
Blue Ridge Community College

**2007-2008 Catalog
Volume 32**

**Flat Rock Campus
180 West Campus Drive
Flat Rock, North Carolina 28731
(828) 694-1700**

**Transylvania Center
45 Oak Park Drive
Brevard, North Carolina 28712
(828) 883-2520 or (828) 694-1900**

www.blueridge.edu

Blue Ridge Community College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4907 Telephone number 404-679-4500, www.sacs.org) to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Fine Arts Degree (A.F.A.), and the Associate in Applied Science Degree (A.A.Sc.).

Blue Ridge Community College is an equal opportunity college.

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Notices

Blue Ridge Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of 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, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The College disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Blue Ridge Community College is an Equal Opportunity Institution which makes no distinction in the admission of students or in any activities on the basis of race, color, religion, gender, national origin, age, physical or mental disability, or sexual orientation.

Blue Ridge Community College supports the protection available to members of its community under all applicable federal laws, including Titles VI and VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972, the Public Health Service Act (as amended by the Nurse Training Amendment Act of 1971), the Age Discrimination Act of 1975, the Age Discrimination Act of 1967 (as amended), the Equal Pay Act of 1963, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Executive Order 11246 of 1965 (as amended), and other related federal and state legislation pertaining to equal employment opportunity.

Inquiries concerning federal Title IX, Section 1681, and related laws may be addressed to:

Dean for Administrative Services
Blue Ridge Community College
180 West Campus Drive
Flat Rock, NC 28731-4728
Telephone (828) 694-1716 or TDD 692-4515.

2007-2008 Academic Calendar for Curriculum Students

Fall Semester 2007

Fall Semester Registration	August 20
Last day to drop classes with 100% refund	August 21
Classes Begin	August 22
Last day to add a class	August 24
Labor Day - Holiday	September 3
Fall Break	October 15-16
Classes resume	October 17
Thanksgiving - Holidays	November 22, 23
Final Exams	December 14, 17, 18

Spring Semester 2008

Spring Semester Registration	January 3
Last day to drop classes with 100% refund	January 4
Classes Begin	January 7
Last day to add a class	January 9
Martin Luther King - Holiday	January 21
Easter Holiday	March 21
Spring Break	March 24-28
Classes Resume	March 31
Final Exams	May 2, 5, and 6
Graduation	May 10

Summer Session 2008

Summer Registration	May 15
Last day to drop classes with 100% refund	May 16
Classes Begin	May 19
Last day to add a class	May 21
Memorial Day Holiday	May 26
Independence Day Break	July 3-4
Classes Resume	July 7
Last Class/Final Exams	July 30

Fall Semester 2008

Fall Registration	August 19
Last day to drop classes with 100% refund	August 20
Classes begin	August 21

2007-2008
Blue Ridge Community College
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General Information

History

Through the combined efforts of interested citizens of Henderson County, the college known today as Blue Ridge Community College was established as Henderson County Technical Institute in May 1969. At that time, the citizens of Henderson County approved a bond issue and a special tax levy which provided funds for the construction, operation, and maintenance of a physical plant for the school. The institution began operation on December 1, 1969, with the first course offered on January 8, 1970. The first full-time curriculum classes began on September 14, 1970. On October 12, 1970, the board of trustees voted to change the school's name to Blue Ridge Technical Institute. On July 9, 1979, they voted to change the name to Blue Ridge Technical College. The board approved the name of Blue Ridge Community College on September 14, 1987. Today, the college occupies facilities on a 140-acre campus on College Drive, which connects Airport and Allen Roads, southeast of Hendersonville. An 11-building complex provides more than 280,000 square feet of floor space divided into shop and laboratory space, classrooms, library, learning center, office and reception space, and student lounge areas. The Transylvania Center in Brevard houses curriculum and continuing education classes. The Center moved from Pisgah Forest to its new location in Brevard in 1997 and was renovated in 2005. Blue Ridge opened an Environmental Training Center in 1998 which provides training to business and industry throughout the region. The Henderson County JobLink Career Center and the Blue Ridge Literacy Council are housed on the Flat Rock Campus. BRCC is also the home of the Helping Hands Child Development Center and the Henderson County Work First Employment Services.

Mission Statement

Our mission . . . enriching the lives of those within our reach through education, training, and cultural activities.

Our Vision:

BRCC will continue to provide programs of excellence in academics and training that foster economic vitality in our community. Our College will lead by example with our partners in business, industry, and education to improve the quality of life for the people we serve by:

- promoting instructional excellence in all program areas
- serving the lifelong learning needs for all citizens
- expanding and enhancing programs to meet the evolving needs of our community
- working closely with business and industry to train a competent workforce
- strengthening partnerships to advance the mission of the College
- enhancing customer service to all who come our way
- increasing the retention and success of our students
- increasing community awareness of the programs of the College
- infusing appropriate technologies for problem solving and enhanced program delivery
- developing a multi-culturally competent citizenry
- developing responsive and effective education programs

Our Values:

We value excellence in teaching, training, and student-centered learning.

We open our doors to all who seek knowledge and a better life through academic growth and development.

We value the diversity of all people and will make our programs accessible to all learners regardless of disabilities or physical challenges.

We believe that our faculty, staff, and administration should conduct themselves with the highest integrity in the classroom and beyond.

We will be candid and supportive with our students in the assessment of their skills and their progress on the journey toward knowledge.

We will be responsive to the changing needs of our community by providing targeted programming that improves the skills, knowledge, and economic progress of our workforce.

We will be the champions of innovation, ever vigilant for opportunities to improve the delivery and quality of instruction through changes in technology and educational research.

As a public educational institution, our faculty and staff are accountable to the people we serve to deliver the best programs possible to enrich the lives of those within our reach. Our students are accountable to their instructors to strive for improvement and demonstrate the mastery of identified, measurable educational objectives in every class attended.

These are the values of Blue Ridge Community College that guide our behavior and frame our dreams. As your community college, we pledge to demonstrate these values in all that we do and say as we work in partnership to make our community a better place in which to live and work.

Location and Facilities

Blue Ridge Community College occupies facilities on a 140-acre campus. The Flat Rock campus is located on College Drive, which connects Airport Road and South Allen Road, two and a half miles southeast of Hendersonville, Henderson County, North Carolina. An eleven-building complex provides more than 280,000 square feet of floor space, divided into shop and laboratory space, classrooms, library, learning center, office and reception space, and student lounge area. Campus facilities include a comprehensive library, a state-of-the-art environmental and safety training center, a 450-seat teaching and performing auditorium, a lecture center, a 66,000 square foot applied technology training center, and a two-way interactive distance learning center. The Technology Education and Development Center will open on the Flat Rock Campus and the Applied Technology Building will open at

the Transylvania Center in Brevard in Fall 2008. The Transylvania Center in Brevard houses curriculum and continuing education classes.

Situated near the Blue Ridge Mountains of North Carolina at an altitude of 2,140 feet, the College is easily accessible via Interstate 26, Highways 64, 25, 191, and 176. Commercial air service is provided by several major airlines which serve the Asheville Regional Airport located twelve miles north of Hendersonville. The College's location between the metropolitan areas of Asheville, North Carolina, and Greenville, South Carolina, place it near the center of a rapid growth area in southwestern North Carolina. This location is also near several summer resort developments which include Flat Rock, the Pisgah National Forest, Brevard, the Bat Cave-Chimney Rock area, and the Blue Ridge Parkway.

Accreditation

Blue Ridge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097, www.sacscoc.org) to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Fine Arts Degree (A.F.A.), and the Associate in Applied Science Degree (A.A.Sc.). The Southern Association of Colleges and Schools is a regional accrediting agency for the purpose of identifying and accrediting institutions which meet the standards for quality and scope of higher education. Questions concerning accreditation of Blue Ridge Community College may be made directly to the College or to SACS at (404) 679-4500.

Blue Ridge Community College is an accredited member of the North Carolina Community College System, and all programs offered by the College have been approved by the North Carolina State Board of Community Colleges. The Associate Degree Nursing Program is approved by the North Carolina State Board of Nursing. The Surgical Technology Program is approved by the Commission on Accreditation on Allied Health Programs. The Early Childhood Program is accredited by the National Association for the Education of Young Children.

Blue Ridge Community College Educational Foundation, Inc.

Blue Ridge Community College Educational Foundation was founded in 1974, just five years after the institution was chartered. Today Blue Ridge Community College Educational Foundation is a separate organization affiliated with, and serving only, Blue Ridge Community College. It is governed by a thirty-member Board of Directors and qualifies as a 501(c)(3) organization under the guidelines of the Internal Revenue Service. As such, the Foundation insures to donors the tax deductibility for charitable gifts that is provided by state and federal laws. The mission of the Foundation is to aid, strengthen, and further in every proper and useful way the work and services of Blue Ridge Community College and to provide broader educational opportunities to its students, staff, faculty, and to the residents of Henderson and Transylvania Counties. In fulfilling its mission, the Foundation provides financial assistance to students through scholarships, a work-study program, and emergency loans and grants; purchases state-of-the-art equipment for use in classrooms; sponsors faculty development through special projects and an innovative grants program; provides start-up costs for new programs; and solicits monies for other projects on campus. Private support through the Foundation enables Blue Ridge Community College to keep pace with the educational

changes occurring in its service area and in the lives of students, faculty, and staff, and the citizens it serves. For further information, contact Blue Ridge Community College Educational Foundation, 180 West Campus Drive, Flat Rock, North Carolina 28731-4728, (828) 694-1710.

Core Indicators of Student Success (Year 2005-2006)

The State Board of Community Colleges has established standards of performance for measures that have been identified as being critical to ensure public accountability for programs and services at Blue Ridge Community College. These core indicators are listed below along with current data about the success of the College's students and/or services.

Measure A: Progress of basic skills students

Description: Basic skills students include all adult literacy students. Progress of basic skills students is a composite measure that includes the percent of students progressing within a level of literacy, the percent of students completing a level entered or a predetermined goal, and the percent of students completing the level entered and advancing to a higher level.

Results: Percentage of BRCC students who progressed within the level entered, completed the level entered, progressed to a higher level: 83%

Measure B: Passing rates on licensure and certification examinations

Description: The percentage of first-time test-takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. Purely voluntary examinations are not reported.

