *Corequisite*: None
Offered: S

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 - EMS Clinical Practicum III (3CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 9
Prerequisite: EMS 221 *Corequisite*: None *Offered:* F
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 - EMS Management (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
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.

EMS 240 - Patients W/Special Challenges (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS 122 & EMS 130 *Corequisite*: None
Offered: S
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 - EMS Clinical Practicum IV (4CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 12
Prerequisite: EMS 231 *Corequisite*: None *Offered:* Sp
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 - Medical Emergencies (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS 122 & EMS 130 *Corequisite*: None
Offered: F
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 - Trauma Emergencies (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS 122 & EMS 130 *Corequisite*: None
Offered: F
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 - Life Span Emergencies (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS 122 & EMS 130 *Corequisite*: None
Offered: F
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 285 - EMS Capstone (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: EMS 220, EMS 250, & EMS 260
Corequisite: None *Offered:* Sp
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG - English

ENG 102 - Applied Communications II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 111 - Writing and Inquiry (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: DRE 097 or ENG 002 (Minimum grade P2) or BSP 4002 *Corequisite:* ENG 011 *Offered:* F,Sp,S

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is writing intensive.

ENG 112 - Writing and Research in the Disciplines (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: ENG 111; Minimum grade C
Corequisite: None *Offered:* F,Sp,S
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is writing intensive.

ENG 113 - Literature-Based Research (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111; Minimum grade C
Corequisite: None *Offered:* F,Sp,S
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved for transfer under the CAA and ICAAt as a general education course in English Composition. This course is writing intensive.

ENG 114 - Professional Research & Reporting (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111; Minimum grade C
Corequisite: None *Offered:* F,Sp,S
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral, and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

ENG 125 - Creative Writing I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111; Minimum grade C
Corequisite: None *Offered:* On Demand
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement. This course is writing intensive.

ENG 126 - Creative Writing II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: ENG 125 *Corequisite*: None *Offered:* On Demand
This course is designed as a workshop approach for advancing imaginative and literary skills., Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement. This course is writing intensive.

ENG 131 - Introduction to Literature (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 *Corequisite:* ENG 112 or ENG 113 or ENG 114 *Offered*: On Demand
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ENG 132 - Introduction to Drama (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 *Corequisite:* ENG 112 or ENG 113 or ENG 114 *Offered*: On Demand
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ENG 231 - American Literature I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite:* None *Offered:* On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is writing intensive.

ENG 232 - American Literature II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite*: None *Offered:* On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is writing intensive.

ENG 235 - Survey of Film As Lit (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: ENG 113; Minimum grade C *Corequisite:* None *Offered:* On Demand
This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement. This course is writing intensive.

ENG 241 - British Literature I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite*: None *Offered:* On Demand
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is writing intensive.

ENG 242 - British Literature II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite*: None *Offered*: On Demand
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is writing intensive.

ENG 261 - World Literature I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite*: None *Offered*: On Demand
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and, drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is writing intensive. This course is part of the NC Global Scholars of Distinction Program.

ENG 262 - World Literature II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite:* ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite*: None *Offered:* On Demand
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is part of the NC Global Scholars of Distinction Program. This course is writing intensive.

ENG 273 - African-American Literature (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* ENG 112 or ENG 113 or ENG 114; Minimum grade C *Corequisite:* None *Offered:* On Demand
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and, respond to selected texts. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is writing intensive.

ENT - Entertainment Technologies

ENT 111 - Intro to Entertainment (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered*: F
This course introduces concepts of the various technology systems involved with live entertainment events. Topics include components and basic operation of these systems, technical requirements for event and venues, and a survey of industry job descriptions and employment opportunities. Upon completion, students should be able to describe the equipment required for live events, the technical requirements of touring performance events, and employment in the industry.

ENT 114 - Entertainment Law (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite:* None *Offered*: F
This course provides an introduction to legal aspects of the entertainment industry. Topics include performance rights, songwriting and personal appearance contracts, copyright law, trademarks, and the like. Upon completion, students should be able to explain the basic

elements of a contract, recognizing, explaining, and evaluating elements of law that pertain to entertainment.

ENT 131 - Live Sound Production I (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: ENT 111 *Corequisite:* None *Offered*: Sp
This course introduces the concepts and technical skills required for live event sound reinforcement. Topics include the operation and inter-connection of components of a basic sound system, including consoles, amplifiers, speakers, processors and microphones. Upon completion, students should apply the concepts of live sound reinforcement and set up and operate a small- to medium-scale sound system for a live event.

ENT 135 - Recording Engineering I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ENT 111, MUS 111 *Corequisite:* None *Offered*: F
This course covers basic topics in the operation of an audio recording studio. Topics include audio theory, console, tape machine, and processor operation, proper microphone placement, multi-track mixing techniques, and session procedures. Upon completion, students should be able to record, mix, and edit in recording sessions.

ENT 151 - Concert Lighting I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ENT 111 *Corequisite:* None *Offered*: Sp
This course is an introduction to the technical aspects of concert lighting. Topics include basic design, coor theory, types of instruments, power distribution, control, and safety, proper hanging, connection, focus, and control of instruments. Upon completion, students should be able to explain basic concert lighting, color theory, and instrumentation, and to properly set up a varity of instruments.

ENT 211 - Entertainment Promotion (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENT 111 *Corequisite:* None *Offered*: Sp
This course examines the elements of marketing and promotion specifically applicable to the entertainment business. Topics include the creation of publicity materials, understanding the process of developing media relations, developing a press kit, and creating a publicity campaign. Upon completion, students should be able to create a marketing and promotion campaign.

ENT 278 - Artist Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course covers the responsibilities and relationships with performers and managers, as well as third party business associates. Topics include managing independent and contracted artist and the manager's role in touring, personal appearances, concert performances/recording, arranging bookings, maintaining contracts, setting up and monitoring budgets. Upon completion, students should be able to locate, initiate, and then manage performers.

ENT 285 - Capstone Project (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: ENT 114, ENT 131, ENT 135, ENT 151 & ENT 211 *Corequisite:* None *Offered*: Sp
This course provides a capstone experience for the entertainment professional. Topics include planning, preparing, and developing a specific entertainment project, including selecting materials, setting up and monitoring budget, and overseeing a complete project. Upon completion, a student should be able to create an entertainment project, such as a compact disc, project portfolio, or a full concert performance.

EPT - Emergency Preparedness

EPT 120 - Sociology of Disaster (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 124 - EM Services Law & Ethics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.

EPT 130 - Mitigation & Preparedness (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

EPT 140 - Emergency Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 210 - Response & Recovery (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

EPT 220 - Terrorism and Emergency Management (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

EPT 275 - Emergency Operations Center Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

FIP - Fire Protection

FIP 120 - Introduction to Fire Protection (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. *This course is also available through the Virtual Learning Community (VLC).*

FIP 128 - Detection and Investigation (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent. *This course is also available through the Virtual Learning Community (VLC).*

FIP 164 - OSHA Standards (3)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 176 - HazMat: Operations (4CR)
Class Hours: 4 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.

FIP 228 - Local Government Finance (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

FIP 256 - Municipal Public Relations (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 276 - Managing Fire Services (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement,management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

FOR - Forest Management

FOR 121 - Dendrology (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F

This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.

FOR 131 - Forest Measurements (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.

FOR 161 - Safety & Woodsmanship (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces potential life threatening or serious injury situations that may occur during outdoor activities and basic orienteering. Topics include injuries by mechanical equipment, plants, animals, and climatic conditions and the proper treatment for each situation. Upon completion, students should be able to respond to emergency situations which may occur in a forest environment.

FOR 171 - Introduction to Forest Resources (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.

FOR 173 - Soils & Hydrology (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality.

FOR 175 - Wildlife and Environmental Studies (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States.

FOR 212 - Forest Surveying & Aerial Interpretation (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements.

FOR 215 - Introduction to GIS/GPS (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications.

FOR 225 - Silvics & Silviculture (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: S
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques.

FOR 232 - Forest Mensuration (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: FOR 131 *Corequisite:* None *Offered:* S
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands.

FOR 240 - Forest Protection (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: S
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods.

FOR 241 - Forest Fire Management (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers the nature of wildfire and the uses of prescribed burning in a forest or urban interface setting. Topics include prevention, detection, suppression, causes, and the ecological and economic effects of fire. Upon completion, students should be able to use fire as a management tool and participate in the suppression of wildfire.

FOR 273 - Forest Management Issues (2CR)
Class Hours: 0 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: FOR 225 and FOR 232
Corequisite: None *Offered*: Sp
This course is designed as a capstone course in the

application of land management and procurement skills. Emphasis is placed on formulating a comprehensive land management plan, including a complete timber cruise. Upon completion, students should be able to locate timber tracts and identify timber, water, wildlife, and recreation options for the landowner.

FOR 285 - Logging & Marketing (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation.

FOR 286 - Forestry Ethics and Law (1)
Class Hours: 1 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* S
This course covers ethical and legal issues involving forestry. Topics include forestry business ethics, individual property rights vs. public good, forestry professional code of ethics, applicable business laws, and regional regulations. Upon completion, students should be able to identify ethical and legal considerations specific to forestry.

FRE - French

FRE 111 - Elementary French I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* FRE 181 *Offered*: On Demand
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

FRE 112 - Elementary French II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: FRE 111; Minimum Grade C
Corequisite: FRE 182 *Offered:* On Demand
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

FRE 181 - French Lab 1 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

FRE 182 - French Lab 2 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: FRE 181; Minimum grade C
Corequisite: None *Offered:* On Demand
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

FRE 211 - Intermediate French I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: FRE 112; Minimum grade C
Corequisite: FRE 281 *Offered:* On Demand
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

FRE 212 - Intermediate French II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: FRE 211; Minimum grade C
Corequisite: FRE 282 *Offered*: On Demand
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

FRE 281 - French Lab 3 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: FRE 182; Minimum grade C
Corequisite: FRE 211 *Offered*: On Demand
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

FRE 282 - French Lab 4 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: FRE 281; Minimum grade C
Corequisite: None *Offered:* On Demand
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

FWL - Fish and Wildlife

FWL 142 - Wildlife Management (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the principles of wildlife management, including basic concepts, terminology, and techniques important to wildlife managers. Topics include a review of the history of wildlife management, ecological principles, an introduction to wildlife habitat requirements, and population dynamics. Upon completion, students should be able to understand and discuss the life history, management techniques, and habitat requirements of North American species.

GCM - Golf Course Management

GCM 220 - Golf Course Maint Systems (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: S
This course provides a detailed study of the logistics of day-to-day maintenance programs for golf courses. Emphasis is placed on how such programs relate to the overall management of golf course facilities. Upon completion, students should be capable of setting up and operating maintenance programs at golf courses.

GEL - Geology

GEL 111 - Geology (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

GEO - Geography

GEO 111 - World Regional Geography (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/ Behavior Sciences.

GEO 112 - Cultural Geography (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

GRO - Gerontology

GRO 120 - Gerontology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEA - Health

HEA 110 - Personal Health/Wellness (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: F,Sp,S
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

HEA 112 - First Aid & CPR (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course introduces the basics of emergency first aid treatment. Topics include rescue, breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

HIS - History

HIS 111 - World Civilizations I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: DRE 098 or RED 090 or ENG 095 or ENG

002; Minimum grade P2 *Corequisite:* None
Offered: F,Sp,On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is part of the NC Global Scholars of Distinction Program.

HIS 112 - World Civilizations II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite*: None
Offered: F,Sp,On Demand
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is part of the NC Global Scholars of Distinction Program.

HIS 116 - Current World Problems (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None
Offered: On Demand
This course covers current world events from a historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from a historical perspective. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

HIS 121 - Western Civilization I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite*: None
Offered: On Demand
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

HIS 122 - Western Civilization II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite*: None
Offered: On Demand
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

HIS 131 - American History I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None
Offered: F,Sp,On Demand
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 132 - American History II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite:* DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None
Offered: F,Sp,On Demand
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 221 - African-American History (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None
Offered: On Demand
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

HOR - Horticulture

HOR 150 - Introduction to Horticulture (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* S
This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HSE - Human Services

HSE 110 - Introduction to Human Services (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
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.

HSE 112 - Group Process I (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

HSE 123 - Interviewing Techniques (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: Sp,On Demand
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.

HSE 125 - Counseling (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: PSY 150 *Corequisite:* None *Offered:* Sp
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.

HSE 210 - Human Services Issues (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

HSE 220 - Case Management (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: HSE 110 *Corequisite:* None *Offered:* Sp
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 - Crisis Intervention (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
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.

HUM - Humanities

HUM 110 - Technology and Society (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: On Demand
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 or DRE 098 or ENG 002 *Corequisite:* None *Offered:* On Demand
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 120 - Cultural Studies (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: On Demand
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. This course has

been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 230 - Leadership Development (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 *Corequisite*: None *Offered:* On Demand
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

HYD - Hydraulics

HYD 110 - Hydraulics/Pneumatics I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: F
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.

HYD 121 - Hydraulics/Pneumatics II (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours*: 0
Prerequisite: HYD 110 *Corequisite*: None *Offered*: Sp
This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems.

INS - Insurance

INS 121 - Life Insurance (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
This course is designed to follow the guidelines set forth by the North Carolina Department of Insurance to prepare an individual for the life agent state licensing exam. Topics include basic principles of life insurance, life insurance policies, provisions, options, riders, premiums, proceeds, beneficiaries, insurance underwriting, policy issues, and North Carolina Statues and Regulations. Upon completion, students should be able to demonstrate a thorough knowledge of North Carolina Department of Insurance requirements for life insurance and be prepared to sit for the state life agent licensing exam.

INS 122 - Accident and Health Insurance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course is designed to follow the guidelines set forth by the North Carolina Department of Insurance to prepare an individual for the accident and health agent insurance state licensing exam. Topics include basic principles of accident and health insurance, health insurance providers, medical expense insurance, accidental death & dismemberment, and accident and health insurance policy provisions. Upon completion, students should be able to demonstrate a thorough knowledge of North Carolina Department of Insurance requirements and be prepared to sit for the state accident and health agent licensing exam.

INS 125 - Risk Management (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces the fundamentals of risk management as it applies to individuals and businesses. Topics include risk and hazard recognition and measurement, risk analysis and the development of a risk management plan. Upon completion, students should be able to identify the daily managerial and organizational requirements of risk management.

INS 127 - Claims Adjusting (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
This course introduces the legal basis of contracts and claims. Topics will include basic principles of claims adjusting; terms and concepts; dwelling property forms; fire policies; home owners and other personal policies; flood insurance; watercraft and auto policies; umbrella liability, loss/damage evaluation; loss reports; and North Carolina Statutes and Regulations. Upon completion, students should be able to demonstrate the ability to investigate and legally settle claims.

INS 128 - Med Sup/Long-Term/Estate Plan (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course is designed to follow the guidelines set forth by the North Carolina Department of Insurance to prepare an individual for the Medicare Supplement/ Long-Term Care Agent. Topics include principles of long-term care, long-term coverage, applicable laws and regulations, Medicaid, Medicare supplement insurance/ assistance, hospital insurance, supplementary medical insurance, and estate planning. Upon completion, students should be able to identify and effectively discuss long-term care coverage, appropriate policy provisions, legal practices, estate planning, and their applicable taxes.

INS 129 - Property & Casualty Insurance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course is designed for instructional areas related to property and casualty insurance (P&C) topics to meet the pre-licensing education requirements for insurance agents as prescribed by the North Carolina Department of Insurance - Agent Services Division. Topics include terms and concepts of property and casualty insurance, North Carolina Insurance Law, and multiple areas within P&C. Upon completion, students should be able to identify the concepts covered in the NC Department of Insurance - Property and Casualty Insurance license exams.

ISC - Industrial Safety

ISC 112 - Industrial Safety (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered*: S
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 121 - Environmental Health & Safety (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
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.

ISC 132 - Manufacturing Quality Control (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 210 - Operation and Production Planning (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.