Results: 78% of all first-time test takers from BRCC passed an examination required for North Carolina licensure or certification prior to practicing the profession. The following indicates specific passing rates for BRCC students:

Basic Law Enforcement: 90%; Cosmetology: 54%; Cosmetic Arts Esthetics: 77%; Cosmetic Arts Manicurist: *; EMT: 90%; EMT-I: 50%; EMT-P: *; Nursing: 81%; Real Estate: 83%

*Data unavailable: Number too small to report without violating students' privacy.

Measure C: Goal Completion of Completers

Description: The proportion of graduates of certificate, diploma, and degree programs who report that their primary goal in attending has been met.

Results: 99% of BRCC graduates of certificate, diploma, and degree programs reported that their primary goal in attending was met.

Measure D: Employment Status of Graduates

Description: The proportion of identified community college completers who are employed within one year of last attendance.

Results: 99% of BRCC completers were employed within one year of their date of last attendance.

Measure E: Performance of College Transfer Students

Description: College transfer programs provide educational experiences that will enable transfer students to make the transition to a baccalaureate program and perform as well as the students who enroll as first-time freshmen at universities. The purpose of this measure is to compare the performance of community college associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts) who transfer to public North Carolina universities with students native to the four-year institutions.

Results: 88.7% of BRCC college transfer students had a GPA greater than 2.0 after two semesters at a University of North Carolina institution.

Measure F: Passing Rates of students in developmental courses

Description: The percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better.

Results: 80% of BRCC students completed developmental English, mathematics, or reading with a grade of "C" or better.

Measure G: Success Rate of Developmental Students in Subsequent College-Level Courses

Description: The performance of developmental students in subsequent college level courses will be compared with the performance of non-developmental students in those courses.

Results: * of the students who completed a developmental course had a grade of "C" or better in subsequent college-level courses.

* Data unavailable due to state-wide computer information system issue.

Measure H: Student Satisfaction of Program Completers and Non-Completers

Description: This indicator reports the proportion of graduates and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations.

Results: 94% of graduates and early-leavers indicated the quality of the college programs and services met or exceeded their expectations.

Measure I: Curriculum Student Retention and Graduation

Description: This composite indicator consists of (1) number of individuals completing a curriculum program with a certificate, diploma, or degree; and (2) number of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs.

Results: 64% of the fall 2005 cohort had either graduated or completed by the fall 2006.

Measure J: Employer Satisfaction

Description: The percentage of a sample of businesses who employ individuals trained or educated by a community college indicating that they are satisfied with the quality of those employees as it relates to the community college training and education. This measure is intended primarily to determine the satisfaction of organizations whose employees have been trained at a community college.

Results: 100% of employers who returned a survey indicated they were satisfied with the job preparation of Blue Ridge Community College graduates.

Measure K: Client Satisfaction with Customized Training

Description: The percentage of businesses/industries who have received services from a community college indicating that their expectations have been met. This measure is intended primarily to determine the satisfaction of organizations that received services from a community college.

Results: 99% of the businesses/industries surveyed indicated they were satisfied with the customized training provided by Blue Ridge Community College.

Measure L: Program unduplicated headcount enrollment

Description: The three-year average annual unduplicated headcount enrollment in a curriculum program

Results: All curriculum programs have a three-year average annual unduplicated headcount of ten or above.

You can view the entire Critical Success Factors report at the following website:
<http://www.nccommunitycolleges.edu/Publications/docs/Publications/csf2007.pdf>

Admission

Entrance Requirements and Admission Procedures

In keeping with its established “open door” policy, Blue Ridge Community College does not impose restrictive standards for admission. For admission, high school graduation or its equivalent is recommended for all programs and required before entry into all degree-granting programs, including diploma programs offered within an associate degree program. If applicants have not graduated from high school or otherwise fulfilled this requirement, they may do so by successfully completing the General Educational Development tests (GED) at Blue Ridge Community College.

All applicants for admission are responsible for fulfilling the following steps:

1. Complete an application for admission and file with the Registrar’s Office.
2. Have official copies of high school, GED, and Adult High School transcripts mailed to the College. Official transcripts are those with the raised impression of the school seal and registrar’s signature. This should be done prior to enrollment. Students whose required transcripts have not been received will be admitted on a provisional basis for one semester. Applicants who have a GED or Adult High School Diploma must submit a copy of the certificate or scores. Applicants who are not high school graduates or do not have a GED or Adult High School diploma must submit an official high school transcript if they entered the ninth grade or higher. Applicants to all allied health programs who have a GED or Adult High School diploma must submit a copy of the scores and an official high school transcript if they entered ninth grade or higher. If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.), documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Dean for Student Services.
3. Complete a set of pre-enrollment placement tests. Blue Ridge Community College uses the A.C.T. ASSET for placement testing. These tests examine the individual’s level of ability in reading, math, and English so that the student can be placed in appropriate courses. These tests are not admissions tests. Placement testing may be waived under conditions outlined in the Blue Ridge Community College Placement Testing Waiver Policy. A brochure detailing information on Blue Ridge Community College placement testing is available in the Office for Student Services.

Students who place into Learning Center level reading will be allowed to enroll in curriculum courses for credit only after they have received appropriate remediation through the Learning Center program. Students who test into Learning Center English and mathematics must also receive appropriate remediation prior to enrolling in curriculum courses for credit. Students who place into Learning Center level math only or Learning Center English only will be allowed to take Learning Center directed studies and/or curriculum classes with approval of their academic advisor.

4. Meet with faculty advisor.

A student is officially accepted into a curriculum when all requirements are met. The student will receive written notification from the Dean for Student Services.

A student may register for individually selected classes as a Special Credit Student if prerequisites are met. A Special Credit Student must see a counselor in Student Services upon completion of 20 semester credit hours to confirm future educational plans. Enrollment in a specific class is granted with the stipulation that degree-seeking curriculum students have first priority to the class.

Pre-Enrollment Placement Testing Waiver Policy

Students may waive the placement testing requirements under the following conditions:

1. Documentation of acceptable SAT or ACT scores: To be enrolled directly into first-level curriculum English or math courses, a student must have a minimum score of 500 on the applicable (verbal or mathematics) portion of the SAT, or a minimum of 21 on ACT English, or a minimum of 20 on ACT math. SAT and ACT examinations must have been taken within the preceding three years.
2. Results of ASSET tests taken at another institution within the preceding three years and that meet the BRCC cutoff scores will waive placement testing.
3. Transfer credit (grade C or better) received from a regionally accredited institution for first-level curriculum English or math courses will be accepted in lieu of placement testing. Development level courses may be considered for transfer credit if taken at a North Carolina Community College within the last three years. The student must submit an official transcript to receive transfer credit and to officially waive the need for placement testing. A maximum of 50% of the total semester credit hours in any program will be accepted in transfer.
4. For certificate programs without developmental prerequisites, testing may be waived based on a passing score on the NC Competency Test, Test of General Educational Development, or Iowa Test of Basic Skills.

Pre-Enrollment Placement Testing Retesting Guidelines

In general the ASSET placement tests provide a reasonable assessment of a student's abilities in English, reading, and math. In some cases, however, students may question their placement in one or more of these areas.

If test scores are 1 year old or less, alternate placement measures may be arranged through the Division Director for Arts and Sciences if test scores fall within one or two points of the cut-off score.

If Pre-Enrollment Placement Test scores are 1 to 3 years old, students who want to retake their pre-enrollment exams and who have not yet taken any courses may request a

retest by speaking with the Director of Admissions.

If **Pre-Enrollment Placement Test scores are more than 3 years old** and the student has not yet taken any courses, the student must retake the pre-enrollment tests.

Associate Degree Nursing Admission Procedures

All Associate Degree Nursing (ADN) applicants must complete the following requirements.

Phase I

1. Submit Blue Ridge Community College Associate Degree Nursing Application for Admission. This application is generally available in November of each year.
2. Submit official transcripts of all previous education. Transcripts must verify the following course work and grades:
 - High school math - "C" average or above
 - High school biology - "C" average or above
 - High school chemistry - "C" average or above
 If an applicant earned a GED, requirements will be met with the following:
 - Math - Standard score of 450 or above
 - Biology - Standards score of 450 or above on Natural Science
 - Chemistry - no GED equivalent
 Students who have not met all of these prerequisites may do so by taking MAT 140 - Survey of Mathematics and MAT 140A - Survey of Mathematics Lab, BIO 090 - Foundations of Biology, and/or CHM 092 - Fundamentals of Chemistry. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.
3. Complete the Pre-Enrollment Placement Test. The following course work must be exempted or completed with a grade of "C" or above:
 - ENG 080 - Writing Foundations
 - RED 080 - Introduction to College Reading
 - ENG 090 - Composition Strategies
 - RED 090 - Improved College Reading
 - MAT 060 - Essential Mathematics
 - MAT 070 - Introductory Algebra
4. Attend a Nursing Information Session. Dates will be posted in the application packet. Applicants who complete all steps of Phase I by the end of the spring semester will receive a letter acknowledging their eligibility to pick up Phase II packets during the time frame published in the application packet.

Phase II

Applicants who complete Phase I will be contacted by letter to pick up Phase II materials. Applicants will be required to sign that they have received the packet and instructions.

To complete the Phase II application process, the candidate will be required to submit the following items to the Director of Allied Health Programs.

1. Acknowledgement of applicant's ability to provide safe nursing care to the public. The

applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative of their ability to provide safe care to the public.

2. Completion of enclosed form noting education endeavors (specific course work), accomplishments (certifications, degree, etc.), and work/volunteer activities.
 - a. Transcripts must be on file in the Registrar's office.
 - b. Photocopy of certification, degree and or diploma enclosed in packet.
 - c. Documentation by employer or supervisor indicating dates for work or volunteer activities, role and function. Must be on letterhead stationery and in a sealed envelope enclosed in the packet.

Points are awarded for grades in specific courses and documented related experiences for work and/or volunteer experiences. Examples of activities and the point value system is given to applicants at the ADN Information Session.

After the deadline for Phase II applications, each applicant's file will be evaluated. Points will be based on documentation provided and evaluation of transcripts. The applicants with the highest points will be accepted until the 30 available spaces are filled. Then the next 10 will be designated as alternates.