ISC 220 - Lean Manufacturing (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* S
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

LDD - Light Duty Diesel

LDD 112 - Introduction Light-Duty Diesel (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

MAC - Machining

MAC 114 - Introduction to Metrology (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: On Demand
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 122 - CNC Turning (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered*: S
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 - CNC Milling (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 - Blueprint Reading-Machining I (2CR)
Class Hours: 1 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132 - Blueprint Reading-Machining II (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAC 131 *Corequisite*: None *Offered:* F
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 141 - Machining Applications I (4CR)
Class Hours: 2 *Lab Hours*: 6 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: F
This course provides an introduction to a variety of

material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 142 - Machining Applications II (4CR)
Class Hours: 2 *Lab Hours*: 6 *Clinic/Work Experience Hours:* 0
Prerequisite: MAC 141 *Corequisite:* None *Offered:* Sp
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 143 - Machining Applications III (4CR)
Class Hours: 2 *Lab Hours*: 6 *Clinic/Work Experience Hours:* 0
Prerequisite: MAC 141 *Corequisite:* None *Offered:* F
This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process.

MAC 151 - Machining Calculations (2CR)
Class Hours: 1 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 160 - Coordinate Measuring Machines (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines.

MAC 171 - Measure/Material and Safety (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.

MAC 222 - Advanced CNC Turning (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MAC 122 *Corequisite*: None *Offered:* S
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 - Advanced CNC Milling (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MAC 124 *Corequisite*: None *Offered:* S
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 228 - Advanced CNC Processes (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F
This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

MAC 233 - Appl in CNC Machining (6CR)
Class Hours: 2 *Lab Hours*: 12 *Clinic/Work Experience Hours:* 0
Prerequisite: MEC 231 and MAC 124 or MAC 122
Corequisite: None *Offered*: Sp
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

MAT - Mathematics

MAT 071 - Precalculus Algebra Support (2CR)
Class Hours: 0 *Lab Hours*: 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: MAT 171 *Offered:* On Demand
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110 - Mathematical Measurement and Literacy (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: DMA 010, DMA 020, & DMA 030; or DMA 025 or MAT 003 or BSP 4003 *Corequisite*: MAT 010 *Offered:* F,Sp,S
This course provides an activity-based approach that

develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 - Algebra/Trigonometry I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: DMA 010 - DMA 060; or DMA-025 & DMA 040 - DMA 060; or DMA 025 & DMA 045 & DMA 060; or DMA 010 - DMA 030 & DMA 045 & DMA 060; or MAT 003 or BSP 4003 *Corequisite:* MAT 021
Offered: Sp, On Demand
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. The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of tier 2. Successful completion of MAT-121 permits a student to register for MAT-171 with the coreq MAT-071. Successful completion of MAT-171 permits a student to register for MAT-121 without the coreq MAT-021.

MAT 143 - Quantitative Literacy (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: DMA 010 - DMA 050 and DRE 098; or DMA 010 - DMA 050 and ENG 002; DMA 010 - DMA 050 and BSP 4002; DMA 025, DMA 045 & DRE 098; DMA 025, DMA 045 & ENG 002; DMA 025, DMA 045 & BSP 4002; or MAT 003 & DRE 098; or MAT 003 & ENG 002; or MAT 003 & BSP 4002; or BSP 4003 and DRE 098; or BSP 4003 & ENG 002; or BSP 4003 & BSP 4002 *Corequisite:* MAT 043 *Offered*: F,Sp,S
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project - and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043.

MAT 152 - Statistical Methods I (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: DMA 010 - DMA 050 and DRE 098; or DMA 010 - DMA 050 and ENG 002; DMA 010 - DMA 050 and BSP 4002; DMA 025, DMA 045 & DRE 098; DMA 025, DMA 045 & ENG 002; DMA 025, DMA 045 & BSP 4002; or MAT 003 & DRE 098; or MAT 003 & ENG 002; or MAT 003 & BSP 4002; or BSP 4003 and DRE 098; or BSP 4003 & ENG 002; or BSP 4003 & BST 4002
Corequisite: MAT 052 *Offered:* F,Sp,S
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences, about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. Successful completion of MAT-143 permits a student to register for MAT-152 without the coreq MAT-052.

MAT 171 - Precalculus Algebra (4CR)
Class Hours: 3 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: DMA 010 - DMA 050; or DMA 010 - DMA 030 & DMA 045; or DMA 025 & DMA 045; or DMA 025, DMA 040 & DMA 050; or MAT 121; or MAT 003; or BSP 4003
Corequisite: MAT 071 *Offered:* F,Sp,S
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071. The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of Tier 2. ***NOTE:*** Students taking MAT 171 must take MAT 172 for Precalculus credit.

MAT 172 - Precalculus Trigonometry (4CR)
Class Hours: 3 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 171 Minimum grade C *Corequisite:* None
Offered: F,Sp
This course is designed to develop an understanding of

topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 263 - Brief Calculus (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 171 Minimum grade C *Corequisite:* None
Offered: Sp,On Demand
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 271 - Calculus I (4CR)
Class Hours: 3 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 172 Minimum grade C *Corequisite*: None
Offered: F,Sp,On Demand
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 272 - Calculus II (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 271 Minimum grade C
Corequisite: None *Offered:* F,Sp
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 - Calculus III (4CR)
Class Hours: 3 *Lab Hours*: 2 *Clinic/Work Experience Hours*: 0
Prerequisite: MAT 272 Minimum grade C
Corequisite: None *Offered*: F,On Demand
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.

MAT 280 - Linear Algebra (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 271 *Corequisite*: None
Offered: On Demand.
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

MAT 285 - Differential Equations (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 272 Minimum grade C
Corequisite: None *Offered*: Sp
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MEC - Mechanical

MEC 110 - Introduction to CAD/CAM (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

MEC 111 - Machine Processes I (3CR)
Class Hours: 1 *Lab Hours*: 4 *Clinic/Work Experience Hours:* 0

Prerequisite: None *Corequisite*: None *Offered*: Sp
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

MEC 128 - CNC Machining Processes (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*:
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.

MEC 130 - Mechanisms (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: S
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 - Manufacturing Materials I (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: Sp
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.

MEC 231 - Computer-Aided Manufacturing I (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

MEC 232 - Computer-Aided Manufacturing II (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours*: 0
Prerequisite: MEC 231 *Corequisite:* None *Offered:* Sp
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

MEC 276 - Capstone Design Project (1CR)
Class Hours: 0 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: DDF 212 *Corequisite:* None *Offered*: Sp
This course provides an opportunity for students to utilize all facets of their educational experience to solve an engineering design problem in a multi-disciplinary environment. Competencies demonstrated include project planning and organization, engineering analysis and design, selection of materials and processes, economic analysis, communication, and project documentation. Upon completion, students should be able to demonstrate the ability to complete a comprehensive design project, concluding with a formal report.

MED - Medical Assisting

MED 110 - Orientation to Medical Assisting (1CR)
Class Hours: 1 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 - Medical Law and Ethics (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 120 - Survey of Med Terminology (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MED 121 - Medical Terminology I (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F,Sp
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 - Medical Terminology II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: MED 121 *Corequisite:* None *Offered:* F,Sp,S
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology,

pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 - Administrative Office Procedures I (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 - Administrative Office Procedures II (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: S
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 - Examining Room Procedures I (5CR)
Class Hours: 3 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: MED 122 *Offered:* Sp
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 - Laboratory Procedures I (5CR)
Class Hours: 3 *Lab Hours:* 4 *Clinic/Work Experience Hours*: 0
Prerequisite: MED 122 *Corequisite*: None *Offered:* S
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 230 - Administrative Office Procedures III (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: MED 131 *Corequisite:* None *Offered:* F
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

MED 240 - Examining Room Procedures II (5CR)
Class Hours: 3 *Lab Hours*: 4 *Clinic/Work Experience Hours:* 0
Prerequisite: MED 140 *Corequisite:* None *Offered*: F
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 250 - Laboratory Procedures II (5CR)
Class Hours: 3 *Lab Hours*: 4 *Clinic/Work Experience Hours:* 0
Prerequisite: MED 150 *Corequisite:* None *Offered*: F
This course is designed to expand and build on skills presented in MED 150. Emphasis is placed on increasing proficiency in laboratory skills used in the medical setting. Upon completion, students should be able to demonstrate enhanced competence in selected medical laboratory procedures.

MED 260 - MED Clinical Practicum (5CR)
Class Hours: 0 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 15
Prerequisite: MED 240 & MED 250 *Corequisite*: None
Offered: Sp
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 - Clinical Perspectives (1CR)
Class Hours: 1 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 - Medical Assisting Overview (2CR)
Class Hours: 2 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: MED 260 *Offered*: Sp
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 272 - Drug Therapy (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MKT - Marketing & Retailing

MKT 120 - Principles of Marketing (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F,Sp
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for

products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 220 - Advertising and Sales Promotion (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
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.

MKT 232 - Social Media Marketing (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MLT - Medical Laboratory Technology

MLT 110 - Introduction to MLT (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: Admission to the MLT program
Corequisite: None *Offered:* F
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.

MLT 111 - Urinalysis & Body Fluids (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MLT 110 *Corequisite:* None *Offered:* Sp
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.

MLT 120 - Hematology/Hemostasis I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: Admission to the MLT program *Corequisite:* None *Offered:* Sp
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.

MLT 125 - Immunohematology I (5CR)
Class Hours: 4 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MLT 110 *Corequisite*: None *Offered*: Sp
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.

MLT 130 - Clinical Chemistry I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: CHM 130 and CHM 130A, MLT 110
Corequisite: None *Offered:* S
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.

MLT 140 - Introduction to Microbiology (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: Admission to the MLT program
Corequisite: None *Offered:* F
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.

MLT 215 - Professional Issues (1CR)
Class Hours: 1 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
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.

MLT 220 - Hematology/Hemostasis II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MLT 120 *Corequisite:* None *Offered*: S
This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 240 - Special Clinical Microbiology (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MLT 140 *Corequisite*: None *Offered:* Sp
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.

MLT 255 - MLT Practicum I (5CR)
Class Hours: 0 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 15
Prerequisite: BIO 163, MLT 110, MLT 111, MLT 120, MLT 125, MLT 140, and MLT 220
Corequisite: None *Offered:* F
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.

MLT 264 - MLT Practicum II (4CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 12
Prerequisite: None *Corequisite:* None *Offered*:
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.

MLT 274 - MLT Practicum III (4CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 12
Prerequisite: None *Corequisite:* None *Offered*:
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.

MLT 288 - MLT Practicum IV (5CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 15
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy and precision. Upon completion, students should be able to demonstrate competence on final clinical evaluations.

MNT - Maintenance

MNT 110 - Introduction to Maintenance Procedures (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: S
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 240 - Indust Equip Troubleshoot (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MNT 263 - Electo-Pneu Components (4CR)
Class Hours: 2 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:*
This course introduces principles and practical applications of electrical/pneumatic control systems and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.

MUS - Music

MUS 110 - Music Appreciation (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None
Offered: F,Sp,On demand
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 111 - Fundamentals of Music (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 112 - Introduction to Jazz (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None
Offered: F,Sp,On Demand
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 131 - Chorus I (1CR)
Class Hours: 0 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 132 - Chorus II (1CR)
Class Hours: 0 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MUS 131 *Corequisite*: None *Offered:* F,Sp
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 151 - Class Music I (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 152 - Class Music II (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MUS 151 *Corequisite:* None *Offered*: F,Sp
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 210 - History of Rock Music (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: On Demand
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

MUS 212 - American Musical Theatre (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

MUS 214 - Electronic Music (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MUS 111 *Corequisite:* None *Offered: F*
This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, digital keyboards, and Digital Audio Workstations (DAWs). Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 231 - Chorus III (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MUS 132 *Corequisite:* None *Offered:* F,Sp
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 232 - Chorus IV (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: MUS 231 *Corequisite:* None *Offered:* F,Sp
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 251 - Class Music III (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MUS 152 *Corequisite:* None *Offered:* F,Sp
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

MUS 252 - Class Music IV (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MUS 251 *Corequisite:* None *Offered:* F,Sp
This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

NET - Networking Technology

NET 110 - Networking Concepts (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F, Sp
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125 - Introduction to Networks (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

NET 126 - Switching and Routing (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: NET 125 *Corequisite*: None *Offered:* Sp
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.

NOS - Network Operating Systems

NOS 120 - Linux/UNIX Single User (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 - Windows Single User (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 - Windows Administration I (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

NUR - Nursing

NUR 101 - Practical Nursing I (11CR)
Class Hours: 7 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 6
Prerequisite: Admission to PN program *Corequisite:* None
Offered: F
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 - Practical Nursing II (10CR)
Class Hours: 7 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 9
Prerequisite: NUR 101, BIO 163 *Corequisite:* None *Offered:* Sp
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 - Practical Nursing III (9CR)
Class Hours: 6 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 9
Prerequisite: NUR 101, NUR 102, PSY 150
Corequisite: None *Offered:* S
This course is designed to assimilate the concepts within the three domains of the individual, healthcare,

and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111 - Introduction to Health Concepts (8CR)
Class Hours: 4 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 6
Prerequisite: Admission to ADN program *Corequisite:* None
Offered: F
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 - Health-Illness Concepts (5CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: NUR 111, NUR 117, BIO 168 *Corequisite:* None
Offered: Sp
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.

NUR 113 - Family Health Concepts (5CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: NUR 111, NUR 114, PSY 241
Corequisite: None *Offered*: F
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 - Holistic Health Concepts (5CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: NUR 111, NUR 211, BIO 169 and PSY 150
Corequisite: None *Offered:* S
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 - Pharmacology (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: Admission to ADN or Instructor Permission
Corequisite: None *Offered*: F
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 - Health Care Concepts (5CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: NUR 111, NUR 112, NUR 117, BIO 168
Corequisite: None *Offered:* Sp
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 - Health System Concepts (5CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 6
Prerequisite: NUR 111 and NUR 113 *Corequisite:* None
Offered: F
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 - Complex Health Concepts (10CR)
Class Hours: 4 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 15
Prerequisite: NUR 111, NUR 117 and BIO 175
Corequisite: NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212 *Offered:* Sp
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.

OMT - Operations Management

OMT 110 - Intro to Operations Mgmt (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality

management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.

OMT 112 - Materials Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.

OMT 135 - FDA GMP Compliance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers the current version of the Food and Drug Administration's Good Management Practices. Emphasis is placed on how and why medical equipment and pharmaceutical manufacturers should comply with these standards. Upon completion, students should be able to understand and implement good management practices in a facility to comply with the FDA standards.

OMT 156 - Problem-Solving Skills (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.

OMT 218 - Dev Team Performance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course provides a foundation for enhancing team effectiveness and performance. Topics include clarification of team responsibilities, techniques for keeping the team on course, being a team player, and playing a vital role in team decisions. Upon completion, students should be able to understand the advantage of teamwork in a workplace environment and understand their role in being an effective team member.

OMT 222 - Project Management (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

OMT 260 - Issues in Operations Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ISC 121, ISC 210, OMT 112, and ISC 130, ISC 131, ISC 132, or ISC 221 *Corequisite:* None
Offered: Sp
This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.

OST - Office Systems Technology

OST 131 - Keyboarding (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F,Sp,S
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134 - Text Entry & Formatting (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 136 - Word Processing (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F,Sp,S
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.

OST 143 - Dental Office Terminology (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F
This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.

OST 147 - Dental Billing and Coding (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: OST 143 *Corequisite:* None *Offered:* Sp
This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim

Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.

OST 148 - Medical Insurance and Billing (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 - Medical Legal Issues (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153 - Office Finance Solutions (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: CIS 110, CIS 111, or OST 137
Corequisite: None *Offered:* F,Sp
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.

OST 164 - Office Editing (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
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.

OST 171 - Intro to Virtual Office (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communicating electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.

OST 247 - Procedure Coding (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MED 121 *Corequisite:* None *Offered:* F, Sp
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 - Diagnostic Coding (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MED 121 *Corequisite:* None *Offered:* F,Sp
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249 - Medical Coding Certification Preparation (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: OST 247 and OST 248 *Corequisite:* None *Offered:* F,Sp
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

OST 280 - Electronic Health Records (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours*: 0
Prerequisite: CIS-110, CIS-111, or OST-137 *Corequisite*: None *Offered:* Sp,S
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

OST 286 - Professional Development (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 - Office Administration Capstone (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: OST 164 and either OST 134 or OST 136
Corequisite: None *Offered:* F,Sp
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.