Notification of provision acceptance or non-acceptance will be mailed by mid-August.

Full acceptance into the program will be pending the following requirements:

1. Listing on the Nurse Aide Registry as a Nurse Aide I prior to enrollment in NUR 115 - Fundamentals of Nursing.
2. A medical form verifying acceptable levels of immunization, physical, and mental health will be required prior to entering the nursing core classes in the fall.
3. Verification of current or continued Cardiopulmonary Resuscitation for a healthcare provider or equivalent. (CPR certification - infant, child, and adult)

Additional requirements may be required based upon the clinical agencies utilized for clinical sites.

A student must earn a grade of C or better in each required course in the major to remain in the program.

Surgical Technology Admission Procedures

Level I: Surgical Technology - Diploma Program

All Surgical Technology applicants must complete the requirements listed in steps 1-5.

1. Submit Blue Ridge Community College Surgical Technology application for admission. The application is generally available in November of each year.
2. Submit official transcripts of all previous education. Transcripts must verify the following course work and grades:
 - High School math - "C" average or above
 - High School biology - "C" average or above
 If an applicant earned a GED, requirements will be met with the following:
 - Math - Standard score of 450 or above
 - Biology - Standard score of 450 or above on Natural Science

Students who have not met all of these prerequisites may do so by taking MAT 140 - Survey of Mathematics and MAT 140A - Survey of Mathematics Lab and/or BIO 090 - Foundations of Biology. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.

3. Complete the Pre-Enrollment Placement Test or waiver. of test based on Placement Test Waiver Policy cited in Blue Ridge Community College Catalog. The following course work must be exempted or completed with a grade of "C" or above:
 - ENG 080 - Writing Foundations
 - RED 080 - Introduction to College Reading
 - ENG 090 - Composition Strategies
 - RED 090 - Improved College Reading
 - MAT 060 - Essential Mathematics
 - MAT 070 - Introductory Algebra
4. Attend a Surgical Technology information session. Dates will be posted in the application package.
5. The first twenty (20) applicants meeting the above requirements will receive acceptance into the program. Once fifteen applicants are accepted a waiting list of fifteen applicants will be formulated. A medical form verifying acceptable levels of immunization, physical health, and mental health will be required prior to entering surgical technology core courses in the fall.

Level II: Surgical Technology - Associate Degree Program.

The Advance SUR courses are individually tailored for surgical/special areas of concentration. The applicant must complete the requirements listed in steps 1-5.

1. Make an appointment with the Surgical Technology Program Director.
2. Successfully pass the National Certification Exam and provide proof of current CST card.
3. Present proof of current CPR Healthcare Provider level certification.
4. Documentation of 500 hours or more work experience or documentation of having been the primary scrub on 125 cases.
5. Two references - forms will be provided by program director.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of C or better in each required course in the major to remain in the program.

Basic Law Enforcement Training Admission Procedures

Applicants for admission to the Basic Law Enforcement Training (BLET) Program must:

1. Have graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate that meets the minimum requirements set by the State of North Carolina.
2. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and /or the NC Sheriffs' Education and Training Standards Commission which include:
 - a. be a citizen of the United States;
 - b. be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization form the Director of the Criminal Justice Standards Division if less than 20 years old);

- c. be of good moral character;
 - d. be free of:
 - (1) any convictions of any serious crimes, civilian or military;
 - (2) recent convictions of driving while impaired or under the influence; or
 - (3) major motor vehicle law infractions
 - e. be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of law enforcement officer.
3. Have not ever committed or been convicted of any of the following:
 - a. a felony;
 - b. a crime for which the punishment could have been imprisonment for more than two years;
 - c. a crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
 - d. four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or;
 - e. four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
 4. Complete the College's ASSET Reading Test. This test will be administered at the beginning of the program by the BLET Coordinator.
 5. Possess a valid North Carolina driver's license.

Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that you meet all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

Prior to enrollment in the BLET program an accepted applicant must provide the BLET Coordinator with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include a Cholesterol Screening Report and Medical Release Form for Basic Law Enforcement Training. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

PROCEDURES FOR ADMISSION:

1. Obtain a BLET application packet from the Continuing Education Office (Continuing Education Building Room 123).
2. Complete the Application for Admission and call the BLET Coordinator, named on the face of the application, to schedule an appointment. At this interview, you will turn in the application to the Coordinator.

ADMISSION INTERVIEW

Each applicant is interviewed by the BLET Coordinator. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any serious crimes, civilian or military; recent convictions of driving while impaired or under the influence; or major motor vehicle law infractions and to determine the disposition of such charges. At the interview, you will be given additional details relative to details of the schedule, total cost of the program, attendance policy, etc. You will be required to sign waivers which allow you to participate in the training. The last page of this document lists what to bring to the interview.

Nurse Aide Programs Admission Procedures

Applicants for admission to the Nurse Aide Programs (Nurse Aide I and II) must complete the following requirements:

1. Must have proof of immunization for rubella, recent TB skin test with results (within last 12 months), Serum VDRL with results (within last 12 months), and proof of the first Hepatitis B Inoculation OR signed release form for the Hepatitis B Inoculation
2. Provide current copy of Social Security Card and Driver's License/picture ID.
3. Provide documentation of high school diploma or GED.
4. Complete registration form and pay the registration fees, insurance, and lab fees.

Emergency Medical Technician Admission Procedures

Applicants for admission to the Emergency Medical Technician Program must complete the following requirements:

1. Must have a high school diploma or general education development (GED).
2. Successfully complete an entrance exam assessing basic reading comprehension, English, and math skills. These exams must be completed prior to admission to the course. Applicants should contact the STAR Center to schedule the exam.
3. Complete registration form and pay the registration fees, insurance, and lab fees.

Admission of High School Students - Huskins Program Students

The purpose of the Huskins Program is to make available to high school students college level academic, technical, and advanced courses not otherwise available to them and to effect an uninterrupted education flow from the high school into the community college or four-year college or university. Courses provide for more comprehensive educational opportunities and enhance educational choices for high school students. Huskins programs offer courses directly related to preparing students for further education or for employment in current or emerging occupations.

- * Students must be in grades 11 or 12 as determined by the local educational agency. Exceptions are handled on a case-by-case basis.
- * High school students are not allowed to take developmental courses (course number less than 100).
- * Huskins program students must be enrolled at least half-time at their high school to be exempt from tuition.
- * Huskins program students will pay the student fees, the required insurance, and purchase their books and supplies.

High school students interested in the Huskins Program should contact the Office for Student Services for admission guidelines.

Admission of High School Students - Dual Enrollment

The dual enrollment program allows high school students to take classes at Blue Ridge Community College for college credit. To earn high school credit, students must contact their high school Guidance Office.

- * **Students must be 16 years of age or older.**
- * High school students are not allowed to take developmental courses (course number

less than 100).

- * Students must be enrolled at least half-time at their high school to be exempt from tuition.
- * Students may enroll in any college level course provided the student meets the prerequisites for that course.
- * Dual enrollment students will pay the student fees, the required insurance, and purchase their books and supplies.

High school students interested in the dual enrollment program should contact the Office for Student Services for admission guidelines.

Admission of Provisional Students

Students applying too late to furnish pre-entrance requirements before the registration period may be permitted to enter the college as a provisional student after an interview with the Dean for Student Services or counselor. Once students have fulfilled all admission requirements (application, transcripts, and tests if required), they will be accepted in good standing. All students must fulfill these requirements by the end of their first semester. Note: Students under the age of 18 who are high school graduates or equivalent must provide official transcripts at the time of application for admission.

Admission of Out-Of-State Students

Out-of state students (have not lived in North Carolina for prior 12 months) are admitted under the same guidelines as North Carolina residents. However, out-of-state tuition must be paid until North Carolina residency requirements are satisfied.

Admission of International Students

The College is authorized under Federal law to enroll non-immigrant alien students. An immigrant is subject to the same considerations as a citizen. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. Foreign students must have graduated from a secondary school that is equivalent to secondary schools in the United States. Furthermore, the Test of English as a Foreign Language (TOEFL) with a score of 550 or above on the paper-based test or 215 or above on the computer-based version, the college pre-enrollment placement test, and documentation of financial support for one year's tuition and living expenses are required of all foreign applicants seeking a completed I-20 Form for student VISA status. Foreign applicants should write to the Director for Counseling Services at Blue Ridge Community College for additional information.

Admission of Undocumented Aliens

Undocumented aliens are eligible for admission to Blue Ridge Community College based on the qualifications and limitations listed below:

1. An undocumented alien may be considered for admission only if he or she (i) has attended school in North Carolina for at least four consecutive years and (ii) has received a high school diploma from a school within North Carolina or has obtained a general education diploma (GED) issued in North Carolina.
2. An undocumented alien may not be considered a North Carolina resident for tuition purposes; all undocumented aliens must be charged out of state tuition.

3. Undocumented aliens may not receive state or federal financial aid in the form of a grant or a loan
4. When considering admission into specific programs of study, BRCC must take into account that federal law prohibits states from granting professional licenses to undocumented aliens.

Readmission

Students with credit from Blue Ridge Community College who withdraw for any reason before completing the requirements for a certificate, diploma, or degree, may be readmitted by application or Returning Student Form and a conference with a counselor. Students returning to Blue Ridge Community College after academic suspension must submit the Returning Student Form and confer with a counselor. Programs of study are under continuous review and course requirements are subject to change. Students who return after an absence of one or more semesters could experience changes in course requirements, including additional course work, when they reenter programs of study.

Tuition and Fees

Residency for Tuition

Under North Carolina law, a person must qualify as a resident for a curriculum tuition rate lower than that for non-residents. North Carolina statute 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 twelve (12) months immediately prior to his or her classification as a resident for tuition purposes.” Substantial inquiry is made on the application for admission to determine initial classification.

New applicants and returning students classified as out-of-state for tuition purposes are responsible for submitting the North Carolina Residence and Tuition Status Application to the admissions office for reclassification to in-state status. Applications are available at the Student Services receptionist desk in the Sink building. Individuals are encouraged to submit the application as early as possible. The admissions office will review the application, make a determination as to the individual’s residency/non-residency status, and then will advise the individual of the decision. The change in classification, if deemed to be warranted, shall be effective at the beginning of the next academic semester following the reclassification. Applications received less than two (2) weeks prior to registration for a semester may result in a delay in reclassification until the following academic semester.