PCI - Process Control Instrumentation

PCI 264 - Process Control with PLCs (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: ELC 128 *Corequisite*: None *Offered:* Sp
This course introduces automatic process control

implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

PED - Physical Education

PED 110 - Fit and Well for Life (2CR)
Class Hours: 1 *Lab Hours*: 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None
Offered: F,Sp,On Demand
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PED 117 - Weight Training I (1CR)
Class Hours: 0 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PED 120 - Walking for Fitness (1CR)
Class Hours: 0 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PED 122 - Yoga (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: On Demand
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PED 128 - Golf-Beginning (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PED 130 - Tennis-Beginning (1CR)
Class Hours: 0 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PED 131 - Tennis-Intermediate (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: PED 130 *Corequisite:* None *Offered:* On Demand
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PHI - Philosophy

PHI 215 - Philosophical Issues (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 *Corequisite:* None *Offered:* On Demand
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

PHI 240 - Introduction to Ethics (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: ENG 111 *Corequisite*: None *Offered:* On Demand
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

PHY - Physics

PHY 131 - Physics-Mechanics (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 121 or MAT 171; RED 090 or DRE 098 or ENG 095 or ENG 002; Minimum grade P2
Corequisite: None *Offered*: On Demand
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.

PHY 151 - College Physics I (4CR)
Class Hours: 3 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 171; MAT 271; RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2
Corequisite: None *Offered:* F, On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 152 - College Physics II (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: PHY 151 *Corequisite:* None
Offered: Sp,On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 251 - General Physics I (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 271 and DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* MAT 272
Offered: F
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. This course has been approved for transfer under the CAA and ICAA as a general education courses in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 252 - General Physics II (4CR)
Class Hours: 3 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: MAT 272 and PHY 251 *Corequisite:* None
Offered: Sp
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

POL - Political Science

POL 120 - American Government (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: RED 090 or ENG 095 or DRE 098 or ENG 002; Minimum grade P2 *Corequisite:* None
Offered: On Demand
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

POL 130 - State & Local Government (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* On Demand
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences, as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PSY - Psychology

PSY 150 - General Psychology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0

Prerequisite: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite*: None
Offered: F,Sp,S
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSY 237 - Social Psychology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: PSY 150 or SOC 210 *Corequisite*: None
Offered: On Demand
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

PSY 241 - Developmental Psychology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: PSY 150 *Corequisite*: None
Offered: F,Sp,On Demand
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

PSY 263 - Educational Psychology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: PSY 150 *Corequisite:* None *Offered:* On Demand
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement, motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

PSY 281 - Abnormal Psychology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: PSY 150 *Corequisite:* None *Offered:* F,Sp
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

REL - Religion

REL 110 - World Religions (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is part of the NC Global Scholars of Distinction Program.

REL 211 - Introduction to Old Testament (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

REL 212 - Introduction to New Testament (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

SAB - Substance Abuse

SAB 110 - Substance Abuse Overview (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

SEC - Information Systems Security

SEC 110 - Security Concepts (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: NET 125 *Corequisite:* None *Offered:* S
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150 - Secure Communications (3CR)
Class Hours: 2 *Lab Hours* 2 **Clinic/Work Experience Hours:** 0
Prerequisite: NET-126 *Corequisite:* None *Offered:* F
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

SEC 160 - Security Administration I (3CR)
Class Hours: 2 *Lab Hours* 2 **Clinic/Work Experience Hours:** 0
Prerequisite: NET 126 *Corequisite:* None *Offered:* F
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.

SEC 175 - Perimeter Defense (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: NET 126 *Corequisite:* None *Offered:* F
This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

SEC 285 - Systems Security Project (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: CTI 110, CTI 120, CTS 115, NOS 120, SEC 160, and SEC 175 *Corequisite:* None *Offered:* Sp
This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

SGD - Simulation and Game Development

SGD 111 - Introduction to Simulation and Game Development (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: F
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 - SGD Design I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 - SGD Programming I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 114 - SGD 3D Modeling I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 116 *Corequisite:* None *Offered:* Sp
This course introduces the tools required to create three-dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

SGD 116 - SGD Graphic Design Tools (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

SGD 117 - Art for Games (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects.

SGD 125 - SG Artificial Intellig (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 112 & SGD 113 *Corequisite*: None
Offered: F
This course introduces the artificial intelligence concepts related to simulation and game development. Emphasis is placed on expert systems. Upon completion, students should be able to describe the basic concepts and procedures related to the development of artificial intelligence systems used in simulation and games.

SGD 135 - Serious Games (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games.

SGD 159 - SGD Production Management (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* S
This course introduces the techniques and methods used in interactive game production and how to manage a project. Emphasis is placed on scheduling, production plans, marketing and budgeting. Upon completion, students should be able to manage a team, track production, and understand the process of project management.

SGD 162 - SGD 3D Animation I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 114 *Corequisite:* None *Offered:* F
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 165 - SGD Character Development (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 114 & SGD 162 *Corequisite:* None
Offered: Sp
This course introduces the concepts needed to create fictional personality for use in digital videos, animations, simulations, and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

SGD 166 - SGD Physiology & Kinesis (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course introduces the principles of simulation and game development. Topics include analysis of the human form and other living organisms. Upon completion, students should be able to demonstrate an understanding of the physiology and kinesiology concepts related to simulation and game development.

SGD 174 - SGD Level Design I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

SGD 212 - SGD Design II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 112 & SGD 113 *Corequisite:* None
Offered: F
This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 214 - SGD 3D Modeling II (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 114 *Corequisite:* None *Offered:* F
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

SGD 274 - SGD Level Design II (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 174 *Corequisite:* None *Offered:* Sp
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced-level guide and architecture theory, concepts related to “critical path” and “flow,” game balancing, playtesting, and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

SGD 288 - SGD Portfolio Design (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* SGD 212 or SGD 214
Offered: Sp
This course covers the organization and presentation of a simulation and game design portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

SGD 289 - SGD Project (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: SGD 212 or SGD 214 *Corequisite:* None
Offered: Sp
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SOC - Sociology

SOC 210 - Introduction to Sociology (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite*: None *Offered:* F,Sp,S
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences. This is a Universal General Education Transfer Component (UGETC) course.

SOC 213 - Sociology of the Family (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None *Offered:* On Demand
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

SOC 220 - Social Problems (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None *Offered*: F,Sp,On Demand
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. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

SOC 225 - Social Diversity (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* DRE 098 or RED 090 or ENG 095 or ENG 002; Minimum grade P2 *Corequisite:* None *Offered:* On Demand
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

SOC 230 - Race and Ethnic Relations (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: None *Corequisite:* None *Offered*: On Demand
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

SOC 240 - Social Psychology (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0 *Prerequisite*: None *Corequisite*: None *Offered:* On Demand
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavior Sciences.

SOC 242 - Sociology of Deviance (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite*: None *Corequisite:* None *Offered:* On Demand
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

SPA - Spanish

SPA 111 - Elementary Spanish I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* None *Corequisite*: SPA 181 *Offered:* F,Sp,On Demand
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills., Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is part of the NC Global Scholars of Distinction Program.

SPA 112 - Elementary Spanish II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0 *Prerequisite:* SPA 111 Minimum grade C *Corequisite:* SPA 182 *Offered:* F,Sp,On Demand
This course is a continuation of SPA 111 focusing on the

fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is part of the NC Global Scholars of Distinction Program.

SPA 120 - Spanish for the Workplace (3CR)
Class Hours: 3 *Lab Hours*: 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* On Demand
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 181 - Spanish Lab 1 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,On Demand
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement. This course is part of the NC Global Scholars of Distinction Program.

SPA 182 - Spanish Lab 2 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: SPA 111 and SPA 181 Minimum grade C
Corequisite: None *Offered*: F,Sp,On Demand
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

SPA 211 - Intermediate Spanish I (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: SPA 112 Minimum grade C
Corequisite: SPA 281 *Offered:* On Demand
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

SPA 212 - Intermediate Spanish II (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: SPA 211 Minimum grade C
Corequisite: SPA 282 *Offered:* On Demand
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

SPA 281 - Spanish Lab 3 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: SPA 182 Minimum grade C
Corequisite: SPA 211 *Offered:* On Demand
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

SPA 282 - Spanish Lab 4 (1CR)
Class Hours: 0 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: SPA 281 Minimum grade C
Corequisite: SPA 212 *Offered:* On Demand
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

SWK - Social Work

SWK 110 - Intro to Social Work (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

SWK 113 - Working With Diversity (3CR)
Class Hours: 3 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
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.

TRF - Turfgrass Management

TRF 110 - Introduction Turfgrass Cultivation & Id (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered:* F
This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

TRF 120 - Turfgrass Irrigation and Design (4CR)
Class Hours: 2 *Lab Hours*: 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers the basic techniques involved in the design, layout, installation, and use of water-wise turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system according to sustainable practices.

TRF 152 - Landscape Maintenance (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule.

TRF 210 - Turfgrass Eqmt Mgnt (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment.

TRF 230 - Turfgrass Mgmt Apps (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play.

TRF 240 - Turfgrass Pest Control (3CR)
Class Hours: 2 *Lab Hours*: 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* Sp
This course covers detection and identification of turfgrass pests with emphasis on methods of sustainable management. Topics include pest identification with an understanding of pesticides used, application procedures, and costs involved in sustainable management programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest management programs, and/or use integrated pest management.

TRF 260 - Adv Turfgrass Mgmt (4CR)
Class Hours: 3 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: TRF 110 *Corequisite:* None *Offered:* Sp
This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management.

TRN - Transportation Technology

TRN 110 - Introduction to Transport Technology (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

TRN 111 - Chassis Maintenance and Light Repair (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

TRN 112 - Powertrain Maintenance and Light Repair (4CR)
Class Hours: 2 *Lab Hours*: 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

TRN 120 - Basic Transportation Electricity (5CR)
Class Hours: 4 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 140 - Transportation Climate Control (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* S
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 145 - Adv Transp Electronics (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: TRN-120 *Corequisite:* None *Offered:*
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.

TRN 170 - PC Skills for Transportation (2CR)
Class Hours: 1 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

TRN 180 - Basic Welding for Transportation (3CR)
Class Hours: 1 *Lab Hours:* 4 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

WBL - Work Based Learning

WBL 110 - World of Work (1CR)
Class Hours: 1 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F,Sp
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

WBL 111 - Work-Based Learning I (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 10
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 - Work-Based Learning I (2CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 20
Prerequisite: None *Corequisite:* None *Offered*: F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 - Work-Based Learning Seminar I (1CR)
Class Hours: 1 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* WBL 111 or WBL 112 or WBL 113 or WBL 114 *Offered*: F,Sp,S
This course description may be written by the individual colleges.

WBL 121 - Work-Based Learning II (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 10
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed

on integrating classroom learning with related work experience. Upon completion students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 122 - Work-Based Learning II (2CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 20
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 131 - Work-Based Learning III (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours*: 10
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 132 - Work-Based Learning III (2CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 20
Prerequisite: None Corequisite: None Offered: F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 211 - Work-Based Learning IV (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 10
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 221 - Work-Based Learning V (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 10
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 231 - Work-Based Learning VI (1CR)
Class Hours: 0 *Lab Hours:* 0 *Clinic/Work Experience Hours:* 10
Prerequisite: None *Corequisite*: None *Offered:* F,Sp,S
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.

WEB - Web Technologies

WEB 111 - Introduction to Web Graphics (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 115 - Web Markup and Scripting (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F
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.

WEB 120 - Intro to Internet Multimedia (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: WEB 111 *Corequisite*: None *Offered:* F
This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards.

WEB 151 - Mobile Application Development I (3CR)
Class Hours: 2 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: CSC 151 *Corequisite*: None *Offered:* Sp
This course introduces students to programming technologies, design, and development related to mobile applications. Topics include accessing device capabilities, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile devices.

WEB 182 - PHP Programming (3CR)
Class Hours: 2 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic website using the PHP scripting language.

WLD - Welding

WLD 110 - Cutting Processes (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* F
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 - Basic Welding Processes (2CR)
Class Hours: 1 *Lab Hours*: 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F,Sp
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 - SMAW (Stick) Plate (5CR)
Class Hours: 2 *Lab Hours:* 9 *Clinic/Work Experience Hours*: 0
Prerequisite: None *Corequisite:* None *Offered*: F
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.

WLD 116 - SMAW (stick) Plate/Pipe (4CR)
Class Hours: 1 *Lab Hours:* 9 *Clinic/Work Experience Hours:* 0
Prerequisite: WLD 115 *Corequisite:* None *Offered*: Sp
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 - GMAW (MIG) FCAW/Plate (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered*: F
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.

WLD 122 - GMAW (MIG) Plate/Pipe (3CR)
Class Hours: 1 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: WLD 121 *Corequisite:* None *Offered:* Sp
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 - GTAW (TIG) Plate (4CR)
Class Hours: 2 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered*: Sp
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 - GTAW (TIG) Plate/Pipe (3CR)
Class Hours: 1 *Lab Hours:* 6 *Clinic/Work Experience Hours:* 0
Prerequisite: WLD 131 *Corequisite:* None *Offered*: S
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 - Symbols and Specifications (3CR)
Class Hours: 2 *Lab Hours:* 2 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite:* None *Offered:* F,Sp,S
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 212 - Inert Gas Welding (2CR)
Class Hours: 1 *Lab Hours:* 3 *Clinic/Work Experience Hours:* 0
Prerequisite: None *Corequisite*: None *Offered:* Sp
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

WAYNE
COMMUNITY COLLEGE

2023-2024

STUDENT HANDBOOK

This catalog/student handbook is current as of August 1, 2023. Check the WCC online catalog/student handbook at waynecc.edu/catalog for the most up-to-date information. It is the responsibility of all students to read, understand, and adhere to the contents of the General Catalog and Student Handbook.

STUDENT HANDBOOK

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General Information

Accessibility Services

Accessibility Services provides services and support to Wayne Community College students who require accommodations for equal access to programs, services, facilities and activities. We are committed to providing equal and integrated access as our legal responsibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Our goal is to enhance disability awareness across campus and serve as a resource to faculty in helping them understand the laws and their obligation in providing equal access to our students with disabilities.

Students who need accommodations must register with the Accessibility Services Office located in the Wayne Learning Center, Room 181. Contact Accessibility Services (919) 739-6729 - TTY (919) 583-8544 to register or for more information.

Wayne Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints that arise from any action prohibited by the Americans with Disabilities Act. Students with complaints should contact the Accessibility Services Counselor.

Bookstore

Wayne Community College maintains a bookstore for the convenience of students. Course supplies and required textbooks (new, used, e-text, rentals), gifts, clothing, electronics, and graduation attire may be purchased in the bookstore. Visit the website for fast and easy textbook information and on-line ordering. Hours of operation are Monday through Thursday from 8:00 a.m. to 4:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. Extended hours are available at the start of each semester and other times as needed. Summer hours will vary. Current hours are posted on the bookstore's website. The store's return policy allows a student seven days from the start of the semester or two days from the purchase date if after the refund deadline. All materials must be in the same condition as purchased (shrink-wrap intact, codes unopened and/or scratched, packaging unopened). General merchandise may be returned up to 30 days from purchase in original condition. Laptops are not returnable if opened and must be returned within 14 days of purchase. Refunds are provided by original tender only (cash provided for check transactions after 10 business days). Students may sell books back at any time during the year except at the beginning of each semester while financial aid is open for charging. Let us help you with your textbook needs. Stop by, call (919) 705-0475, or visit the website from the link on the College home page.

Career Services

Career Services offers guidance to students and to the general public to assist individuals in making informed decisions concerning their education, employment and career goals. Individuals may interact with Career Services through a variety of methods including group activities, one-on-one sessions, interactive seminars and workshops, as well as through self-directed, web-based resources. General topics include: career assessment, career exploration, and the job search process. Career Services works closely with local employers to host job fairs, maintain a job posting platform and employer database, and employer events. For more information, contact (919) 739-7005 or go to www.waynecc.edu/career-services.

Child Care Center

Wayne Community College operates a 5-star state-licensed child care facility offering full-time care for children ages six weeks to five years. The WCC Child Care Center is open to the public, but placement preference is given to WCC students, faculty, and staff. The Center is open Monday through Friday, 7:00 a.m. to 6:00 p.m. For enrollment information, students should contact the Center at (919) 739-6750.

Children on Campus

Children under the age of 18 who are not enrolled in a College or dual enrollment program must be in the company of a parent or guardian who is conducting business with the College. Children are not allowed in classrooms, laboratories, offices, or the student lounge without permission of a College senior administrator. Children should not be left unattended in vehicles at any time. The College will not assume responsibility or liability for any minor children. Students bringing minors to class will be asked to leave and will be referred to the Associate VP of Student Services.

Programs approved by the College to use facilities will be exempt from this procedure if the children are supervised by designated adults. Campus tours and student groups visiting the College must be accompanied by a College staff member.

College Transfer Advising Center

The College Transfer Advising Center offers students pursuing Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation, Associate in Science in Teacher Preparation, Associate in General Education-Nursing, Associate in General Education, and Special Credit a central location to seek academic advising. The purpose of the Advising Center is to serve, guide, and support students preparing to transfer to a four-year college/university or preparing to apply for limited admission allied health programs. The Center is located on the first floor of the Wayne Learning Center. For more information, call (919) 739-6755 or email wcc-ctac@waynecc.edu.

Counseling & Clinical Services

Counselors are available to assist students with academic and personal concerns and to facilitate educational planning and future planning. General academic information, counseling services for students with disabilities, short-term clinical services, case management and wellness services, and assistance

with the Allied Health limited admission process. For additional information or to schedule an appointment, call (919) 739-6732.

Dental Assisting Clinic

The Wayne Community College Dental Department operates a Dental Assisting Clinic for students, faculty, staff, and the general public from February to May by application process only. For information about an appointment, call (919) 739-6780 or come by the clinic Monday through Thursday to pick up an application.

Dental Hygiene Clinic

The Wayne Community College Dental Department operates a Dental Hygiene Clinic for students, faculty, staff, and the general public. The days of operation of the clinic vary from semester to semester. Patients should be prepared to remain in the clinic for a morning appointment from 8:00 a.m. to 12:00 p.m. and for an afternoon appointment from 1:00 to 5:00 p.m. For an appointment, call (919) 739-6780 or come by the clinic Monday through Thursday.

eLearning Services

The Department of eLearning staff are available in-person, by phone, or e-mail to assist students with issues or questions related to working in Moodle courses. The Department of eLearning is located in Wayne Learning Center, room 305. Alternatively, students can contact the eLearning help desk at (919) 739-7023 or (919) 739-7029 or by e-mail at: wcc-de@waynecc.edu. Students must present their WCC Identification or answer questions verifying their identity, if requested.

Gmail

Each student at WCC will have a student e-mail account. To log in to your student e-mail account, go to www.waynecc.edu and click on My Bison ID and select Okta Sign In. WCC has partnered with Google for both student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your student e-mail very familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Google Docs, Meet, and more. Gmail is user-friendly and full of features that can be customized to fit each student's personal preference. Student e-mail accounts should be checked daily, as WCC uses e-mail as a primary method of communication with students.

Identification Card

All WCC curriculum students are required to obtain and maintain an identification card. Students must have their ID's available and should display their ID's at all times while on campus. Periodic ID checks are conducted by the Office of Campus Police and any employee may ask to see your ID.

Each student receives only one free ID card at the semester of entry. Damaged or lost ID cards will be replaced at a cost of $5 per ID. Call the Student Activities Office at (919) 739-6740 or (919) 739-6742 for office hours and other information.

STUDENT ID CARDS ARE VALIDATED EACH SEMESTER IN THE BUSINESS OFFICE OR STUDENT ACTIVITIES OFFICE UPON PAYMENT OF FEES WITH A SEMESTERLY VALIDATION STICKER.

Intellectual Property

The College acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, trade secrets, and computer software which are copyrightable or patentable.

Inventions, discoveries, copyrightable and other creative works that have the potential to be brought into practical use may result from the activities of Wayne Community College employees or students in the course of their duties or through the use, by any person, of Wayne Community College resources such as facilities, equipment, or funds.

The primary purpose of this intellectual property policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to guide the generation of revenue for Wayne Community College and the Creators.

Upon the emergence of issues or disputes relating to intellectual property, the President will appoint an ad hoc Intellectual Property Committee composed of equal numbers of faculty and staff to make recommendations to the President concerning the disposition of the issue. In cases where a student is involved, a member of the Student Government Association will also be appointed to the committee. The President will make the final decision on the issue.

For more information and the full Intellectual Property Policy, go to www.waynecc.edu/intellectual-property.

Lost and Found

Lost and found articles are kept in the Campus Police Office (1st floor, Wayne Learning Center, Room 101). Articles that are not reclaimed will be disposed of or turned over to appropriate agencies after 30 days.

Online Courses with Moodle

All classes at WCC will have some type of online component, whether it's as simple as students checking their email or using online resources such as My Math Lab, or fully online courses where students complete all coursework online via Moodle or other online resources. Fully online courses are offered as part of the college's regular scheduled classes.

The college's online platform, Moodle, is a learning management system used for online course delivery. Moodle allows instructors to place course syllabi, lecture notes, assignments, discussion forums, and other resources online allowing students 24/7 access to the course. More information and Moodle support documentation is available online at http://waynecc.edu/elearning/elearning-current-students/. Students must have Internet access in order to connect with Moodle, complete assignments, and communicate with instructors and students. Refer to My Bison ID web page: http://waynecc.edu/mybisonid/ to format username and initial password.

Open Computer Lab

The Open Computer Lab is located in the library on

the third floor of the Wayne Learning Center building and is available to WCC students with a valid student ID card. It contains 32 PCs, printers, and copier. All instructional software offered by the College, along with Internet connectivity, is available. Consult the website for hours of operation.

Parking Decal

Students parking on the WCC campus are required to have a valid parking decal. Each student receives only one free parking decal. Decals are valid for one academic year (Fall, Spring, Summer). Additional parking decals can be purchased in the Business Office for $2 each. A valid license plate number is required to obtain a parking decal. Call the Student Activities office at (919) 739-6740 or (919) 739-6742 for office hours and other information.

Publications

Student publications may be published with sufficient student interest and administrative support. WCC maintains editorial authority and expects student publications to meet the same standard of quality as all other College publications. The College employee or editorial group overseeing the publication shall follow current College publication guidelines.

Refunds

Tuition Refund Policy - Curriculum Students

In accordance with 1E SBCCC 900.98, a refund cannot be made except under the following circumstances:

- A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class(es) of the academic semester or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.
- A 100 percent refund shall be made if the State Education Assistance Authority makes a final determination prior to the official 10 percent point of the semester and all of the following conditions apply:
  - At the time of student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined by G.S. 116-143(a).
  - After validation of the student's residency application, the State Education Assistance Authority subsequently determines that the student is a nonresident for tuition purposes.
  - The student officially withdraws from the course(s) within 10 calendar days of the College notifying the student of the change in residency status.

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

If a student should die during the semester (prior to or on the last day of examinations), having paid the required tuition for a semester, all tuition and fees for that semester may be refunded to the estate of the deceased (upon request) or to the Department of Education if the student was a Pell recipient.

Financial Aid Title IV Refund

If a student completely withdraws from all classes prior to the 60% point of the term, the student may no longer be eligible for the full amount of Title IV funds as originally scheduled. The student may owe all or a portion of tuition, fees, and book charges to the college or the US Department of Education. This debt is known as a financial aid overpayment. Failure to repay a financial aid overpayment may result in a hold being placed on the student's account. A hold prohibits registration for future classes and from obtaining an official college transcript.

Military Tuition Refund

Upon request of the student, the College shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and buy back textbooks through the College's bookstore operations to the extent allowable under the bookstore's buy back procedures. The College will use distance learning technologies and other educational methodologies, to the extent possible as determined by the College, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

Student Activity Fee Refund Policy - Curriculum Students

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

Financial Aid Drops, Withdrawals and Overpayments

Students who do not plan to attend classes are responsible for declining financial aid and for dropping any classes for which they are registered. Classes are not automatically dropped when financial aid is removed.

Failure to cancel unwanted classes before the term starts may result in a balance owed to the College.

Students who reduce their course load during the term may not be eligible for the full amount of financial aid offered to them. Students are advised to consult with the Financial Aid Office to discuss the impact dropping classes may have. Dropping classes and withdrawing from classes can impact overall satisfactory academic progress (SAP) standards and the Pell Lifetime Limit (LEU).

Complete withdrawal from all classes before completion of 60% of the term may result in a financial aid overpayment. In this case, the student may be required to repay all or a portion of unearned back to the College or to the Department of Education.

If a student is offered NC Community College Grant or NC Education Lottery Scholarship funds and withdraws from all classes before the 35% point of the term, this may result in an overpayment. The student may be required to pay all or a portion of these unearned funds back to the College or to the NC State Education Assistance Authority.

Failure to repay a student overpayment may result in a hold being placed on the student's account prohibiting registration for future classes at WCC and from obtaining an official academic transcript. A hold will remain on the student's account until the debt has been paid in full.

Scheduled Student Events

Only activity fee-paying students who present valid WCC identification cards shall be permitted to attend any activity sponsored by Student Activities or the WCC Student Government Association.

Any student organization which plans to have a club event or activity should observe the following procedures and instructions:

1. Approval must be obtained from the Student Activities Coordinator and the Student Government Association.
2. The place and date for the event must be reserved and any necessary deposit paid. Campus facilities, in general, must be reserved through the 25Live Event Scheduler.
3. At least one club advisor must be present for the duration of the event.

College rules and regulations governing students and guests, including the Student Code of Conduct, are applicable to all club events and activities whether on or off campus. Clubs must adhere to the following:

1. The sponsoring student organization must uphold the Student Code of Conduct and be accountable for the behavior and activities of all people attending the event, whether on or off campus, including travel.
2. Failure to follow the above procedures and instructions will result in the postponement or cancellation of the event or the application of sanctions as outlined in the Student Code of Conduct.
3. A club event which, in the judgment of the advisors and administration, does not adhere to Wayne Community College standards is subject to denial or immediate termination.

No group or student organization may sell food on campus without permission of the VP of Operations -- at least three weeks in advance -- or the Director of Student Activities.

(On Campus) SGA approved organizations must schedule all food sales, events, and/or solicitations with the Director of Student Activities. All other organizations must receive approval from the VP of Operations or his/her designee.

(Off Campus) SGA approved organizations must have prior approval for off-campus functions by the Student Activities Coordinator.

Student Lounge

The College provides a Student Lounge for the convenience of curriculum students. Students are expected to follow rules as posted in the lounge. Failure to follow rules or instructions by College officials will result in dismissal from the Student Lounge.

Student Right-To-Know

Wayne Community College is committed to informing enrolled and prospective students about the probabilities of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and who completed their curriculum programs within one-and-one half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students is available in the Office of Admissions and Records.

Technology at Wayne

Wayne Community College provides educational support technology services to all students, faculty and staff. Those services include open computer labs, open WiFi access, WCC e-mail and alert messaging, Moodle, WCC Self-Service, the WCC Library online, and the Online Resource Center. Students are expected to adhere to the WCC Technology Acceptable Use Policy (TAUP). For more details on services and the TAUP, go to www.waynecc.edu/open-computer-lab/taup/. Each student who registers is required to pay a $32 technology fee.

Cafeteria and Vending

The WCC Bison Bistro cafe is open from 7:30 am - 1:30 pm Monday - Thursday and 7:30 am - 10:30 am on Friday. Note: Closed on Friday during summer. Hours may vary during summer and school breaks. There are a variety of options to choose from including daily specials for breakfast and lunch. Lunch options include a hot meal or a sandwich special in addition to salads and a variety of sandwiches and wraps. A kiosk is located inside the cafe, offering a variety of specialty coffees and beverages. The cafe offers good made-to-order food at an affordable price. The cafe is located on the first floor of the WLC building across from the Bookstore.

Vending machines are located on the first floor of WLC (snacks/sandwiches/drinks), 2nd floor of Magnolia (snacks/drinks), 1st floor of Hocutt (snacks/drinks), 2nd floor of Walnut (snacks/drinks), outside the north entrance to Pine (drinks only), and at the Aviation Classroom Building (drinks only).

Student Honors

Dean's List

Wayne Community College recognizes outstanding academic achievement through the Dean's List. The Dean's List is composed of students who completed at least 12 semester hours (9 semester hours for summer term) and earned a grade point average of at least 3.60 and less than 4.0 for the semester, with no grade below "C". A grade of I/IE (incomplete), X (credit by exam), or R (re-enroll) will exclude a student from the Dean's List. Students with an IE grade can request to have their status reevaluated for eligibility after the IE grade has been officially changed.

Honors Program

The purpose of the Honors Program is to offer a challenging educational atmosphere of enrichment and exploration for students enrolled in AA and AS programs. The program is designed for students who have excelled in the classroom, who have proven to be self-disciplined in their studies, and who have demonstrated a commitment to learning. The Honors Program includes opportunities for service-learning, leadership training, and extended studies. The aim for Wayne Community College is to help accelerated students better prepare themselves to transfer to a four year educational institution and to excel in leadership roles in their profession and in the community. For more information, contact Lynn Swafford, Honors Coordinator, at 919-739-6857, e-mail: alswafford@waynecc.edu, or visit WLC 403.

President's List

Wayne Community College recognizes outstanding academic achievement through the President's List. The President's List is composed of students who completed at least 12 semester hours (9 semester hours for summer term) and earned a grade point average of 4.0 for the semester. A grade of I/IE (incomplete), X (credit by exam), or R (re-enroll) will exclude the student from the President's List. Students with an IE grade can request to have their status reevaluated for eligibility after the IE grade has been officially changed.

Who's Who Among Students at WCC

Who's Who Among Students at WCC honors Wayne Community College's leading students for their individual excellence and the contributions they make to the College and community. Recognition is highly selective; less than one percent of the student body is selected for this honor annually.

Qualifications for consideration for inclusion in Who's Who include the following:

1. Candidates must have been enrolled during the current academic year.
2. Candidates must have earned a minimum GPA of 2.50 in a minimum of 18 semester hours credit during the semesters of eligibility.
3. Candidates must have participated in campus and community activities and demonstrated outstanding diligence, maturity, leadership, and potential for future success.

STUDENT CLUBS AND ORGANIZATIONS

Wayne Community College encourages students to be active in affairs of the institution. Through student clubs and organizations, students will find opportunities for entertainment, friendships, leadership, and service to the College and community.

All student clubs and organizations must be approved by the Director of Student Activities and the Student Government Association (SGA). Each student club and organization must meet and adhere to the guidelines established by the SGA and the Office of Student Activities. Any student club or organization failing to observe such rules will be subject to appropriate sanction including having its charter suspended.

In order for a student club to be approved by and afforded membership in the SGA, the following stipulations must be met:

1. Maintain an active membership of at least 6 activity fee-paying students.
2. Maintain a functional constitution which:
   a. assures against discrimination based on race, color, creed, handicap, age, sex, or national origin, and
   b. does not violate College policy or local, state, or federal laws.
3. Maintain at least two active faculty/staff advisors who have been approved by the Associate Vice President or his/her designee.
4. Submit a list of club officers to the SGA and Director of Student Activities annually with updates during the year if changes occur.
5. Perform at least one SGA-approved on-campus and one off-campus service project per academic year.
6. Student clubs and organizations must maintain bank accounts, through the Wayne Community College Business Office.
7. Student clubs and organizations must submit a Presidential Report to the SGA by the second week in April.
8. Student club and organization representatives must attend SGA monthly meetings as specified in the Bylaws.
9. Student representatives cannot officially represent multiple student clubs or organizations at SGA monthly meetings or official club activities.
10. SGA officers can only officially represent SGA at the SGA monthly meetings (although they can be members of other student clubs and organizations).
11. Student clubs and organizations who meet all of the above stipulations are eligible for club seed money.

The following are Wayne Community College student clubs and organizations that have indicated they will be active in the 2023-2024 academic year - pending official approval. Students should contact the advisors to learn more about the student clubs and organizations.

- Associate Degree Student Nurse Association Level I
- Associate Degree Student Nurse Association Level II

- Criminal Justice Club
- Dental Assisting Club
- Dental Hygiene Club
- Fishing Club
- Forestry Club
- Honors Club
- Human Services Club
- Multicultural Club
- Phi Theta Kappa
- Practical Nursing Club
- Public Services Club
- Science Club
- Wayne Community College Association of Nursing Students (WCCANS)
- Wayne Community College Society of American Foresters
- Wayne Community College Student Veterans Club

Students' Rights, Responsibilities and Judicial Procedures

I. Purpose

The purpose of this section is to define student rights and describe the Student Code of Conduct and judicial and grievance procedures.

II. Procedure

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
2. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
3. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
5. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act will be adhered to by the College. Students and former students have the right to review their official records and to challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal compulsion.
6. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal. No disciplinary sanctions other than immediate dismissal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Exceptions may be made in consideration of the health/safety of the College community. All decisions concerning student code of conduct charges, Title IX charges, and student grievances are based on a preponderance of the evidence.