Students who provide false residency information or knowingly withhold residency information shall be deemed to have submitted a fraudulent application. Students making fraudulent application are subject to reclassification and payment of the difference between out-of-state and in-state tuition for the enrolled term(s) intervening between the fraudulent application and its discovery.

Regulations concerning the classification of students by residence are set forth in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” A copy of the manual is available in Student Services for student inspection.

Tuition for Curriculum Students

Tuition rates for Blue Ridge Community College are established by the North Carolina General Assembly. These rates are subject to change.

Resident of N.C. \$42 per semester hour
 16 or more semester hours \$672

Non-resident \$233.30 per semester hour
 16 or more semester hours \$3,732.80

Other Fees and Expenses for Curriculum Students

Student Activity Fee variable

The student activity fee is applicable to all curriculum students and is non-refundable. This fee will be charged for Fall and Spring semesters only. The student activity fee is waived for students taking only distance education classes which do not require attendance on campus.

Students taking:

12 or more semester hours \$ 18.50 per semester
 6 - 11 semester hours 15.50 per semester
 1 - 5 semester hours 14.00 per semester

Accident Insurance Fee (limited accident coverage) variable

Students are required to take limited coverage accident insurance while enrolled. The accident insurance fee is waived for students taking only distance education classes which do not require attendance on campus. This insurance fee is not refundable. Due to the changing nature of the insurance industry, types of policies and rates are subject to change without notice. Blue Ridge Community College is not liable for injury suffered by students while participating in classes, shop work, or other school activities.

Textbooks, Supplies, and Tools variable

Students are required to have the textbooks, supplies, and tools prescribed in the curriculum program they are entering. These may be purchased at the bookstore located on the Blue Ridge Community College Campus. The cost will vary according to the program of study.

Biology/Chemistry Lab Fee \$10 per semester per course

The Biology/Chemistry Lab fee is non-refundable.

Technology Fee variable

The technology fee is applicable to all curriculum and continuing education students and is non-refundable.

Curriculum students taking:

12 or more semester hours \$16 per semester
 6 - 11 semester hours 11 per semester
 1 - 5 semester hours 6 per semester

The registration fee for continuing education computer classes includes a \$5 computer use and technology fee. This is required and is non-refundable.

Graduation Fee (including cap and gown) estimate \$35

This fee covers graduation expenses for degrees, diplomas, and certificates and is payable

during registration for the semester in which the student expects to complete a program of study. Invitations, caps, and gowns may be purchased in the bookstore prior to graduation.

Tuition and fees paid by students do not represent the total operating expenses of the College. The balance is provided by local, state, and federal tax funds.

Tuition and fees must be paid at the time of registration and include all charges applicable to the semester. North Carolina residents at least 65 years of age and high school students at least 16 years of age who are enrolled at least half-time in high school courses are exempt from tuition. However, all students are required to pay the student accident insurance fee, the technology fee, and the activity fee. If high school students are enrolled in Blue Ridge Community College courses offered on a high school campus, the student accident insurance fee and the activity fee may be waived. The student accident insurance fee and the activity fee may also be waived for the distance learning student who does not attend the Blue Ridge Community College campus. However, it is the responsibility of the student to notify the business office of the high school or distance learning status at the time charges are paid.

Fees for Continuing Education Students

To comply with North Carolina law, nominal registration fees are charged for continuing education courses. The fee for each course is indicated in the schedule of courses and usually ranges from \$50 to \$65. North Carolina residents 65 or older are usually exempt from this fee except for self-supporting courses. There is no charge for volunteer rescue and lifesaving personnel or local law enforcement officers for their special extension training programs. Students are responsible for buying supplies and materials as necessary. Basic Skills and Adult High School programs are provided at no charge to the participants. The registration fee for continuing education computer classes includes a \$5 computer use and technology fee.

Tuition Refund Policy, Curriculum Students

Title 23 of the N.C. Administrative Code, 2d.0200, states that a 100% refund of tuition shall be made if the student officially withdraws prior to the first day of classes of the semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled. A 75% refund of tuition may be made if the student officially withdraws from the class(es) after the class(es) begins but prior to or on the official 10% point of the semester. Students must contact their instructor or the appropriate Division Director to officially withdraw from a class after the academic semester begins. The student's signature is required on the drop card.

Refunds for official withdrawals from classes beginning later in the semester than the scheduled date in the academic calendar (e.g., telecourse and second session classes) are as follows: 100% if officially withdrawn before the first day the class meets; 75% if withdrawn prior to or on the 10% point of class. Student fees are not refundable. Questions about the College's tuition refund policy should be directed to the Dean for Student Services. Request for refunds will not be considered after the 10% point. Refunds will be made by check following the 10% point of the semester on a date to be determined by the Office for Administrative Services.

Withdrawing students with Title IV funding will be subject to both federal policy regarding the possible return of Title IV funds awarded to the student and the Blue Ridge Community College policy regarding the possible return of institutional aid awarded. Furthermore, the

amount of refundable (or balance outstanding) institutional charges will be set by school policy. A student's Federal Pell Grant award will be recalculated when he/she reduces his/her enrollment status prior to the 10% point of the semester.

The Federal Government and the school policy will be similar regarding the amount of student aid that may be retained for related school expenses. Only that amount of the aid that has been earned will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment.

Tuition Refund Policy, Continuing Education Students

The College may refund continuing education registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive 75% refund.

This refund is limited to the fees and does not include textbooks, or supplies.

Students should request a refund in writing, e-mail, or complete a Course Withdrawal Form. Course Withdrawal forms must be received by the Continuing Education Office on or prior to the deadlines listed above before a refund can be initiated. Forms are available at the Continuing Education Office or at the College's website (www.blueridge.edu).

Financial Aid

Students in need of financial aid can receive assistance through federal programs, state programs, and local scholarship funds. Funds may be available for veterans and children or widows of deceased veterans through the Department of Veterans Affairs.

Application for financial aid should be made at the time of applying for admission to the College. Processing of the Free Application for Federal Student Aid (FAFSA) may take up to six weeks. The Blue Ridge Community College Federal School code number is 009684 (Step 6 on the 2007-2008 FAFSA). The Free Application for Federal Student Aid may be completed online at www.fafsa.ed.gov.

The College is required by Federal regulations to verify the application data provided by students in many instances. All financial aid applicants should be prepared to provide the College's Financial Aid Office with signed copies of family federal income tax forms. Other financial documents may also be requested. Students must enroll in an eligible program, be a high school/GED/AHS graduate, be a U.S. citizen or eligible non-citizen, and not be in default on a federal loan or owe on a Pell Grant overaward. In order to be eligible for federal student aid funds, a student must maintain satisfactory progress in his/her course of study.

For the purpose of federally-funded financial aid programs, satisfactory academic progress at Blue Ridge Community College has three components:

1. The student must successfully complete at least 67% of the credit hours attempted during the last term of enrollment. "Courses attempted" are those for which a student is registered at the end of the drop/add period. "Successful completion" means earning a grade of A, B, C, or D. Students may not receive aid for an audit "Y," continuing education classes, or courses not required in their program. Students who do not complete 67% are placed on financial aid suspension for the next term of enrollment and do not qualify for federal or state funds. Students may appeal this decision with the Financial Aid and Scholarship Committee.
2. Students must maintain a cumulative grade point average of 2.0 (C) or higher. Students who fail to maintain this average, but whose cumulative grade point average is at least 1.00, will be placed on financial aid probation for one semester. Students in this category may receive financial aid for the upcoming semester but must complete the semester with a 2.00 cumulative average in order to receive aid in future semesters. If a student's cumulative average remains less than 2.0 for two consecutive

terms, the student is placed on financial aid suspension and is not eligible for federal or state funds.

3. The student must progress towards graduation at a rate that will permit completion of the program within no more than 50% more time than the minimum time called for in the college catalog for that program, adjusted proportionately for students who are enrolled on a less than full-time basis. Developmental courses and transfer credit from other institutions are included in the calculation of the maximum timeframe. **All semesters will be counted even if the student changes programs.**

Students who withdraw from BRCC should understand their withdrawal may affect their eligibility for financial aid. Students who officially withdraw or withdraw failing may have difficulty meeting the above satisfactory academic progress components. Students will not be affected by “incompletes” at the time of review for satisfactory academic progress. Should the grade become final before the review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making satisfactory academic progress. In accordance with BRCC procedure, a student is permitted to retake courses. Students may repeat classes in which their prior grade was a WP, WF, F, or D in a developmental course. Students **cannot** receive financial aid from two or more colleges at the same time.

Additional information, application forms, and assistance in applying for aid are available from the Financial Aid Office.

Federal Pell Grants: Students attending Blue Ridge Community College may be eligible for Federal Pell Grant assistance, paying up to one half a student’s educational expenses. Eligibility is based on financial need, as determined by a formula developed by the U.S. Department of Education. Applicants must have a high school diploma or a GED certificate to be eligible. **Students are ineligible if they have a bachelor’s degree.** Students with exceptional financial need may be eligible for further aid through the Federal Supplemental Educational Opportunity Grant Program.

Academic Competitiveness Grants: These federal grants are awarded to recent high school graduates who completed a rigorous high school program. Students must be Pell-eligible and enrolled full-time.

Federal Work-Study Program: Blue Ridge Community College participates in the Federal Work-Study Program, which provides on-campus work and community service opportunities for students needing financial assistance to attend school. Work is available for qualified students to assist in the library, faculty and administrative offices, bookstore, and shops. Students working under this program are paid each month for the work performed. There is limited funding for the program.

Federal Loans: Student loans are borrowed money that must be repaid with interest. BRCC participates in the Federal Family Education Loan (FFEL) Program. Stafford Subsidized Loans to Students (need-based) and PLUS loans to parents are available. The amount of subsidized loans varies depending on the student’s year in college and financial need. Students must be enrolled at least half-time (6 credits) in an eligible program and maintain Satisfactory Academic Progress. Students need to complete a FAFSA application to determine eligibility. Applications from the College Foundation of North Carolina are available from the Financial Aid Office; however, students may obtain a loan through any approved lender.