III. Academic Integrity

Wayne Community College expects all students to maintain the highest standards of academic integrity. A violation of academic integrity includes but is not limited to the following:

- Acquiring or attempting to acquire possession of any academic material not intended for students (test information, research papers, notes, etc.)
- Receiving or giving help or attempting to receive or give help during a test
- Submitting papers or reports (that are supposed to be original work) which are not entirely the student's own, not giving credit for others' work (plagiarism), etc.
- Permitting one's academic work to be represented as the work of another
- Substituting for another student in order to meet course requirements
- Use of cell phones or other electronic communication devices in the classroom setting unless under the instructor's direction.
- Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity.

Plagiarism may occur with respect to unpublished as well as published material. Intentional plagiarism is the act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

At the discretion of the instructor, any student who violates the academic integrity of the College will be subject to one or more of the following sanctions:

- Student receives a grade of "0" on the assignment or test
- Student receives "F" in course
- Student is removed from program if they are enrolled in a limited enrollment program.

All violations of academic integrity must be reported to the instructor's immediate supervisor. Students may be subject to the disciplinary procedures and sanctions described herein. All students have the right to appeal any decision by the instructor, dean, or designee according to the Grade Appeal Process.

IV. Student Code of Conduct

The College reserves the right to maintain a safe

and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students and student organizations are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. This expectation applies to all students and student organizations at College-sponsored events whether on-campus, off-campus, or at a distance. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in the application of one or more sanctions.

1. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
2. Theft of, misuse of, or damage to College property; or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
4. Lewd or indecent conduct including public, physical or verbal action (profanity) or distribution of or wearing clothes bearing obscene or libelous written material to the extent that such conduct is disruptive to the mission of the College.
5. Mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
6. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
7. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities.
8. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
9. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
10. Possession or use of a weapon, anything reasonably resembling a weapon, or anything designed to inflict serious bodily injury on the WCC campus is strictly prohibited except as allowed by law. An implement used for the purpose of inflicting serious bodily injury, regardless of the implement's intended use, will be considered a weapon. The WCC campus is defined as all buildings, College vehicles, walkways, out-of door areas, campus grounds, parking lots and the instructional areas of off-campus College programs and courses.
11. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
12. Gambling or games of chance unless as an approved Student Activities event.
13. Smoking or use of tobacco products or any items containing or reasonably resembling tobacco or tobacco products on the WCC campus. This includes all buildings, facilities, College vehicles, walkways, out-of-door areas, campus grounds, parking lots and the instructional areas of off-campus College programs and courses.
14. Violation of College regulations regarding the operation and parking of motor vehicles.
15. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive. Falsification of documents resulting in incorrect information which could be used in the consideration of admission to the College, financial aid, or limited admissions programs.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
18. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks

to College officials.

19. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
20. Use of cell phones or other electronic communication devices in the classroom unless under the instructor's direction.
21. Eating or drinking in classrooms, laboratories, shops, and the Library is prohibited. Any exceptions must be requested in writing and pre-approved by the appropriate administrator.
22. Computer misconduct including any activity that violates College computer and internet usage policies (e.g., TAUP) including any prohibited internet activities.

V. Disciplinary Procedures

The Associate Vice President of Academic and Student Services or designee, and hereafter referred to as AVP, will be responsible for handling judicial procedures. *Note: Continuing Education disciplinary matters are handled by the Vice President of Workforce Continuing Education & Community Engagement. Transitional Programs for College and Career (TPCC) matters are handled by the Director of TPCC – see TPCC Handbook. All sanctions and procedures apply to all students, whether traditional or distance.

1. Immediate Dismissal - If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or College employee may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal. If the student(s) fail to cease and desist, the instructor or College employee may then dismiss the student(s) from the event, activity, or the class (until the next class meeting). Any further action must be made through a formal charge in writing to the AVP noting the individual(s) involved and the nature of the infraction as soon as possible but no more than five (5) business days following the incident or knowledge of the incident (exceptions for Title IX). The AVP shall resolve the matter in a timely fashion utilizing the steps outlined below.
2. Responsibility for Implementation - The AVP is responsible for implementing student discipline procedures.
3. Disciplinary Procedures - In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:
   a. Charges: Any College employee or student may file charges with the AVP against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a Charge Form (available from the AVP) stating:
      i. name of the student(s) involved,
      ii. the alleged violation of the specific Code of Conduct,
      iii. the time, place, and date of the incident,
      iiii. names of persons directly involved or witnesses to the infractions,
      iiiii. any action taken that relates to the matter,
      iiiiii. desired solution(s).

   The completed Charge Form must be forwarded to the AVP within five (5) business days of the incident or knowledge of the incident (exceptions for Title IX).

   b. Investigation and Decision: Within five (5) business days after the charge is filed, the AVP shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the AVP may act as follows based on a preponderance of the evidence:
      i. Drop the charges.
      ii. Impose a sanction consistent with those listed.
      iii. Refer the student to a College office or community agency for services.
   c. Notification: The AVP shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with a list of the charges, the AVP's decision, and instructions governing the appeal process. A copy will also be sent to the complainant. Failure of the student to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the student forfeits his or her right to appeal.

VI. Sanctions

1. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters. Specific stipulations may be included in the terms of probation.
3. Restrictive Probation: Restrictive Probation becomes a matter of record and results in limitations being placed on the student and/or loss of good standing. Restrictive conditions may limit the student's access to physical locations on the campus, dates and times the student can be on the campus, or activity in the College community. If the individual is restricted from activity in the College community, they will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of

leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.

4. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.
5. Withholding transcript, diploma, registration, or participation in graduation ceremonies: Imposed when financial obligations are not met. (Student will not be allowed to register until all financial obligations are met.)
6. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
7. Interim Suspension: Exclusion from class and/or other privileges or activities, as set forth in the notice, until a final decision has been made concerning the alleged violation.
8. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College, for a period of not less than two (2) semesters. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the AVP before returning to campus and are placed on two (2) semesters of probation upon return.
9. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the President.
10. Group Probation: This is given to a College club or organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted. Specific stipulations may be included in the terms of probation.
11. Group Restriction: Removing College recognition for a group, club, society, or other organization during the semester in which the offense occurred or for a longer period (usually not more than one (1) other semester). While under restriction, one or more of the following will apply: the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
12. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

Note: Failure to Comply: Failure to comply with the rules of the College may result in criminal charges filed against the student(s). Statute 14-288.4 of the North Carolina Criminal Law forbids disorderly conduct in any educational institution. The first offense under this statute would be a Class 2 misdemeanor; a second offense would be a Class 1 misdemeanor; a third offense or subsequent offense would be a Class 1 felony.

VII. Appeals Procedure

A student who disagrees with the decision of the AVP may request a hearing before the Disciplinary Review Committee. This written request must include the reason why the AVP's response is unsatisfactory and must be received by the AVP within three (3) business days after receipt of the AVP's decision. The AVP shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the AVP's investigation.

1. Committee Composition, Role, and Authority – The composition, role and authority of the Disciplinary Review Committee shall be as follows:
   a. Committee membership will consist of:
      i. A minimum of three faculty/staff members appointed by the President.
      ii. Three student members appointed by the Student Government Association and approved by the President.
      iii. One employee, appointed by the President, to serve as Committee Chair who will vote only in case of a tie.
      iiii. The AVP as an ex-officio, non-voting member.
   b. The Role of the Committee:
      i. Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA if necessary.
      ii. At least two faculty/staff members and two students plus the Chair must be present in order for the Committee to conduct business.
      iii. The Committee shall hear and render decisions concerning student appeals.
   c. The Authority of the Committee:
      i. The Committee shall have the authority to adopt temporary rules of procedure consistent with this code.
      ii. The Committee shall have the authority to render written advisory opinions to the Associate Vice President concerning student rights, responsibilities and judicial procedures.
2. Procedures for Hearing before the Disciplinary Review Committee
   a. Procedural Responsibilities of the AVP. The Committee must meet within ten (10) business days after receipt of a request for a hearing (excluding school breaks). A postponement may be granted by the Chair upon written request of either party, if the reason stated justifies such action.

At least five (5) business days prior to the date set for the hearing, the AVP shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with the following information:

i. A restatement of the charge or charges.

ii. The time and place of the hearing.
iii. A statement of the student's basic procedural rights.
iiii. A list of witnesses.
iiiii. The names of committee members.

In addition, if the student(s) decides to have counsel and/or witness(es) present at the hearing, the student must provide (in writing) to the AVP the name of the counsel and/or witness(es) at least two (2) business days prior to the scheduled hearing. If not properly submitted, it is at the discretion of the Committee to allow the counsel and/or witness(es) to participate.

On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the AVP concurs with this change.

b. Basic procedural rights of students include the following:
   i. The right to counsel. Counsel may fully participate in the proceeding unless charges include academic dishonesty (GS 116-40.11) or in the case of a student grievance proceeding. An individual serving in the role of counsel cannot be a witness during the proceeding.
   ii. The right to produce witnesses on one's behalf. An individual serving in the role of witness cannot serve in the role of counsel.
   iii. The right to request, in writing and with substantial reasons, the President to disqualify any member of the Committee for prejudice or bias. A request for the disqualification of a committee member must be submitted at least three (3) business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
   iiii. The right to present evidence.
   iiiii. The right to know the identity of the person(s) bringing the charge(s), unless there is sufficient cause (as determined by the appropriate area Vice President) for the person bringing the charge to fear reprisal.
   iiiiii. The right to hear witnesses on behalf of the person(s) bringing the charge(s), unless there is sufficient cause (as determined by the appropriate area Vice President) for the witness to fear reprisal.
   iiiiiii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   iiiiiiii. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and must be received within three (3) business days after receipt of the Committee's decision. If the student fails to submit the appeal by the deadline, the appeal procedure ends and the student forfeits his or her right to further appeal.
   iiiiiiiii. If a student fails to attend the hearing (the Committee will wait 10 minutes), the appeal procedure ends and the student forfeits his or her right to further appeal.

c. Prohibitions - Neither the student nor his or her representatives (counsel, family, friends, etc.) shall contact a Disciplinary Review Committee member, College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the Disciplinary Review proceedings. Such contact constitutes a breach in the disciplinary process and may adversely affect the hearing.

d. The Conduct of the Committee Hearings
   i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
      1. The student.
      2. Counsel.
      3. Witnesses who shall:
         a. Give testimony singularly and in the absence of other witnesses.
         b. Leave the committee meeting room immediately after completion of the testimony.
      4. Security - Campus Police and Security may be present at the hearing.
   ii. The hearing may be recorded by the College. Recordings will become the property of the College and access to them will be determined by the Chair of the Committee and the AVP. All recordings will be filed in the office of the AVP through the duration of the appeal process.
   iii. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding based on a preponderance of the evidence and to recommend sanction, if applicable.
   iiii. Decisions of the Committee shall be based on a preponderance of the evidence and made by majority vote. In case of a tie, the Chair shall vote to break the tie. The official record of the Committee's decision is noted in writing from the Chair and kept by the AVP.
   iiiii. Within two (2) business days after the decision of the Committee, the AVP shall send a certified letter to the student's last known address on file in the Office of Admissions and Records providing the student with the Committee's decision. A copy of this letter will be sent to the complainant. Failure to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure

and the student/complainant forfeits his or her right to further appeal.

3. Appeal to the President – If the student or complainant refuses to accept the findings of the Committee, either may appeal in writing to the President within three (3) business days after receipt of the Committee's decision. If the written appeal is not received by the President within the time frame, the appeal process ends, and the party forfeits his or her right to further appeal. The President shall have the authority to:
   a. Review the findings of the proceedings of the Committee.
   b. Hear from the student, the complainant, the AVP, and Committee before ruling on an appeal.
   c. Approve, modify, or overturn the decision of the Committee based on a preponderance of the evidence.
   d. Inform the student and the complainant in writing of the decision within ten (10) business days after receipt of the appeal. The decision of the President is final.

VIII. Student Grievance Procedure

1. Purpose - The purpose of the Student Grievance Procedure is to assure students that grievances will be considered fairly, rapidly, and in a non threatening atmosphere based on a preponderance of the evidence. It is not intended to initiate disciplinary action against a member of the faculty or staff or to alter College policy.

   Students have the right to file a grievance when they have reason to believe that a condition, situation, or action affecting them is unjust, inequitable, a hindrance to effective performance, is in violation of written campus policies or procedures, or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures. This includes alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences or behaviors (excluding sexual harassment complaints, which, due to their sensitive nature, would first be directed to the grievance officer appointed by the President, and only if not resolved by meeting with the grievance officer would then follow the remainder of the Grievance Procedure). This also includes academic matters (excluding individual grades except where the above conditions apply - see Grade Appeal Process).
2. Procedures
   a. First Step - The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) business days after the incident which generated the complaint.
   b. Second Step - If the grievance is not resolved at the informal conference, the student must talk with the faculty staff member's immediate supervisor (e.g. department chair) who will attempt to resolve the issue. This discussion must take place within five (5) business days after completion of step one.
   c. Third Step - If the grievance is not resolved within the department, the student may file a written grievance. The student would obtain the Grievance Form from the Associate Vice President of Academics and Student Services (AVP) who will explain the grievance process to the student. The completed Grievance Form must be returned to the AVP within five (5) business days after completion of step two. The AVP will then refer the grievance to the appropriate administrator (e.g. dean) involved. Within ten (10) business days after receipt of the Grievance Form, the administrator shall send a certified letter to the student's last known address on file in the Office of Admissions and Records providing the student with the administrator's decision. Failure to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the student/complainant forfeits his or her right to further appeal.
   d. Fourth Step - If the written statement of the administrator does not satisfy the grievant, the student may request to appear before the Student Grievance Committee. The student must submit a written request to the AVP and the request must be received within three (3) business days after receipt of the administrator's response. The request shall include a copy of the original Grievance Form, a copy of the administrator's written response, and the reason why the administrator's response is unsatisfactory.

      The AVP shall immediately notify the Vice President of Academic and Student Services who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (Student Grievance Committee). The AVP will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the Chair of the Committee.

      The Student Grievance Committee shall meet between five (5) and fifteen (15) business days after receipt of the request (excluding school breaks). A postponement may be granted by the Chair upon written request of either party, if the Chair deems appropriate.

      The Committee shall function by the guidelines outlined for the Disciplinary Review Committee.

      The Chair shall forward a copy of the Student Grievance Committee's decision to all parties involved and to the President within

two (2) business days after the Committee's decision.

e. Fifth Step - The Committee's decision may be appealed by either party involved to the President within three (3) business days after receipt of the Student Grievance Committee's decision. This written request must include the reason why the Student Grievance Committee's decision is unsatisfactory and must be received by the President within the time frame or the appeal process ends and the party forfeits his or her right to further appeal. The President shall review the Student Grievance Committee's findings, conduct any additional inquiries, and render a decision within ten (10) business days after receipt of the appeal. The President will notify the grievant by certified mail of the decision with a copy to the other party. Failure to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal. The decision of the President is final.

3. The Student Grievance Committee - The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President, a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.
4. Rights of Parties Involved in a Grievance - When a grievance committee meeting is scheduled, the parties involved are entitled to:
   a. A written notice of the complaint.
   b. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) business days prior to the meeting unless they waive this requirement.
   c. Review all available evidence, documents, or exhibits that each party may present at the meeting.
   d. Have access to the names of witnesses.
   e. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
   f. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee. An individual serving in the role of counsel cannot be a witness during the proceeding.
   g. Each party will provide the AVP the name of the counsel and witnesses at least two (2) business days prior to the scheduled meeting.
   h. If the grievant fails to attend the meeting (the Committee will wait ten (10) minutes from the scheduled meeting time), the grievance procedure ends and the student forfeits his or her right to further appeal.
5. Prohibitions - Neither party, nor their representatives (counsel, family, friends, etc.), shall contact a Student Grievance Committee member, the College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the student grievance proceedings. Such contact constitutes a breach in the grievance process and may adversely affect the proceeding.

Note: UNC-General Administration is the clearinghouse for complaints concerning post-secondary institutions within the state of North Carolina. Students can access the state complaint process at the following link: https://www.northcarolina.edu/complaints

IX. Student Complaints

Currently-enrolled students may wish to complain about an issue related to the College outside of formal, established grievance or appeals processes, including but not limited to curriculum, class scheduling, registration, financial aid, facilities, or faculty. In accordance with federal consumer information and accreditation requirements, all areas that receive and resolve such complaints will maintain a log of the complaints and their resolution. In such cases, the student initiates the following process:

1. The student submits a Student Complaint Form.
2. The complaint form is routed to the Associate Vice President of Academic and Student Services and assigned to the appropriate administrator based on the nature of the complaint.
3. The assigned administrator follows up with resolution to the complaint within five (5) business days.
4. The administrator's response is final and is added to the official record of student complaints.