Local Scholarships: Some local scholarship funds provided by interested citizens and civic organizations are available. Requirements for local scholarships vary. Information is available from the Financial Aid Office.

BRCC Educational Foundation Scholarships: Scholarships are provided each year for Blue Ridge Community College students through the fund-raising efforts of BRCC Educational Foundation, Inc. Annual awards are made by the College's Financial Aid and Scholarship Committee. Payments are distributed each semester. Students must maintain a yearly 2.0 grade point average in order to be eligible for renewed scholarship assistance from the Foundation. Applications are available online at www.blueridge.edu beginning March 1.

Emergency Grants and Loans: Emergency grants and loans are available to enable a student to begin or continue a program of study by alleviating a short-term lack of funds or providing temporary assistance until a permanent financial aid program can be established. Preference for emergency grants and loans is given to currently enrolled students who have attended BRCC for at least one semester and are in good standing.

North Carolina Student Incentive Grants/North Carolina Community College Grants/North Carolina Education Lottery Scholarships: The North Carolina Student Incentive Grant program (NCSIG), North Carolina Community College System Grant (NCCCG), and the North Carolina Education Lottery Scholarships (NCELS) are administered by College Foundation of North Carolina to provide assistance to North Carolina residents demonstrating financial need. Students receiving the NCCCS or NCLES must be enrolled at least half-time. Application is made through the FAFSA form.

Educational Assistance for Veterans and Certain Dependents of Veterans: Most curriculum programs offered by the College are approved for the training of veterans. Eligible veterans and/or their eligible dependents who wish to pursue their education should contact the Financial Aid Office for application procedures and assistance.

Childcare Funds: The State of North Carolina provides limited funds to assist curriculum students with childcare. A student must demonstrate financial need as determined by the Expected Family contribution (EFC) code on the FAFSA or provide the Financial Aid Office with a signed copy of the most recent federal tax return. Applications are available from the Financial Aid Office on July 1 of each year.

Application for Veteran's Benefits

To apply for benefits, the veteran must be a fully accepted student in an approved curriculum program. Students eligible for veteran's benefits should follow the procedures outlined below.

- A. Select a program and apply for admission to the College. All admission requirements must be completed before application for veteran's benefits can be processed. This includes the submission and evaluation of all transcripts of prior training.
- B. Notify the Financial Aid Office of intent to apply for veteran's benefits. The following documents are required to make application: DVA Form 22-1990, Application for Benefits for New Applicants or DVA form 22-1995 for Veterans with Prior Training. Eligible dependent children of veterans may apply directly for benefits through the county Veteran's Service Office or through the Financial Aid Office.
- C. Contact the Financial Aid Office after registration has been completed to ensure that all DVA documents and enrollment data are correct.

Disabled veterans attending under Vocational Rehabilitation must have the approval of a counselor at the DVA before payment of benefits may be authorized.

Information can be obtained by calling the Department of Veterans Affairs (DVA) Regional Office at 1-800-827-1000. Members of the Selected Reserve and National Guard may be

eligible under Chapter 1606 to receive benefits while attending the College.

Interruption of Veteran's Benefits Due to Unsatisfactory Progress

In order to maintain veteran's assistance, a student must maintain satisfactory academic progress in his/her program of study. Veteran's assistance will be interrupted due to unsatisfactory progress. For the purpose of veteran's assistance, satisfactory progress at Blue Ridge Community College has two components:

1. The student must successfully complete at least 67% of the credit hours attempted during the last term of enrollment. "Courses hours attempted" are those for which a student is registered at the end of the drop/add period. "Successful completion" means earning a grade of A, B, C, or D. Students may not receive aid for an audit, continuing education class, or courses not required in their program as outlined in the BRCC catalog. Students who do not complete 67% are placed on financial aid suspension for the next term of enrollment and do not qualify for federal or state funds including veteran's benefits.
2. Students must maintain a cumulative grade point average of 2.0 (C) or better. Students who fail to maintain this average, but have a cumulative grade point average of at least 1.0, will be placed on financial aid probation for one semester. Students in this category may receive financial aid for the upcoming term but must complete the semester with a 2.0 cumulative average in order to receive aid in future semesters. If a student's cumulative average remains less than 2.0 for two consecutive terms, the student is placed on financial aid suspension and is not eligible for federal or state funds including veteran's benefits.

Students receiving veteran's benefits who are placed on suspension may appeal this decision in writing with the Financial Aid and Scholarship Committee.

Student Receiving Veteran's Benefits - Change of Status

Benefit recipients must immediately notify the Financial Aid Office of any changes that may affect their pay status. Such changes include change of program, change of hours, or change of address. All necessary forms, instructions and assistance for notifying the Department of Veterans Affairs of changes in status may be obtained through the Financial Aid Office.

The Hope Scholarship

The Hope Scholarship is actually a federal tax credit for students, not a scholarship as its name implies. A family may claim up to \$1,650 per year for each eligible dependent, for up to two years. One hundred percent of the first \$1,100 of eligible expenses, and 50% of the next \$1,100 may be claimed for an annual maximum of \$1,650. The actual amount of the credit depends upon family income and the amount of qualified tuition paid less any financial aid.

To qualify, the taxpayer must file a return, owe taxes, and claim the student as a dependent (unless the student is a spouse). The student must be enrolled at least half-time in an eligible program leading to a degree or certificate and must not have completed the first two years of undergraduate study. The credit is not available to students who have been convicted of a felony drug offense. This information is provided for informational purposes only. For detailed tax information, students should consult their tax advisor.

The Lifetime Learning Tax Credit

The Lifetime Learning Tax Credit may be claimed up to \$2,000 per year for the taxpayer, spouse, or eligible dependents for an unlimited number of years. This credit is family-based rather than dependent-based like the Hope Credit. The taxpayer may claim up to 20% of \$10,000 of eligible expenses. The actual amount of the credit depends upon the family's income and the amount of qualified tuition less any financial aid. Unlike the Hope Credit, students are not required to be enrolled at least half-time in one of the first two years of post-secondary education. This information is provided for informational purposes only. For detailed tax information, students should consult their tax advisor.

Registration

Procedures for registration will be published prior to the beginning of each semester. Students are expected to register on the day or days specified for each semester. In cases of late registration, absences will be counted beginning with the student's registration.

Changes in schedules must be approved by the student's faculty advisor or appropriate Division Director. The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

Orientation

To promote rapid and sound adjustment to the educational philosophy, program, and standards of the College, new curriculum students are expected to participate in an orientation program at registration.

Note: ACA 115 - Success and Study Skills is a required course for all associate degree, associate of applied science degree, and diploma programs at BRCC. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Academic Advising

This institution views student advisement as one of its most important functions. Each student is assigned a faculty advisor who is usually a faculty member from the curriculum in which the student is enrolled. Advisors assist students in selecting and scheduling appropriate classes and developing future academic and career plans. Advisors may also refer students to other available campus resources.

Students are required to meet with their faculty advisor each semester for assistance in completing the registration form. Advisors' office hours are posted on their office doors and on the College Web site. It is important that students realize that it is ultimately their responsibility to familiarize themselves with specific course and program requirements so that they may complete their goals while enrolled at the College.

Student Classification

A full-time student is a student enrolled in a given semester with twelve (12) or more semester hours of credit. A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A freshman is a student who has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed more than half the required credit hours of an associate degree program.

Special Students

Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission only. Special students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special student may be applied to program requirements, if appropriate.

Registration for Continuing Education Students

Pre-registration for classes can be made in person, on-line, or by mail with enrollment available on a first-come, first-serve basis. If a class fills with pre-registrants, a waiting list for that class will be maintained for the current semester only. Late registration is held at the first class meeting.

Fulfillment of Financial Obligations

Students who have an outstanding financial obligation will be denied the right to enroll. No degree, diploma, or certificate will be granted nor will a transcript be provided for a student until all financial obligations to the College have been paid. These financial obligations include loans, library fines, etc.

Grading System

Grades issued by the College are based upon quality of achievement of the objectives of the course being taken. The following system of letter grades will be used for recording student achievement.

Grade Significance

- A Represents work of definitely superior quality and is reserved for the few outstanding students. It is distinctly the honor mark.
- B Represents work of excellent quality and is recorded for those who do work which is clearly above average.
- C Represents work of average quality and is recorded for those students who do average work.
- D Represents work which is below the average but above failure.
- F Represents work that is not of an acceptable quality.
- WP Represents withdrawal from a course with a passing grade. If the student is doing passing work, this grade will also be assigned when the student withdraws or drops from a course after the seventh week of a semester due to extenuating circumstances.
- WF Represents withdrawal from a course with a failing grade. This grade will also be assigned to all students who withdraw or are dropped from a course after the seventh week of the semester for all reasons other than extenuating circumstances. A grade of WF has the same effect on a student's grade point average as an F.
- W Represents never attending a class for which a student registered
- Y Represents audit
- TR Transfer Credit
- CLP Represents CLEP credit
- CR Credit by Examination
- AP Advanced Placement (R.A.V.E.)
- S Passing, student accomplished class objectives from "standard of progress"
- U Failing, student failed to meet course requirements and/or attend 80% of the course contact hours to be eligible for a passing grade
- I Represents incomplete
- (*) Represents repeated courses; GPA refigured
- (.) Represents course not included in GPA of current program of study

Grade Point Average (GPA)

The grade point is used to evaluate the student's scholarship record. Grade points are allocated to semester credit hours earned as follows:

A	4 grade points for each credit hour
B	3 grade points for each credit hour
C	2 grade points for each credit hour
D	1 grade point for each credit hour
F	0 grade points for each credit hour
I	0 grade points for each credit hour
WF	0 grade points for each credit hour
WP	0 grade points for each credit hour
W	0 grade points for each credit hour
Y	0 grade points for each credit hour

A qualitative index of the student's scholarship, or overall grade point average, is obtained by dividing the total number of grade points earned by the total number of semester hours attempted in which a grade of A, B, C, D, or F is received. For example, if a student has earned 136 grade points on 48 hours attempted, the grade point average is 136 divided by 48 or 2.833.

The qualitative index of the student's scholarship in the program of study, the major grade point average, is obtained by dividing the number of grade points earned in the program of study by the total number of semester hours attempted in the program of study in which a grade of A, B, C, D, or F is received. Grade points and hours attempted for courses not in the program of study are not included in the calculation of the major grade point average.

In order to improve the ratio, a student may elect to repeat courses in which the grade assigned has been D or F. A student may not repeat courses for credit for which transfer credit has previously been granted. When a course is repeated for credit, the grade and hours earned the last time the course is taken will be used in computing the grade point average. The previous grades cannot be removed from a student's record, and the records will show all grades for all courses taken.

Grades and Grade Changes

All grades are recorded on a student's official transcript after the completion of each semester. The student will be furnished with a report of grades earned. Once grades have been awarded, they may be changed only with the written authorization of the instructor and the approval of the Dean for Instruction or the Dean for Continuing Education.

Instructor records of grades are maintained by the Dean for Instruction for three years and then discarded. Thereafter, the only official record of grades is the student's permanent transcript. Any appeal of grades must be made during that three year period to the original instructor, the appropriate Division Director, and the Dean for Instruction or the Dean for Continuing Education, in that order.

Request for Transcript of a Student's Academic Record

Transcripts of a student's Blue Ridge Community College academic record will be released only on written request from the student concerned. Forms to request transcripts are

available in the Registrar's Office or students may write the Registrar by mail. There is no charge for this service. Transcript requests are processed daily and normally can be picked up after 12 p.m. or are mailed the day following receipt of a written request, according to the student's instructions. Transcript requests and transcripts are not faxed. Persons who pick up transcripts for students must have written, signed permission to do so from the student.

Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Blue Ridge Community College considers the following information to be "Directory Information" and will release such information to the public on request unless the individual student declares in writing to the Registrar that such information is not to be made available:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

All other information contained in the individual's educational record is considered confidential and will be released only on written approval from the student concerned.

The individual student is authorized, upon request to the Registrar, to review his/her educational record and to challenge erroneous or misleading information contained therein. Copies of the detailed policy concerning student records are maintained in the Registrar's Office and are available upon request.

Blue Ridge Community College does not sell or otherwise provide mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name, address, and date of birth to military recruiters upon their request.

Student Policies

Final Examination Policy

Final examinations are normally scheduled during the last three days of the Fall and Spring Semester. Final examinations for Summer Session are normally the last day of class. The length of the final examination is at the discretion of the instructor and the Dean for Instruction.

Course Repetitions, Curriculum Students

A student may elect to repeat courses in which D or F was the assigned grade. A student may not audit or repeat a course in any curriculum for credit more than one time. The appropriate Division Director must approve any exception. A student may not repeat a course for credit when transfer credit has been awarded. Students may not receive financial aid while auditing or repeating a course which they have previously passed. When a course is repeated for credit, the last grade assigned will be used in computing the grade point average unless the last grade assigned is a non-weighted grade such as W, WP, WF, or Y.

Course Repetitions, Continuing Education Students

Students who take an occupational extension course more than twice within a five-year period will be charged \$5.41 per scheduled hour. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

Prerequisites

Prerequisites include developmental course work as prescribed by placement testing, the preceding course in a sequence of courses, or a high school course. Certain programs require prerequisite courses be completed prior to fall enrollment. The advisor and the student must discuss the waiver of any course prerequisite; any request must be made prior to the registration process. There must be adequate documentation, which demonstrates that the student has the ability to be successful in the course materials. Developmental course prerequisites, however, may not be waived.

The decision to waive a prerequisite course will be made by the appropriate Division Director after consultation with the student's advisor, the department faculty, and the student. The Dean for Instruction, who will provide written notice to the Registrar, must approve the decision.

Incompletes

Incomplete indicates failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed before the end of the succeeding term or the incomplete automatically becomes a failure. The student is responsible for completing requirements when an incomplete "I" grade is issued. Two or more incompletes in a semester will result in the student being required to carry a reduced load the following semester. Students with three or more incompletes may register for the following semester by special permission only.

Auditing

A student who audits a course pays the normal tuition and fees. Auditing students do not take tests or examinations, nor do they receive grades, credit or financial aid, and they cannot later change the "audit" to credit. Students auditing a course must meet the same course prerequisite and attendance standards as other students. Students who audit a course and withdraw or are dropped from the course will be issued a grade of WP. Students who desire to audit must inform their instructor at the first class session. Audits appear on the grade report as "Y."

Acceptance of Academic Credit

College credit may be awarded up to a maximum of 50% of the applicable program requirements if appropriate conditions are met by transfer credit, Advanced Placement (AP) courses, College Level Examination Program (CLEP) test scores, or Regional Articulation in Vocational Education (RAVE) courses. See Office for Student Services for details.

Transfer Credit: Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Blue Ridge Community College's own undergraduate degree program. This work must be documented by official transcript. Blue Ridge Community College accepts transfer credit of course work from regionally accredited institutions only. In assessing and documenting equivalent learning and qualified faculty, Blue Ridge Community College uses recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. Students wishing to use credit for foreign institutions for transfer may, at the discretion of the College, be required to provide foreign credential evaluation from a nationally recognized service such as "World Education Services."

Advanced Placement courses: Blue Ridge Community College academic credit will be awarded to enrolled students who receive scores of 3, 4, or 5 on the AP tests offered by the College Board. AP credit accepted at other post-secondary institutions is not automatically transferred to Blue Ridge Community College, but is reviewed when scores are received.

College Level Examination Program (CLEP): Blue Ridge Community College credit may

be granted to students who have satisfactorily passed certain CLEP tests. Credit may be considered only for those courses which have been approved by the various divisions and/or programs of the College. A listing of CLEP equivalencies is available from the Office for Student Services or on the Blue Ridge Community College web site at www.blueridge.edu.

Regional Articulation in Vocational Education (RAVE): Blue Ridge Community College will grant advanced placement credit to high school graduates for successful completion of certain high school courses. This credit expires two years after the student graduates from high school. The requirements for each course include:

1. The student must obtain a Grade of B or higher in the course.
2. The student must obtain a Level III proficiency or higher in End-of-Course (EOC) assessment.
3. The student must complete all application procedures and enroll in a member institution of the NCCCS authorized to offer the applicable college courses within two years of their high school graduation.
4. The student must notify (with the method established by the community college) the appropriate admissions officer of his/her qualifications for college credit under this agreement.
5. The student must receive teacher recommendation for completed course.

Blue Ridge Community College programs eligible for advanced placement credit include: Automotive Systems Technology, Business Administration, Computer Programming, Web Technologies, Computer Information Technology, Office Systems Technology, Cosmetology, Mechanical Engineering Technology, Electronics Engineering Technology, Health Unit Coordinator, Horticulture Technology, Machining Technology, and Welding Technology.

For information about specific courses, contact the Blue Ridge Community College Registrar or your high school counselor.

Credit by Examination

Students who can document their proficiencies in a subject area may request credit by examination. Examples of documentation include: transcript(s) of similar college level courses, record of military study, certification or licensure, written statements from employers regarding training or directly related work experience.

Exams are comprehensive and may be taken only once. A student who has previously received any recorded grade for a course may not request credit by exam for that course. The testing instructor's decision will be final. Credit by examination appears on the grade report as "CR."

The Division Director within the department offering the course is responsible for testing procedures within that department. The following procedure should be used by the student who requests credit by examination:

1. The student must be currently enrolled at Blue Ridge Community College.
2. The student must enroll in the course and attend class prior to requesting credit by examination.
3. The student must confer with his/her advisor and/or instructor regarding the procedure and documentation requirements.
4. The student must present proper documentation before permission is granted.
5. The student must complete the Application for Credit by Examination with his/her advisor and be tested within the first 15 school days of the semester.

6. The student who successfully completes credit by examination must then officially withdraw from the course.

NOTE: Tuition charges paid for credit by examination are nonrefundable.

Course Substitutions

Only courses with a grade of "C" or better for comparable coursework may be considered for substitution. Substitution of courses is generally not allowed except in extreme circumstances. Such occasions might include changes in curriculum course requirements or addition of new courses which might be more beneficial to the long-term, part-time student who matriculates over a period of several years. In such cases it is the student's responsibility to initiate a request for course substitution with the appropriate faculty advisor. The form is forwarded to the appropriate Division Director for approval. If approved at that level, the request will then be forwarded to the Dean for Instruction for review and final approval. If approved by the Dean for Instruction, the request is routed to the Registrar for the student's official record. Financial aid and veterans benefits recipients may be limited in the number of course substitutions by federal regulations.

Course Overload Policy

The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. No student may take more than twenty-one (21) semester hours without written permission from the Dean for Student Services. Requests to take course overloads will be considered in light of the student's previous academic performance.

Any student enrolled in two or more colleges concurrently during a semester shall give each of the colleges complete enrollment information including the name of each college in which the student is enrolled, the number of credit hours taken, the class schedules, and other relevant information. Any student who exceeds 21 credit hours during a semester without prior approval of the home college or fails to give complete and accurate enrollment information shall be prohibited from taking courses at any community college for one academic year.

Attendance, Curriculum Students

Regularity of class attendance is necessary in order to receive maximum benefits from the program offered and for maintenance of a satisfactory academic record. Whenever students' attendance or punctuality endangers their own success or that of other students, they may be dropped from the course. Two tardies may constitute one contact hour absence. Students will normally be dropped after they have accumulated absences exceeding 10 percent of the scheduled class contact hours for the semester. The instructor may make exception in cases of extenuating circumstances such as a disabling accident or illness.

A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up class work rests entirely with the student.

Attendance, Continuing Education

Students are expected to attend class regularly. Instructors maintain attendance records. Insufficient enrollment will result in cancellation of the class.

Student-Athlete Excused Absence Policy

An absence while participating in College athletic contests will be considered an excused absence for participating athletes. The Director of Athletics, Head Coaches, and Dean for Instruction will make every effort to keep these excused student athlete absences to a minimum. Instructors will receive playing season schedules from the Director of Athletics prior to the start of the season.

Excused absences will not be considered in the students' class attendance for drop purposes. Neither will excused absences be included in the determination of a grade for "participation" of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed due to College athletic contests will be rescheduled prior to the excused absences or at the discretion of the instructor.