Grade Appeal Process

Purpose

The purpose of this section is to describe the process by which a student may appeal the final grade given by an instructor for completion of a curriculum course. A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should see the appropriate instructor and/or Department Chair.

Procedure

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly evaluated by the instructor. Any such appeal must be initiated no later than two business weeks following the completion of the course. A business week does not include periods in which faculty, department chairs, and deans are not on campus due to breaks/holidays.

The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made.

In that case, a student should make his/her appeal, in writing, to the appropriate Department Chair and should clearly set forth the basis for the student's belief

that the evaluation is incorrect. The Department Chair will work with the instructor and, where appropriate, with the Dean, to review the student's appeal. The Department Chair, with the Dean's input, will make a response to the student within one business week of the date of appeal.

If the student is not satisfied with the Department Chairs and Dean's decision, the student has the right to appeal that decision, in writing, to the Vice President of Academic and Student Services. The Vice President of Academic and Student Services may communicate with the instructor, Department Chair, and appropriate Dean in order to fully understand the basis for appeal. The Vice President of Academic and Student Services may appoint a peer review committee of curriculum faculty to act in an advisory capacity.

At the completion of this review and within one business week of the student's appeal, the Vice President of Academic and Student Services will make a decision and convey that decision to the student, the instructor, Department Chair and Dean involved. The decision of the Vice President of Academic and Student Services is final.

WCC Student Government Association Constitution

Preamble

We, the students of Wayne Community College, in order to foster a spirit of cooperation and sense of community among students, faculty, staff, and other community residents, coordinate and regulate student activities, maintain a high standard for the college by upholding high standards of personal conduct, and develop good citizens through practical experiences, do hereby establish this Constitution for the Student Government Association of Wayne Community College.

Article I

Name - The name of this organization shall be the Student Government Association (SGA) of Wayne Community College.

Article II

Purpose - The Student Government Association of Wayne Community College shall serve as the official organization conducting the affairs of its members. The Student Government Association shall provide forums for students to engage in out-of-class student development activities and shall serve as direct liaison to the administration of the college.

Article III

Principles and Policies - The Student Government Association shall at all times uphold the principles and policies of Wayne Community College.

Article IV

Membership - The membership shall consist of all students who pay the student activity fee.

Article V

Administration - The Student Government Association shall be divided into two branches: Legislative and Executive.

- Section A. The General Assembly shall serve as the Legislative Branch of the Student Government Association.
- Section B. The Executive Board of Officers shall serve as the Executive Branch of the Student Government Association.

Article VI

Meetings - The General Assembly and the Executive Board of Officers of the Student Government Association shall hold four monthly meetings per semester.

- September and January meetings will be held on a Monday at 12 noon.
- October and February meetings will be held on a Tuesday at 4:00 p.m.
- November and March meetings will be held on a Wednesday at 12 noon.
- December and April meetings will be held on a Thursday at 4:00 p.m.

Meeting times will alternate to allow for all General Assembly representation. Meeting locations will be determined by SGA advisors. The President of the SGA may call for an unscheduled SGA meeting with at least seven calendar days notification. Robert's Rules of Order will be used and all questions of order shall be decided by Robert's Rules of Order Revised.

Article VII

Amendments - Amendments to the constitution and/or changes to the bylaws must be requested in the form of a motion during a Student Government Association meeting and may be requested by any member of the General Assembly or Executive Board of Officers. Amendments must be tabled for at least one meeting before the SGA can act on them. All amendments to the constitution or changes to the bylaws must be approved by a 2/3 vote of the General Assembly and Executive Board of Officers present during the meeting.

Student Government Association Bylaws

Article I. Legislative Branch (General Assembly)

1. **Membership -** The Student Government Association General Assembly shall consist of a minimum of one and a maximum of two voting representatives from each student club officially registered with the Student Government Association Executive Board of Officers and Director of Student Activities. Selection or election of General Assembly Representatives shall be determined by each student club advisor. These representatives shall have full voting privileges during the Student Government Association meetings. Their names shall be submitted to the Executive Board of Officers and the Director of Student Activities prior to the first meeting of the Fall Semester and updated as often as necessary.
2. **Attendance -** Representatives of the General Assembly must maintain regular attendance at all Student Government Association Meetings. In order for a club to be eligible to receive seed money, at least one representative must

attend 50 percent of the Student Government Association Meetings. Any representative who is not accounted for during the roll call by the Executive Board Secretary will be counted as non present for that meeting.

3. **Representative Votes -** Proxy votes shall be accepted at the discretion of the Executive Board of Officers if they are typed and signed by both the student representative and the student's advisor prior to the start of the Student Government Association Meeting.
4. **Quorum -** At least 1/3 representation from the General Assembly must be present during SGA meetings in order to conduct a vote.
5. **Vacancies -** All vacancies should be filled within 30 days of the announcement of the vacancy by the club or club advisor.
6. **Grade Point Average -** All General Assembly Representatives shall maintain a minimum overall cumulative GPA of 2.00. Club advisors will be responsible for obtaining and keeping an accurate record of representatives' GPA averages. If a representative's GPA falls below the minimum 2.00 requirements, the club advisor must remove the representative from the General Assembly and replace him or her with a new representative who meets the minimum qualifications. These changes must be presented in writing within thirty days to the Executive Board of Officers and the Director of Student Activities.
7. **Code of Conduct -** Because General Assembly representatives are in a leadership capacity, they should conduct themselves in a proper manner at all times. Any action on the part of a representative that would bring discredit to the General Assembly, Student Government Association, student body, faculty, staff, administration or Wayne Community College in general, whether he or she is serving in an official capacity or not, could result in dismissal from office by action being brought before the Executive Board of Officers, advisors, and WCC administration.

Article II. Executive Branch (Executive Board of Officers)

1. **Membership -** The Executive Board of Officers is made up of the President, Vice President, Secretary, standing committee chairpersons, and advisors. These officers and advisors are considered the Executive Board of the full Student Government Association and ex-officio members of all committees.
2. **Attendance -** The Executive Board of Officers is expected to attend all Executive Board and Student Government Association meetings. Officers must have all absences approved by the SGA advisors.
3. **Term of Office -** Each officer is elected to office for a term of one academic year and may not serve more than two consecutive years.
4. **Duties, Powers, Responsibilities, Privileges**

a. President - The President shall:

i. be the official spokesperson for the SGA.
ii. preside over all meetings of the Executive Board and Student Government Association.
iii. serve as a non-voting member of the Board of Trustees of Wayne Community College.
iiii. not serve as an officer of any other organization and or club, while in office.
iiiii. appoint all committee chairpersons except chairperson of the Nominating Committee.
iiiiii. meet with the advisor(s) of the SGA on a regular basis.
iiiiiii. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
iiiiiiii. not vote in either the Executive Board or Student Government Association meetings unless to break a tie vote.
iiiiiiiii. attend all state and district SGA meetings.
iiiiiiiii. be responsible for items appearing on the agenda to come before the Executive Board and Student Government Association.
iiiiiiiiii. be responsible to assume all deadlines are being met by all committee chairpersons.
iiiiiiiiiii. foster a spirit of unity among the General Assembly and Executive Board, committees, and the student body in general.
iiiiiiiiiiii. perform all other duties assigned by the General Assembly and/or Executive Board.

b. Vice President - The Vice President shall:

i. serve in any capacity the President is unable to attend.
ii. serve as parliamentarian for the Student Government Association and Executive Board of Officers.
iii. assume all duties, responsibilities, powers, and privileges of the President, if the President's office is vacated.
iiii. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
iiiii. assist the President in his or her duties and responsibilities.
iiiiii. be ex-officio member of all standing committees.
iiiiiii. be responsible for all physical arrangements at all Student Government Association and Executive Board meetings.
iiiiiiii. meet with the President and advisors

on a regular basis.

iiiiiiiii. attend all state and district SGA meetings.

iiiiiiiii. foster a spirit of unity among the General Assembly and Executive Board, committees, and the student body in general.

iiiiiiiiii. perform all other duties assigned by the General Assembly, Executive Board and/or President of the SGA.

c. Secretary - The Secretary shall:

i. be responsible for all written communication, maintenance of records, and the publication of minutes online for the Student Government Association and the Executive Board.

ii. record attendance and minutes at both Student Government Association and Executive Board meetings.

iii. attend all state and district SGA meetings.

iiii. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

iiiii. meet with the President, Vice President and advisors on a regular basis.

iiiiii. perform all other duties assigned by the General Assembly, Executive Board and or President of the SGA.

5. Standing Committees

a. Public Information Chairperson shall:

i. solicit help and support from other members of the SGA and student body to create posters and informative literature for upcoming events.

ii. submit for publication all necessary SGA news to be printed on the CamNet in a timely matter.

iii. communicate with WCC public information officer to develop effective media releases before submission to media sources.

iiii. chair any committee meeting deemed to be a public information related project.

iiiii. give a report at all SGA meetings on committee activities.

iiiiii. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

b. Special Populations Chairperson shall:

i. recognize all special populations on the WCC campus, and give a report at all meetings related to the status of special needs students. Special populations includes, but is not limited to minorities, single parents, physically impaired, visually impaired, and those with various mental or physical disabilities.

ii. reaffirm, through planning of student activities, WCC's policy related to equal opportunities: (Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs to individuals with disabilities.)

iii. chair any committee meeting deemed to be a special populations concern.

iiii. relay any information to the public information officer that is deemed necessary to report to the student body of WCC related to special populations.

iiiii. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

c. Local Interactions Chairperson shall:

i. chair any committee meeting deemed to be a local interaction concern.

ii. be aware of and report on situations and opportunities available both on campus and in the community at large that are deemed advantageous or of importance to the student body of WCC.

iii. maintain communication with the Goldsboro Chamber of Commerce related to identifying service opportunities in the Goldsboro/Wayne area.

iiii. identify, plan, and organize participation in events on and off campus that are related to the service of the community population as well as the WCC student body.

iiiii. relay any local interactions information to the public information officer that is deemed necessary to report to the student body.

iiiiii. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

6. Vacancies - Vacancies may occur automatically due to voluntary withdrawal from the College, suspension from the College, failure to register as a student, written resignation, cannot meet the minimum GPA requirements, any violation of the Student Code of Conduct, and/or cannot uphold their oath of office to WCC. Any vacancy in the President, Vice President, or Secretary position must be filled within 30 days of the vacancy. Chairperson vacancies will be filled at the discretion of the Executive Board of Officers and SGA advisors. The following procedures will be taken to fill a vacancy.

a. The vacancy must be announced to all students via official college e-mail, student notification systems, posters and flyers around campus.

b. Once the vacancy is announced, all interested applicants who meet the minimum qualifications for the position will be given one week to fill out and return the SGA application

packet. Applications will be available in the Student Activities office to pick up the day the vacancy is announced and must be returned to the Student Activities office by 5:00 p.m. on the application deadline.

c. Interviews will be scheduled by the Executive Board. The Executive Board has 48 hours to vote and announce who will fill the office. A majority vote is required to make the decision official. The SGA President will vote only to break a tie or split decision.

7. **Grade Point Average -** All Executive Board Officers shall maintain a cumulative and semester grade point average of 2.50.
   a. If the semester GPA falls below 2.50, the officer will be placed on probation for one academic semester.
   b. If the semester GPA falls below 2.00, the officer must be removed from office.
   c. All officers shall maintain a minimum of nine semester hours each academic semester. If an officer drops below nine hours, the officer will be removed from office.
8. **Code of Conduct -** Because Executive Officers are in a leadership capacity, they should conduct themselves in a proper manner at all times. Any action that would bring discredit to the General Assembly, Student Government Association, student body, faculty, staff, administration or Wayne Community College in general, whether he or she is serving in an official capacity or not, could result in dismissal from office by action being brought before the Executive Board of Officers, advisors, and WCC administration.
9. **Candidates, Filing Procedures, Election**
   a. Candidates
      i. All Executive Officer candidates must have a 2.50 cumulative grade point average at the time of petitioning for an office.
      ii. All candidates must have been enrolled as a curriculum student at least one semester prior to date of petition.
   b. Filing Procedures
      i. All candidates must complete an SGA Officer Application which can be picked up in the Student Activities office. Applications must be submitted by 5:00 p.m. on the day of the application deadline. No applications will be accepted late.
      ii. Eligible candidates who meet the minimum requirements to run for an office will be notified within 72-hours following the application deadline. Eligible candidates will have two weeks to campaign for office.
      iii. All eligible candidates must participate in an open forum which will be open to the student body and scheduled by the SGA advisors.
   c. Elections
      i. SGA advisors will determine the date for the election. Elections must be completed by the end of the last week in April in case a runoff election is required.
      ii. Election results will be announced within 48 hours following the conclusion of the election
10. **Oath of Office**
    a. Executive Officers- Executive Officers shall take their oath of office after the Board of Trustees meeting in March but prior to the last day of the spring semester. The President cannot take their oath of office until after the Board of Trustees Meeting in May.
    b. The oath of office shall be as follows: I pledge to uphold the Student Government Association's Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and Administration of Wayne Community College. I pledge to be fair in all my endeavors and to promote goodwill for Wayne Community College. I pledge to carry out the responsibilities for my office to the best of my ability and to promote harmony among all segments of the student body.

Campus Safety and Security

Clery Act

Per the Clery Act, WCC makes available to all faculty, staff, and students an annual report which sets forth its policies on crime prevention issues and provides statistics on specific crimes which have occurred on campus. This information can be obtained in hard copy from Campus Police as well as through www.waynecc.edu/safe-wayne.

Security Incident Reporting

Campus Police Officers are trained to observe and report. Upon receipt of a call, Campus Police Officers are dispatched immediately to the site of the complaint to render assistance, write an incident report, take statements from witnesses, and conduct follow-up inquiries as required. A Daily Incident Log is maintained by Campus Police and is accessible by visiting the Campus Police Department.

Campus Law Enforcement Authority

WCC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Campus Police may also refer curriculum students to the Associate Vice President for Academic & Student Services for possible disciplinary action if offenses involving College rules and regulations are committed.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with investigators from WCC and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted by the North Carolina 8th Prosecutorial District in session at the Wayne County Courthouse.

Campus Police personnel work closely with local, state, and federal police agencies and have direct radio

communication with the Goldsboro Police Department and Wayne County Sheriff's Office on the County Emergency Services network. The Campus Police Department is also a part of the Wayne County 911 Emergency System.

Notice: Wayne Community College is randomly patrolled by police K-9 units. All staff, students, visitors and vehicles on WCC property are subject to K-9 exposure.

Emergency Phone Numbers

EMERGENCY	911
CAMPUS POLICE	919-739-7050

Timely Warnings and Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the WCC Alert system. If a situation elevates to an immediate threat, an emergency notification will be issued using the WCC Alert system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the College community and individuals, Campus Police may also post a notice on the campus-wide MagicNet monitors as well as the College website: www.waynecc.edu, providing the College community with more immediate notification.

Anyone with information warranting a timely warning or emergency alert should immediately report the circumstances to Campus Police by phone (919-739-7050) or in person on the first floor of the Wayne Learning Center building, WLC-101.

Identity Checks

All employees, including Campus Police Officers, are empowered to stop and identify any person on campus. Anyone on campus should be prepared to show campus or other identification at all times. Any individual who disrupts the educational process, endangers someone else, or fails to identify themselves shall be asked or directed to leave the campus. If a person refuses to leave, student disciplinary action under the Student Code of Conduct and/or a second-degree trespass warning will be administered and failure to comply will result in trespass charges being filed.

Campus Access

There will be no access to Wayne Community College buildings during the hours of 11:00 p.m. to 7:00 a.m. During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Police Department. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours which may vary at different times of the year. Examples are the Fitness Center, the Library, and the Open Computer Lab. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Two persons must be present at all times when using a facility such as a shop, fitness center or laboratory where potential for injury exists. Students desiring access to any academic facility at any time must be accompanied by a staff member, preferably from that department.

Emergencies may necessitate changes or alterations to any posted schedules. Campus Police and Plant Maintenance routinely examine security issues such as landscaping, locks, alarms, lighting, and communications. Anyone can report concerns to the Office of Campus Police at any time by calling (919) 739-7050.

Crimes, Rules and Regulations

Crimes and Illegal Acts

Illegal acts include but are not limited to the following:

1. All reportable crimes under the Clery Act, including any hate-motivated variations of those crimes.
2. Engaging in conduct which disrupts, disturbs, or interferes with the primary educational mission of the College.
3. Any other illegal act defined under federal law, state law, or local ordinance.