Class Locations

Most curriculum and continuing education classes are held at the Flat Rock Campus and the Transylvania Center (Brevard) of Blue Ridge Community College. Other continuing education courses are conducted throughout Henderson and Transylvania Counties at local public schools, community centers, churches, industries, businesses, or wherever a suitable meeting place can be arranged. Continuing Education classes may be organized in any community whenever a sufficient number of prospective class members indicate an interest.

Withdrawals from Courses

This policy applies to all Blue Ridge Community College curriculum courses.

During Drop/Add: The student may drop a class through the drop/add period using the Drop/Add Card. These cards can be obtained from the student's advisor or the registrar.

After Drop/Add: A student wishing to withdraw from a class must complete a drop card. All drop cards must be submitted to the Registrar during the first 75% of the term. (For semester classes the 75% point occurs at the end of the 12th week. For summer semester it occurs in the middle of the seventh week. Deadline dates will be published in the Student Calendar.) The official withdrawal from a course must be arranged through the instructor of the course or the appropriate Division Director. An official withdrawal requires the student's signature on the drop card. In the case of a drop, the student will receive a grade of WP or WF, which will not influence the grade point average, but which will appear on the transcript. Students receiving financial aid should notify the Financial Aid Office if they withdraw from a course or withdraw from the College. Students may not drop a class during the final 25% of the term.

Any student who accumulates absences in excess of 10% of the course contact hours may be dropped from the class (See Attendance, Curriculum Students). If the student is dropped from a class during the first 75% of the term, the student will receive a grade of WP or WF. If the student is dropped from a class during the final 25% of the term for excessive absences, the student will receive a grade of WF.

In cases of extenuating circumstances such as serious illness or job transfer, appeals must be made to the supervising Division Director. The Division Director and the instructor of the course will determine the appropriate grade for the course.

Students who register for a course and never attend classes will be dropped by the instructor after accumulated absences exceed 10 percent of the scheduled class contact hours for the semester. A grade of "W" will be assigned for these courses.

Second Degree or Diploma

A graduate who holds one associate degree may earn a second associate degree by taking additional work equal to at least one-half of the total credit hours for the second degree and by meeting all requirements for the second degree. A graduate who holds one diploma may earn a second diploma by taking additional work equal to at least one-half of the total credit hours for the second diploma and by meeting all requirements for the second diploma.

Double Major

A student may declare a double major pending approval by the appropriate Division Director and the Registrar. The student's academic file will reflect both majors. Upon completion of required courses for each major, the student will receive the associate degree, diploma, or certificate depending upon the curriculum in which the student is enrolled. **The second major is not eligible for financial aid or veteran's benefits.**

Change of Major

A student completes requirements as listed in the most current curriculum standard at the time of entry into a program of study. A change of major constitutes moving to the most current curriculum standard. Appropriate forms are located in the Registrar's Office or on the Blue Ridge Community College web site at www.blueridge.edu.

Licensure

Graduates of certain Blue Ridge Community College programs, such as Associate Degree Nursing and Cosmetology, are eligible to sit for licensing examinations. Surgical Technology graduates are eligible to sit for a certification exam. However, the College assumes no responsibility for the administration of these exams. Students are encouraged to inquire about the possibility of licensing prior to entering a program of study.

Unit of Credit

The unit of credit at Blue Ridge Community College is the semester hour. The school year consists of two semesters and a summer term.

Credit hours may be computed by the following formula:

1 class hour.....	1 semester hour
2 laboratory hours.....	1 semester hour
3 manipulative laboratory hours.....	1 semester hour

For the credit value of a given course, consult the course descriptions in this catalog.

Continuing Education Units

Continuing Education Units (CEUs) will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEUs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU attainments will be maintained by this institution. Individuals, firms, and professional organizations may use compilations of CEUs to provide measures of recognition for non-credit educational achievements.

Transfer to Another Program Within BRCC

All transfers within the College will be carefully considered on an individual basis, with special attention being given to the student's past academic record.

Students granted internal transfers of program will be given credit for courses taken in their previous programs that are comparable or identical to courses offered in their new program, provided their grades meet minimum college academic standards.

Grades of "D" or better for all identical courses will be transferred and will be included in the grade point average of the new program. Courses with grades of "C" or better will be transferred for all comparable courses and will be included in the total hours completed in a program but will not be included in the computation of the grade point average.

Students receiving financial aid should notify the Financial Aid Office if they transfer to another program.

Academic Probation

The following procedures apply to those students who experience academic difficulty:

A student is considered to be making unsatisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0. A student on academic probation for one semester will be required to consult with a counselor before registering for another semester.

During this conference the counselor and student will determine that one of the following actions is required:

1. continue with normal academic load next semester
2. reduce academic load next semester
3. either 1 or 2 and participate in academic assistance in the form of tutoring, counseling sessions, learning center, or other appropriate resources
4. enroll in preparatory courses of study
5. transfer to another program of study

Students who fail to maintain satisfactory academic progress two successive semesters will be required to consult with a counselor. As a result of this conference, the counselor, in conjunction with the academic advisor, may require the student to take one of the actions described in point 3 above.

In certain circumstances the counselor, in conjunction with the academic advisor, may

institute one semester of academic suspension when it appears to be in the best interest of the student. This option will be exercised only after two consecutive semesters of academic probation and when it is clear that other assistance for the student is not appropriate. Note: See Readmission.

Dean's List

Full-time students in degree or diploma programs can be named to the Dean's List. For the Dean's List, a full-time student is defined as a student carrying a minimum of twelve (12) credit hours for Fall and Spring semesters and nine (9) credit hours for Summer Term.

The student must have a minimum 3.50 grade point average to qualify for the semester under consideration. Grades of D, F, I, W, WP, or WF will eliminate a student from the Dean's List for that particular semester.

A list of students attaining honors will be compiled by the Registrar each semester and sent to the Director for College and Public Relations for publication in local and pertinent hometown newspapers.

Graduation Requirements

The student will be held responsible for fulfilling all requirements for the degree, diploma, or certificate. In order to graduate, students must:

1. Achieve a minimum grade point average (GPA) of 2.0 in their program of study.
2. Apply to the Registrar's Office for the degree, diploma, or certificate during registration for the last semester of enrollment. The application should be accompanied by the required graduation fee and be paid to the cashier.
3. Fulfill all financial obligations and admissions requirements to the College.
4. Complete a minimum of one-half the required credit hours as a student at Blue Ridge Community College. The final fifteen credit hours of study prior to graduation must be completed at the College unless special permission is obtained from the Dean for Student Services.

Candidates for graduation from degree, diploma, and certificate programs are required to participate in graduation rehearsal and exercises unless excused by the Dean for Student Services. A written request must be submitted to the Dean for Student Services. Students who complete requirements for degrees, diplomas, or certificates will be eligible to graduate at the next scheduled graduation ceremony following the semester during which requirements are completed.

Graduation with Honors

Any student who has a grade point average of 3.50 or greater in their program of study and has completed at least half of the curriculum requirements in residence at Blue Ridge Community College will be granted a degree, diploma, or certificate with honors.

Tutoring

The Peer and Volunteer Tutoring Program provides additional support to all students at the College. Free tutoring is available in most subject areas by trained, instructor-recommended

tutors. For more information, students should contact their instructor, the STAR Center at the Flat Rock Campus, or the Learning Center at the Transylvania Center.

Certificates and Diplomas, Continuing Education Classes

Certificates and diplomas are awarded to students who successfully complete the requirements of the class and are given for certification, state testing, documentation of training, or by request of the instructor or student.

Transfer of BRCC Credits to Senior Institutions

As an accredited community college, courses from the College Transfer programs (Associate in Arts, Associate in Science, and Associate in Fine Arts) transfer to senior institutions throughout the state and country. Transfer of courses between institutions in the North Carolina Community College System and the University of North Carolina are governed by the Comprehensive Articulation Agreement developed by the two systems. Students successfully completing a designated 44 semester hour "general education transfer core" at a community college will be considered to have fulfilled the lower-division general education requirements of the senior institution, and degree graduates will be granted junior status upon transfer. In addition to the comprehensive agreement, many senior institutions in the area have prepared transfer equivalency lists which demonstrate how Blue Ridge Community College courses match courses at their institution. These are available from the transfer coordinator or from the Dean for Student Services.

In addition to courses in the College Transfer Program, many courses in the college's technology programs (Associate in Applied Science) transfer to certain senior institutions. For example, transfer agreements exist with the University of North Carolina at Charlotte and Western Carolina University whereby graduates of Blue Ridge Community College's engineering technology curricula may transfer into Bachelor of Engineering Technology programs at those institutions. Other colleges have signed agreements whereby they will accept graduates of Blue Ridge Community College technical programs, normally granting the student junior status. Details on transfer agreements are available in the Office for Student Services. It is important that students consult with the four-year institution of choice about transfer procedures as early as possible during their enrollment at Blue Ridge Community College. It is always the prerogative of the receiving institution to accept or reject transfer credit.

Blue Ridge Community College has the following specific transfer/articulation agreements to facilitate further education for its graduates:

Collaborative Agreements

Asheville-Buncombe Technical
Community College
Fayetteville Technical College
Southwestern Community College

Program

Biotechnology
Interpreter Education
Environmental Science Technology

One-Plus-One Programs

Greenville Technical College

Dental Hygiene
Health Information Management
Occupational Therapy Assistant
Physical Therapist Assistant

Two-Plus-Two Programs

Mars Hill College
 Montreat College
 UNC-Greensboro

Elementary Education Two-Plus-Two
 Two-Plus-Two
 Various programs

Transfer Agreements

Mars Hill College
 North Carolina A & T State University
 North Carolina Central University
 North Carolina State University
 Western Carolina University

B-K Elementary Education Program
 Landscape Horticulture Design
 Hospitality and Tourism
 Horticulture
 B.F.A. in Theatre
 B.A. in Speech and Theatre Arts
 B.A., B.S., B.S.Ed. in Music
 B.S. Electronics Engineering Tech
 B.S. Telecommunications Eng Tech
 B.S. Birth - Kindergarten (teacher
 licensure)
 B. S. Ed. Elementary Education
 Carolina Alliance for Transfer Students
 (C.A.T.S.) for bachelors and
 masters degrees

Student Conduct

Student Life

Student Rights

As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community. Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities.