Anyone suspected of involvement in illegal acts should be reported to Campus Police as quickly as possible. Campus Police can be reached through the switchboard operator by dialing 0 or by dialing (919) 739-7050.

Weapons on Campus

It is against the laws of the State of North Carolina for weapons to be possessed on any property owned, leased, or occupied by any North Carolina educational institution, except as defined in the limited exception in North Carolina General Statute 14-269.2(g)-(l). This includes but is not limited to handguns, shotguns, rifles, BB guns, air rifles, tasers, bows, swords, and knives. If you have any questions relating to weapons on campus, contact Campus Police at (919) 739-7050.

Tobacco-Free Campus Policy

Smoking and use of any tobacco products or any items containing or reasonably resembling tobacco or tobacco products, including all forms of e-cigarettes or other "smokeless" devices, is prohibited on the WCC campus. This encompasses all buildings, vehicles, walkways, campus grounds, parking lots and instructional areas, including instructional areas of off-campus College programs and courses.

Criminal Activity Off Campus

Wayne Community College operates no off-campus student organization facilities. Student Activities oversees recognized clubs and club activities. Campus Police officers do not provide law enforcement service to activities off-campus as they are not within its jurisdictional authority. However, all students participating in club activities are subject to the Student Code of Conduct, regardless of venue, and the venue may fall under the campus's Clery jurisdiction. Campus Police officers enjoy a close working relationship with

the local law enforcement agencies when violations of federal, state, or local laws surface.

Controlled Substances and Alcoholic Beverages

Promoting a drug and alcohol-free environment is everyone's responsibility. WCC supports and is committed to maintaining such an environment for the benefit of all on campus. The WCC campus has been designated "drug free." Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Communities Act of 1988 (Public Law 101-690), it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy as it relates to students are as follows:

1. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. Controlled substance laws are strictly enforced by Campus Police Officers.
2. Wayne Community College does not differentiate between unlawful users, pushers, or sellers of drugs or alcohol. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or alcoholic beverage to another person, or manufactures a controlled substance while on College premises or as part of any College sponsored activity, will be subject to disciplinary action under the Student Code of Conduct up to and including expulsion and referral for prosecution, fines and imprisonment. Alternatively, the College may require the student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.
3. Organizations or groups violating alcohol/ controlled substance policies or laws also may be subject to sanctions by the College.
4. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred on College premises or as part of any College-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on College premises, or as part of any College sponsored activity, shall be reported to the appropriate federal agency. The Office of Human Resources must notify the U. S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy. This would include any work-study or student employed part-time under a federal grant.
6. Information on applicable state sanctions associated within the use of both illicit drugs and alcohol is available from Campus Police. Violations of North Carolina Controlled Substance Laws under General Statutes 90-95 carry a maximum of up to 35 years in prison and/or fines. A description of health risks associated with the use of illicit drugs and alcohol is included.

DRUGS AND THEIR RISKS

TYPES OF DRUGS:

Schedule I: Heroin, LSD, Peyote, Mescaline, Psiliocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes) Phencyclidine (PCP), and MDA

Schedule II: Morphine, Demerol, codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, cocaine, Amphetamines, and other opium and opium extracts and narcotics

Schedule III: Certain barbiturates such as amobarbitol and codeine containing medicine suce as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine

Schedule IV: Barbiturates, narcotics and stimulants including valium, Talwin, Librium, Equanil, Darvon, Carvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)

Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC

Schedule VI: Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol

HEALTH RISKS:

Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus

Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death

Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus

Psychologically and physically addictive; drowsiness; withdrawal symptoms include tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus

Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness; withdrawal symptoms include runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus

Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

NOTE: Wayne Community College property includes both a child care center and a secondary school.

North Carolina General Statute 90-95 (e)(8) classifies the manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, a controlled substance on property used for a child care center, or secondary school or within 1,000 feet of the boundary of real property used for a child care center, or secondary school as a Class E felony.

ALCOHOL AND ITS RISKS

TYPES OF ALCOHOL:

Malt Beverage is beer, 1/2 of 1% to 6% alcohol
Unfortified Wine is wine not more than 17% alcohol
Fortified Wine is wine of not more than 24% alcohol
Spirituous Liquor is distilled spirits of ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc.
Mixed Beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.

HEALTH RISKS:

Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels

For Additional Information, Contact Your Local Health Care Provider or Pharmacist.

ORGANIZATIONS AND AGENCIES - LOCAL

Alcoholics Anonymous - 919-735-4221

Goldsboro Police Department - 919-705-6572

Narcotics Anonymous - 1-800-662-HELP (4357)

East Point of Goldsboro - 919-734-6676

Wayne County Health Department - 919-731-1000

Wayne County Sheriff's Office - 919-731-1481

ORGANIZATIONS AND AGENCIES - NATIONAL

Drug-Free Workplace Help Line
1-800-967-5752 • www.samhsa.gov

Cocaine Hotline - 1-800-COCAINE (262-2463)

Al-Anon - 1-888-425-2666 www.al-anon.org

National Institute on Drug Abuse Hotline
1-800-662-HELP

American Council on Alcoholism - 1-800-527-5344

For Additional Information, Contact Your Local Law Enforcement Agency or District Attorney's Office.

Sex Offenses

Sex Offenses and Offenders

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

The Clery Act requires WCC to include statements of policy in our annual security report that address sex offenses and access to information on registered sex offenders in the campus community. Statement of policy regarding campus sexual assault program to prevent sex offenses and procedures to follow when a sex offense occurs are referenced in 34 CFR 668.46(b)(11).

Preventing and Responding to Sex Offenses

The College educates the student community about sexual assaults and date rape through orientations and ACA "College Success" classes. Campus Police offers sexual assault education and information programs to College students and employees upon request. Information and referrals concerning date rape education, risk reduction, and College response is available through the Counseling Services Department. The College is committed to providing a victim with multiple avenues of relief through both the Title IX administrative process and the general criminal prosecutorial process. Students wishing to avoid a criminal process may still find relief through the Title IX process. Students who experience, or have knowledge of, any sex offenses occurring on WCC property, or occurring between WCC students and employees, should report these incidences to the Associate VP for Academic/Student Services at 919-739-6725 or jmmorrisette@waynecc.edu.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Campus Police strongly advocates that a victim of sexual assault report the assault immediately. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Campus Police and/or to a College Counselor. Filing a police report with Campus Police will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts Campus Police, the Goldsboro Police Department, and/or the Wayne County Sheriff's Office will be notified as well. A representative from the Counseling Services Department will also be notified. The victim of a sexual assault may choose to make a Student Code of Conduct charge to the Associate VP for Academic/Student Services, however, without an official law enforcement investigation, proving the charge may be difficult. A College representative from Campus Police or the Counseling Services Department will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from the Counseling Services Department. Counseling and support services outside the College can be obtained through the Wayne Uplift Resource Center.

College disciplinary proceedings are detailed earlier in this Student Handbook. A student found guilty of sexual misconduct in a criminal proceeding in the State courts could also face College disciplinary actions and may be suspended or expelled from the College. Student victims may request to change their academic situation after an alleged sexual assault if such changes are reasonably available.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

In a disciplinary proceeding resulting from alleged crimes of violence or non-forcible sex offenses, Wayne Community College's Associate VP for Academics/Student Services shall send a letter explaining the outcome of the investigation to the complainant once the matter is investigated and a resolution established.

Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained.

It also requires sex offenders already required to register in the state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In the State of North Carolina, convicted sex offenders must register with the Sex Offender Registry maintained by the Department of Justice. Searchable registries are found at:

- N.C. Department of Justice's Sex Offender Registry website - http://sexoffender.ncsbi.gov
- U.S. Department of Justice's National Sex Offender Public website - http://www.nsopw.gov

Title IX

Wayne Community College receives federal funding from the U.S. Department of Education and thus must comply with Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs and activities. WCC has designated a "Title IX Coordinator" who is responsible for coordinating the school's compliance with Title IX. The coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise

during the review of such complaints.

Title IX Coordinator
Associate VP for Academic/Student Services
Wayne Learning Center, Room 107
jmmorrisette@waynecc.edu
(919) 739-6725

Traffic and Parking Policy

All of the provisions of Chapter 20 of North Carolina General Statues relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the campus of the College along with other rules and regulations approved by the Board of Trustees as specified under North Carolina General Statue 115D-21.

1. Citations will be issued for violations of the college's Traffic and Parking Policy.
2. These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while operating a vehicle on the campus of the College.
3. The operator of any vehicle on the campus of the College shall comply with the legal instructions of any Campus Police Officer and all traffic signs in accordance with the provision of these regulations.
4. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of parking regulations.
5. The College shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.
6. All vehicles to be operated and/or parked on campus must be properly registered and display a parking decal on the rear of the vehicle. Motorcycles and mopeds are also subject to this policy. Failure to comply with the vehicle registration procedure constitutes an offense equal to a parking violation.
7. Display parking decal as shown on left side outside of back glass (left bottom corner).
8. Motorcycles/mopeds must have a parking decal visibly displayed and park in any undesignated space. It is the operator's responsibility to use a kick-stand plate if parking outside a designated motorcycle parking space.
9. The person to whom a vehicle parking decal is issued, as herein provided, shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Obtaining a parking decal is the responsibility of the person bringing the vehicle on campus, and failure to do so constitutes a violation of the Traffic and Parking Policy.
10. Students may park in any undesignated parking spaces.
11. Visitor parking spaces are not for student use.
12. Should you need a temporary parking pass, contact the Student Activities Office and/or the Office of Campus Police.

Specific Violations of the Traffic and Parking Policy

The following list includes specific traffic and parking violations which could result in citations, fines, warnings or other disciplinary action. This list is not all-inclusive, but contains most foreseeable punishable offenses:

1. Parking in a restricted parking lot or zone.
2. Parking in "handicapped parking" without a proper handicapped decal or license plate displayed.
3. Parking on grass (unless signs indicate this is permissible or the space is designated as an overflow parking area).
4. Blocking any legally parked vehicle.
5. Not displaying a current parking decal/permit.
6. Not affixing parking decal to the rear of the vehicle.
7. Parking in a "no-parking" zone.
8. Parking in a "visitor" zone.
9. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
10. Parking against traffic flow.
11. Reckless driving.
12. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
13. Protruding into lane of traffic.
14. Double parking.
15. Parking on shoulder of road (except where parking is indicated by official signs).
16. Driving in excess of posted speed limits.
17. Failure to obey traffic signs.
18. Failure to obey directions of Campus Police Officers.
19. Failure to yield right-of-way at pedestrian crossings.
20. Following too closely.
21. Driving under the influence of alcohol or narcotics.
22. Operating vehicle causing loud and unnecessary noise, such as mufflers, horns, public address systems, stereos, etc.
23. Failure to yield right-of-way to emergency vehicles.
24. Failure to obey all seat belt and child passenger safety seat requirements.
25. Operating or parking a vehicle in any manner that creates a safety hazard.
26. Leaving a vehicle on campus overnight without notifying Campus Police.

Consequences of Traffic and Parking Violations

1. The following system of citations and fines shall be used:
   a. Campus Police shall be responsible for issuing citations for improper parking and other Traffic Code violations.
   b. Fines
      i. Violations of the Traffic and Parking Policy carry a $25 fine for each violation.
      ii. Fines shall be made payable to the Wayne Community College and receipted by the cashier.
      iii. Fines must be paid immediately after

all appeals have been exhausted; or if the person has not filed notification of the intent to appeal, immediately following his/her last hearing; or ten calendar days after the ticket was issued and the time for appeal has expired; whichever is greater.

2. In addition to the standard fines imposed for violations of the Traffic Code, the following penalties may also be imposed:
   a. All of those provisions detailed in North Carolina General Statute 115D-21 and Section 20.
   b. The College shall prohibit a student from registering for classes for the next semester if the student owes fines from the previous semester.
   c. The College shall withhold transcripts and deny graduation for students for failure to pay fines.
   d. Faculty and staff will be subject to disciplinary procedures in accordance with College policy.
   e. Delinquent fines will be added to the student's financial account with the College. The student will not be permitted to re-enroll until fines are paid.
   f. Students who accumulate five or more traffic citations for parking and traffic violations will lose their parking and driving privileges on campus for the remainder of the semester in which the violations have occurred and for the following semester.
   g. Any vehicle left on campus for one week or more without properly notifying Campus Police will be considered abandoned and towed at the owner's expense.
   h. When a vehicle which is improperly parked so as to obstruct the flow of traffic or movement of other vehicles is identified, the driver of the vehicle will be notified immediately. This may require calling the student out of class. If a student is notified more than once to move his/her improperly parked vehicle, his driving privileges on the College campus may be revoked.

Traffic and Parking Appeal Process

Students receiving citations or penalties resulting from alleged violations of the Traffic and Parking Policy may do any of the following:

1. Pay the fine.
2. File written appeal with the Vice President of Operations within three business days of receipt of a citation. A ruling on the appeal will be made within five business days and the student will be notified in writing.

Crime Reporting

How to Report Criminal Offenses

To report a crime, contact Campus Police at (919) 739-7050 (non-emergencies), dial 9-1-1 (emergencies only), or use the Code Blue telephones located in the parking lots. Any suspicious activity, or person, seen in the parking lots, loitering around vehicles, or present inside buildings should be reported to Campus Police. In addition you may report a crime to the following Campus Security Authorities:

1. Associate Vice President for Academic and Student Services: (919) 739-6725, WLC 107
2. Director of Counseling Services: (919) 739-6731, WLC 180
3. Director of Human Resources: (919) 739-6961, DOG 141
4. Director of Student Activities & Recruiting: (919) 739-6740, WLC 149-A
5. Coordinator, SJAFB Programs: (919) 739-6765, SJAFB Education Center, WLC 144B
6. Director of Transitional Programs for College and Career: (919) 739-6917, WAL 228
7. Coordinator, Student Support of Transitional Programs for College and Career: (919) 739-6921, WAL 207
8. Principal Wayne Early Middle College, (919) 739-7073, Hocutt Building
9. Wayne Early Middle College Counselor, (919) 739-7072, Hocutt Building

Encouraging Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Police in a timely manner. This publication focuses on Campus Police because it patrols the main campus, and the Wayne Executive Jetport sites. However, SJAFB Security Forces should be contacted when incidents, emergencies, or crimes occur at SJAFB Education Center.

- To report a crime or an emergency from a College phone, call 9-1-1, call Campus Police at extension 7050, or, from outside the College phone system, (919) 739-7050.
- To report a non-emergency security or public safety related matter, call extension 7050 or, from outside the College phone system, (919) 739-7050.
- To report a crime at the Wayne Executive Jetport, call 9-1-1 or (919) 739-7050.
- To report a crime or emergency at SJAFB, call (919) 722-1211.
- To report a non-emergency security or public safety related matter at SJAFB, call (919) 722-1211.
- To report sexual assault on the base, call the Sexual Assault Response Coordinator at (919) 722-7272 or the Department of Defense Safe Helpline at (877) 995-5247.
- To report a crime at all other off-campus events, activities, or classes, call 9-1-1.

In response to a call, Campus Police and/or SJAFB Security Forces will take the required action, dispatching an officer or asking the victim to report to Campus Police or the SJAFB Security Forces to file an incident report.

If assistance is required from the local law enforcement agencies or fire department, Campus Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene,

including Campus Police, will offer the victim a wide variety of services. Referrals for confidential assistance may be made to Wayne Uplift Resource Association. Wayne Uplift's crisis line number is (919) 736-1313. The National Sexual Assault Hotline is (800) 656-HOPE (4673).

Crimes should be reported to Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to Wayne Uplift Resource Association would not be included in the WCC crime statistics.

Voluntary Confidential Reporting

The WCC Campus Police Department encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the police. Because police reports are public records under State law, Campus Police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities as identified above. Confidential reports of crime may also be made to Crime Stoppers at (919) 735-2255.

Counselors and Confidential Crime Reporting

Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to any of the Campus Security Authorities listed above, for inclusion into the annual crime statistics. Staff of the Counseling Services Department inform students of the procedures to report crime to Campus Police on a voluntary basis, should they feel it is in the best interest of the student.

Professional counselors are defined as "An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification." Students seeking a professional counselor at WCC may contact the Clinical Counselor at mkjenkins@waynecc.edu or (919) 739-6731.

Personal Safety

Safety Tips

You are the key to your personal safety and the safety of others. By following the precautions listed below, you can substantially decrease your chances of becoming a crime statistic.

- BE AWARE - Recognize your vulnerability, always be aware of your surroundings. Park in a well lighted area, and never walk alone.
- REPORT - all suspicious persons, vehicles, and activities to Campus Police immediately at (919) 739-7050 or call the switchboard by dialing ext. 0 on campus phones.
- PROTECT - your personal property. Keep your car locked at all times. Never leave valuables where they can be seen in your vehicle; lock them in your trunk. Do not leave any personal property lying around such as books, book bags, purses, or electronic devices.
- KEEP YOURSELF INFORMED - by knowing the location of emergency call boxes, which are in most parking lots on light poles with a blue light indicator.

Participate fully in the "WCC Alert" warning system by maintaining current e-mail, text, and phone contact numbers (all college e-mail accounts are automatically enrolled).

The alert system is capable of delivering messages to web, e-mail, voice, and text messaging.

Heed all Warning and/or Notifications.

Emergency Call Boxes

Emergency call boxes are located in most parking lots and near the tennis courts. They are located on light poles and each has a blue light indicator. If you need a Campus Police Officer, push the red button on the emergency call box and it will automatically notify Campus Police about where you are and let you communicate directly with the Campus Police Officer who is responding to your call.

Escort Services

Campus Police can be contacted for assistance at any time. Officers are available to escort students, staff, faculty, and visitors to and from any building and parking lot on campus. If assistance is not requested, we suggest walking with a friend rather than alone.

Prevention and Education

Safety/Security Awareness Programs

Campus Police Officers discuss safety and security procedures throughout the year at employee orientation sessions and College student success classes, referencing important safety reminders and procedures. College officials and guest speakers discuss safety and security issues during special programs and meetings throughout the school year, such as the annual safety fair.

The Chief of Campus Police publishes, when appropriate, serious incident reports through notification messages which are disseminated using bulletin boards, flyers, website, e-mail, text, voice, Magic-Net, and other announcement forms. The purpose of this notification is to aid in the prevention of similar occurrences.

During ACA orientation classes, students are informed of services offered by Campus Police. Presentations outline ways to maintain personal safety. The Annual Safety and Security Report is made available to students. Crime Prevention Programs and Sexual Assault Prevention Programs are offered. In addition to orientations and ACA classes, information is disseminated to students and employees through crime prevention awareness notices, security alerts, displays, e-mails, text messages, social media and in College publications, as appropriate.

Periodically, the WCC Campus Police Department, in cooperation with other College organizations and departments, present crime prevention awareness

sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety.

Domestic Violence

Contact Counseling Services and/or Campus Police to report domestic violence concerns that could impact personal or campus safety. Submit copies of any restraining orders to Campus Police. For local assistance, contact Wayne Uplift at (919) 736-1313.

Suicide Prevention

Crisis counseling and referrals are available through the Counseling Services Department. For community assistance, contact Eastpointe at (800) 913-6109 or the National Suicide Prevention Lifeline 988.

Substance Abuse Education

The Substance Abuse Education Program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions. WCC's Counseling Services Department provides an overall coordination of the Drug-Free Campus Program. However, some services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: Student Activities
- Counseling Services: Counseling Services Department
- Referral Services: Counseling Services Department
- College Disciplinary Actions: Curriculum/ Workforce Continuing Education and Transitional Programs for College and Career Review Committees.

Drug Counseling and Rehabilitation

If anyone needs assistance for any reason related to the use/abuse of drugs or alcohol, a member of the WCC counseling staff will act as a referral source to the following services in Goldsboro and Wayne County:

Narcotics Anonymous	800-662-4357
Eastpointe	919-735-6676
Alcoholics Anonymous	919-735-4221

Wayne Community College Drug and Alcohol Prevention Program

The abuse and use of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. The College strives to encourage prevention of drug and alcohol abuse to the extent possible. The College's prevention program includes an educational program aimed at preventing drug abuse and illegal drug use, therapeutic support through short-term clinical counseling and appropriate referrals, and deterrence through an active Campus Police Department. From a safety perspective, the users of drugs or alcohol may impair the well-being of all persons on campus; drug and alcohol use may also result in damage to College property.

Emergency Plans

Emergency Information Placards

Emergency information cards are located across campus in most corridors, classrooms, labs and other public venues. They are mounted to the walls in clear acrylic frames and consist of red and white cards, printed front and back with the following information: Emergency Evacuation Plan (by building/floor), Emergency Evacuation Procedures, Emergency Evacuation Plan Designated Evacuation Areas, Emergency Response Checklist, Emergency Levels, and Emergency Medical Protocols. Please familiarize yourselves with the information on these cards and the evacuation routes for the locations on campus that you visit.

Emergency Evacuation

Buildings should be evacuated immediately whenever the building fire alarm sounds or when instructed to do so over the public address system. When notified to evacuate the building, walk quickly and calmly to the nearest marked exit and alert others to do the same. Be sure to close office and classroom doors as you leave. Faculty and staff are to notify students and visitors in their respective areas to assemble in the areas designated. Once outside the building, report to the designated meeting area for your building. Make yourself visible or known to WCC employee in charge of your respective evacuation group.

At the beginning of each semester, each instructor should encourage individuals who will need assistance in exiting the building in case of an emergency to self-identify with the instructor and/or the Office of Campus Police. This will include wheelchair-bound individuals, those with any condition limiting mobility, visually or hearing-impaired individuals, and anyone else who might have difficulty following directions in an emergency situation. The names and locations of these individuals must be given to the Chief of Campus Police. Evac-Chairs are available on all upper floors.

Generally, building elevators are not available for use and those individuals with limited mobility may require assistance in using the stairs. During an emergency, Campus Police and WCC Maintenance will be involved in responding to needs for assistance. If Campus Police are unavailavle to assist in a timely evacuation during an emergency, all reasonable efforts should be made by those who are able to assist those with mobility issues to safely evacuate an impacted area.

Accident and Medical Emergencies Procedure

If you have a medical emergency, call 911 for EMS and ext. 0 or (919) 739-7050 to notify the Office of Campus Police and give the location and nature of the situation. Wayne Community College maintains basic first aid boxes and AED's (automated external defibrillators) in every building. Anything beyond basic first aid will require outside attention by a medical provider. Under College policy, no medicines will be dispensed by College staff. A limited supply of basic pain relievers, allergy medicines and other over-the-counter items may be found in the Bookstore during normal operating hours for personal purchase.

In general, accidents occurring during WCC-

sponsored activities will be covered by student and/or College insurance. The College generally will not be responsible for medical transport or any hospital or medical provider fees for personal illnesses.

Should a medical emergency requiring more than basic first aid arise, the procedures posted on the red Emergency Medical Cards located throughout the campus should be followed.

1. Call EMS immediately at 9-1-1 and then call Campus Police at (919) 739-7050 to notify them of the situation, location, and nature of the accident or illness. Campus Police will escort the ambulance to the scene.
2. Do not move injured persons unless:
   a. you are absolutely certain about their condition; or
   b. the person is in more danger if they remain where they are.
3. In the event of a seizure, do not restrain the victim. Clear the area around the victim of everything that could be a hazard. If possible, put the victim on their side. Never force the victim's mouth open.

All accidents involving students must be reported to the Director of Student Activities or to Campus Police after hours. Accidents involving guests or employees must also be reported to the Business Office. It is important that these notifications be made prior to transport if possible so that appropriate insurance documents may be prepared and related agencies notified. Failure to follow procedure could result in claims not being covered.

Campus "Lock Down"

If a dangerous situation develops that poses a serious threat to the College and jeopardizes the safety of students or employees, a campus "Lock Down" will be initiated. "Lock Down" will be announced through WCC's Bison Alert system and will remain in effect until terminated by law enforcement. If you are in a classroom when you hear the "Lock Down" announcement, close the classroom door (and lock it if possible), move away from the door and close the window blinds. Silence all personal electronic devices. Keep low to the floor and out of line of sight with the door. Stay there and remain quite until instructed to do otherwise by law enforcement or until the "ALL CLEAR" is sounded.

If you are in a hallway or outside when "LOCK DOWN" is announced, please take cover immediately by getting into a building and into a room. If you can't do either, take cover behind any object you can find. Stay there until instructed otherwise by law enforcement.

Campus Evacuation

If a "campus state of emergency" is declared, all nonessential personnel, students, and visitors must immediately begin an orderly evacuation of the campus as directed. The Campus Police Department will assist in directing traffic to ensure the safest and quickest evacuation.

Severe Weather Alert

In the event that a severe weather warning presents an immediate threat to WCC facilities, the campus will be alerted by the Bison Alert system and the following plan will be activated. If time permits, disconnect all electrical and computer equipment and close all windows before you leave your area.

1. Azalea, Dogwood, Holly, Magnolia, Pine, Spruce, and Walnut Buildings: Occupants should immediately proceed to the first and second floors of their respective buildings and assemble in the interior rooms, hallways, or stairs away from outside doors and windows and wait for further instructions from Campus Police.
2. Ash Building: Occupants should immediately proceed to the first floor of the building and assemble on the first floor in the Storage Room 126, 103, or Break Room 118. Stay away from glass walls and windows and wait for further instructions from Campus Police.
3. Aviation Building: All individuals should immediately proceed to the Aviation classroom building interior hallway, rest rooms, kitchenette, offices, etc. Stay away from outside doors and windows and wait for further instructions from Campus Police.
4. Hocutt Building: Occupants should immediately proceed to the first floor and assemble in the interior rooms, hallways, or stairs away from any outside doors and windows and wait for further instructions from Campus Police.
5. Cedar and Oak Buildings: All individuals should immediately proceed to the interior hallway or rooms with no outside doors or windows. Stay as far as possible away from windows and exterior doors. Individuals should wait there for further instructions from Campus Police
6. WLC Building: All individuals on the first floor should immediately proceed to the Moffatt Auditorium and move to the first row and fill in from the middle of the row in the center or inside out on the right and left wings so everyone can find a seat as quickly as possible. If the Moffatt Auditorium is already at capacity, go to the interior hallways, restrooms, break rooms, kitchenettes, office areas, and other interior spaces with no outside doors or windows on the first and second floors, and wait for further instructions from Campus Police. On the first and second floors, avoid outside doors and windows, including those facing the atrium. Avoid the third and fourth floors during a severe weather alert.
7. Elsewhere on Campus: Individuals in service buildings or elsewhere on the grounds should seek immediate shelter in the nearest brick building or lay flat in a ditch or low-lying area if time does not permit getting inside a building.
8. When possible, avoid hallways opening to outside. Alternatively, seek interior spaces such as restrooms, offices, conference rooms, or closets that have no exterior doors or windows.

Everyone is to remain in the safe area(s) until notified by Campus Police that all is clear.

Communicable Disease Policy for Students

Wayne Community College is committed to assuring that all necessary training and precautions are taken with regard to communicable diseases. The Biohazard Exposure Control Plan within the Occupational Safety and Health Plan and the Pandemic and Communicable Disease Preparedness and Response Plan of Wayne Community College reflect our efforts to ensure the good health and safety of all employees and students. The College adopts this communicable disease policy for students in an effort to control communicable diseases and the threat of pandemics on campus based upon established rules and regulations of the N.C. Division of Health Services. Employees and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources. Students infected with a communicable disease have the responsibility of reporting this fact to the Associate Vice President of Academic and Student Services or the Vice President of Continuing Education, as appropriate.

Communicable disease means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment [N.C.G.S. 130A-2(1c)]. Communicable Disease shall include, but is not be limited to, those diseases listed in 10A NCAC 41A .0101 as well as those diseases contributing to an outbreak as declared by either the local health department or the Centers for Disease Control. Examples of communicable diseases include: Coronavirus, Chickenpox, Mononucleosis, Conjunctivitis, Hepatitis A, B and D, Acquired Immune Deficiency Syndrome (AIDS), AIDS-related complex (ARC), positive HIV antibody status, Influenza, Measles, Meningitis, Tuberculosis, Pertussis, and sexually transmitted diseases. See inclusive list in North Carolina Administrative Code 10A NCAC 41A .0101. Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible College officials only on a strictly limited need-to-know basis. All medical information relating to the communicable diseases of students and employees will be kept confidential in accordance with all applicable state and federal law.

If a student reports a communicable disease condition, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, these students should report all suspected communicable diseases.

The final determination of a student's ability to remain in school will be made by the Vice President of Academic and Student Services or Associate Vice President of Academic and Student Services based upon professional medical evaluation results and recommendations. If a student is found to have a communicable disease, then the attendance of the student on campus or at any College activity will be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

The College's Biohazard Control Plan defines guidelines that will be followed in the event of an accidental exposure to bodily fluids or biohazards. Any such exposure should be reported immediately to the first available WCC employee and to the Director of Student Activities & Recruitment. An Incident Report Form must be completed for all accidental student exposures to biohazards.

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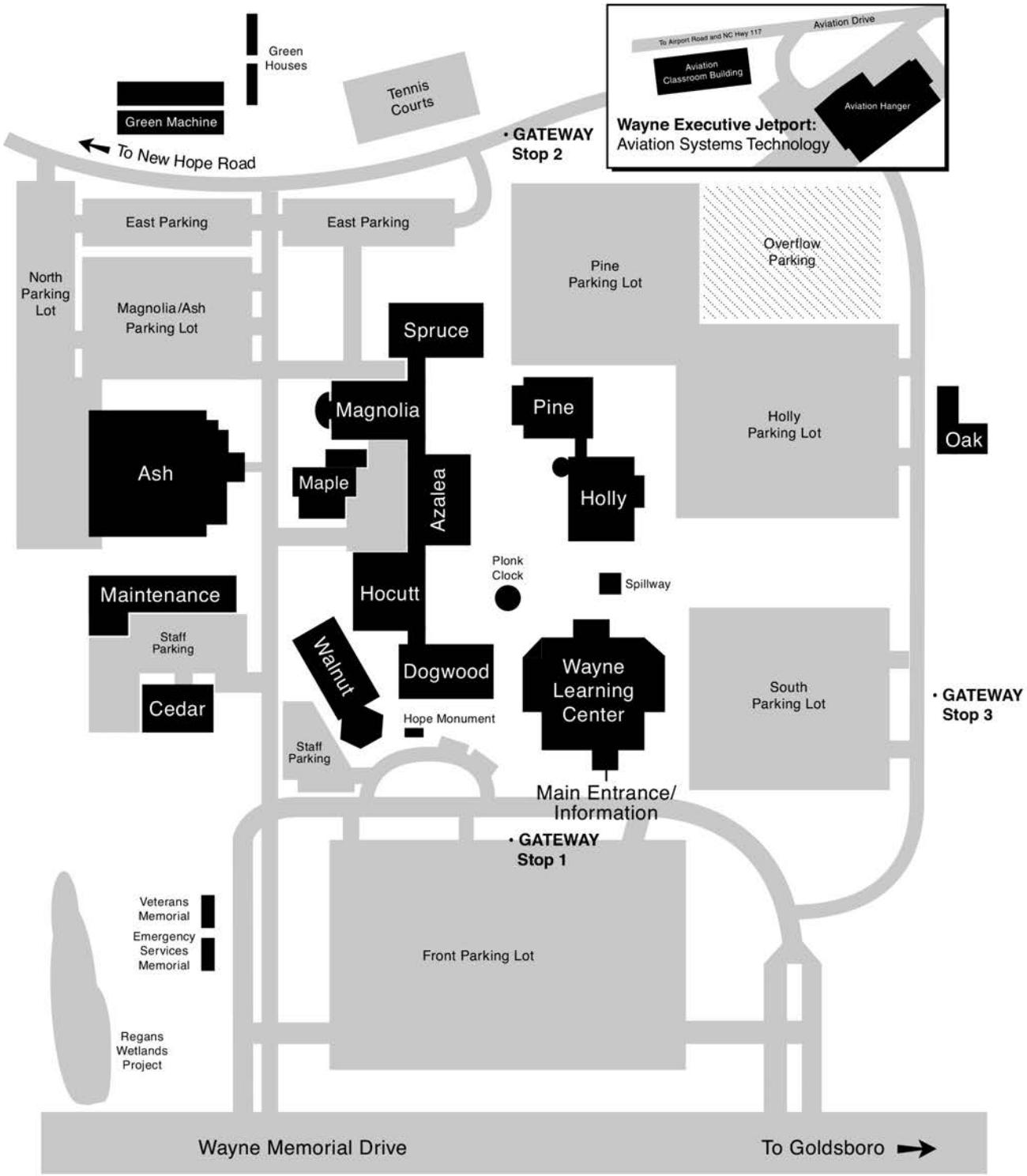

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