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom, on the campus and the community shall be provide for by the College.

Evaluation of a student's academic performance shall not be prejudicial. A student is entitled to an explanation for the basis for his/her grades. The College has the right to set standards which students must meet.

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

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

Students have a right to due process and to be heard in matters where they have grievances. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of and access to student records.

Information deemed "directory information" under FERPA will be made public upon request unless a student prohibits the release of directory information in writing each semester of his/her enrollment. Such notice must be filed in the Registrar's Office.

Student Conduct

A student enrolled at Blue Ridge Community College may rightfully expect that the teachers and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus.

Students at Blue Ridge Community College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. It is expected that the student will adhere to the rules and regulations as may be established by the College and the student body, and that the student will respect the rights, privileges, and property of other members of the institutional community. Students are responsible for their own conduct, and violation of established rules and regulations may subject them to disciplinary measures or dismissal.

Academic Honesty Policy

Blue Ridge Community College operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. Whereas it is the instructor's responsibility to create an environment in which academic honesty is expected, it is the student's obligation to uphold this policy.

A student is responsible for authenticating any assignment submitted to an instructor. If asked, the student must be able to substantiate to the instructor's satisfaction that the assignment submitted is actually his/her own work. The instructor may employ various means of ascertaining authenticity - such as requiring photocopies of source documents, requiring copies of all drafts of the work, engaging in Internet searches, creating quizzes based on student work, requiring the student to explain the work and/or process orally, etc.

A student who violates the academic honesty policy, either directly or indirectly, is immediately responsible to the instructor of the course. The instructor has the authority to assign a "zero" for the exercise or examination or to assign an "F" in the course. If the course serves as a prerequisite for sequential courses within the curriculum, the student will not be able to progress in the program of study until completing the course with a passing grade. For the purpose of this policy the following terms are defined:

Cheating: To practice or attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own; or to do any of the following without instructor permission: to copy or attempt to copy from another person's test, paper, or other graded work in a course; to allow someone to copy one's test, paper, or other graded work; to use during a testing period, or bring into a testing area with the intent to use, any notes or other materials which a student is not permitted to consult.

Plagiarism: The act of copying a sentence, several sentences, or a significant part of a sentence that has been written by someone other than the person submitting the paper, and then neglecting to indicate through the use of quotation marks or blocking that the material has been copied; also, copying from another writer in such a way as to change one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. Failure to cite sources when appropriate is a form of dishonesty. The acts of cheating and/or plagiarism shall encompass, but shall not be limited to, the examples or context cited above.

Computer Usage

Students must adhere to the following policy concerning computer usage at Blue Ridge Community College.

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and not to be used for commercial activities or non-college related activities.
2. Unauthorized individuals must not use an access account assigned to Blue Ridge Community College students. Staff, faculty, and students are responsible for the proper use of their accounts, including password protection and appropriate use of Internet resources.
3. All computer software on the College's computers is protected by federal copyright laws and is protected by legal licensing agreements. Individuals are responsible for complying with the licensing restrictions for the software use on any system.
4. Individuals are not allowed to engage in activities that might damage hardware or disrupt network communication such as virus creation and propagation, wasting system resources, and overloading computers and networks with excessive data.
5. Individuals may not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material such as broadcasting unsolicited messages or sending unwanted mail.
6. Individuals may not intentionally access or damage systems or information that is not theirs such as college records, class resources, or use any system for illegal activities.
7. Fax machines, copiers, and printers are for academic use only by students and may not be used for personal communications.
8. All student web pages on Blue Ridge Community College servers, or linked to Blue Ridge Community College resources must comply with the acceptable use policies outlined in the College's Information Technologies Policies and Procedures Manual.
9. Students are expected to comply with all of the College's published policies in the Blue Ridge Community College Instructional and Information Technologies Policies and Procedures Manual.
10. Student e-mail is considered to be an official means of communication between student and instructor. Student e-mail is an official account of BRCC. It is the property of the College and should be used only for institutional purposes.

Violations of computer usage policies by students will not be allowed and must be reported to the Dean for Technology and Development and the Dean for Student Services. Any individual violating these guidelines will immediately lose his/her access rights. Other College disciplinary action may also be taken by the President.

Policy Governing Student Misconduct—Minor Offenses

In situations involving minor offenses, disciplinary action may be taken by an appropriate officer of the College.

Policy Governing Student Misconduct—Major Offenses

Types of student conduct considered major offenses and which may be punished by expulsion or suspension are as follows:

1. Disruption of School
A student shall not by use of violence, force, noise, coercion, threat, intimidation,

fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption if obstruction is reasonably certain to result. The following illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) preventing or attempting to prevent by physical act the convening or continued functioning of any school class, or activity, or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct his class; (9) unruly conduct at a school activity, function, or event.

2. **Damage or Destruction of School Property**

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

3. **Damage or Destruction of Private Property.** A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

4. **Physical Abuse of a School Employee, Student, or Other Person not employed by the School** A student shall not intentionally do serious bodily injury to any person (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at a school activity, function, event, or on a school-owned vehicle. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

5. **Weapons and Dangerous Instruments.** A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon: (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at any school activity, function, event, or on a school-owned vehicle. This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the student at school. Note: Sworn law enforcement officers who are certified with firearms are exempt from this provision.

6. **Narcotics, Alcoholic Beverages, and Stimulant Drugs.** A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by any school group. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

7. **Sexual Harassment.** Blue Ridge Community College does not presume to exercise moral judgment concerning behavior of its students or staff; however, it recognizes as a matter of policy an obligation to maintain a climate of learning and working which is free of sexual harassment. All members of the College community are expected and instructed to conduct themselves so as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any student or employee by any other student or employee is a violation of the policy of Blue Ridge Community College and will not be tolerated. Any such person violating this policy will be disciplined in accordance with Board of Trustees Policy 3.10. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any student or employee constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting that individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment, academic, or administrative performance; or creating an intimidating, hostile, or offensive environment. A student shall not harass sexually another student nor an employee of Blue Ridge Community College.
8. **Disability Harassment.** The creation of an intimidating, hostile, or offensive environment toward any student or employee with a disability by any other student or employee is a violation of the policy of Blue Ridge Community College and will not be tolerated. Any such person violating this policy will be disciplined in accordance with Board of Trustees Policy 3.10.

Procedures When A Major Offense Is Alleged

In cases involving a major offense where suspension or expulsion are possible, the following will apply:

1. The President, or his/her designee, may suspend or expel a student if in his/her judgment it is necessary to remove the student from the instructional site so that teaching can continue without interruption.
2. If the suspension is longer than 14 days or if the decision is appealed, the student will be notified in writing of the following:
 - a. the nature of the proceedings and the charges against him/her.
 - b. the appeal process.

Institutional Responsibilities to Third Party Recipients of Certain Services

As a part of their normal training, students in human service programs are engaged in activities where the health and well-being of persons outside the school are involved. Under these conditions the institution incurs a moral and legal obligation concerning the student and the recipient of his/her services. To ensure the safety of the third party recipients the institution may suspend, expel, or refuse to enroll any such student who:

1. Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time.
2. Demonstrates behavior which conflicts with safety essential to nursing and/or child care.

Student Grievance Procedure and Due Process

Any Blue Ridge Community College student has the right to be officially heard in matters where they have general grievances and for which there is no other approved grievance or review process. Grievances may arise over interpretation and implementation of College policy, or over alleged discrimination on the basis of race, color, religion, gender, national origin, age, disability, or sexual orientation.

To ensure that the grievance is given proper attention, the student should follow these steps:

1. Grievances should first be directed to the appropriate division director and then to the applicable dean. Should there be no satisfactory resolution following a conference with the applicable dean, the student may initiate a formal grievance by submitting in writing to the President, within ten (10) calendar days of the conference, a request for a hearing before the Judicial Board. The student shall state the grievance, the remedy desired, the efforts made to remedy the matter, and any other pertinent information.
2. The Dean for Student Services shall convene and chair the Judicial Board except in cases where the grievance involves the appeal of a decision made or upheld by the Dean for Student Services. In such cases, the President shall appoint another dean to take the place of the Dean for Student Services.
3. The Judicial Board shall consist of three (3) members: The Dean for Student Services (or Presidential designate); one faculty member appointed by the President, who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.
4. The hearing shall be scheduled within ten (10) calendar days of receipt of the request for a hearing. In extraordinary circumstances, if appellants wish to be accompanied by legal counsel, for advisory purposes only, they should file this request with the written appeal. In such cases, the College may also be similarly represented.
5. The Judicial Board shall hear evidence, question witnesses, and deliberate to render a recommendation as to the grievance. A summary of the findings shall be given to the parties and also to the President.
6. If any of the parties are not satisfied with the recommendation of the Judicial Board, they may, within ten (10) calendar days, appeal in writing to the President who, within ten (10) calendar days of receipt of such appeal, shall make a final determination.
7. The ruling of the President shall be final, subject only to the student's right of appeal to the Board of Trustees, and ultimately to the courts.

Campus Parking and Traffic Regulations

Anyone parking on campus must display a Blue Ridge Community College parking sticker. Students may have two parking decals if needed. Student parking stickers are available in the Business Office in the Patton Building. Upon receiving the decal, students will record their name, decal number, and a brief vehicle description. Each student is responsible for the decal number registered to his/her vehicle as long as that student is enrolled at Blue Ridge Community College. Parking decals must be displayed on the driver-side rear window of the vehicle. Students and visitors should not back into parking spaces.

Temporary handicapped decals may be obtained by permission of the Dean for Administrative Services. These decals are valid only on campus.

Sheriff's deputies are employed to enforce the parking rules and traffic regulations on the Flat Rock Campus. State and local law enforcement agencies will prosecute for violations of applicable laws on campus. The North Carolina Highway Patrol will enforce laws along

state roads leading to the College and will investigate traffic accidents in parking lots and on campus access roads.

Citations may be issued for the offenses listed below. A copy of each campus citation is kept on file in the Office for Administrative Services. Repeat offenders may be required to park off campus. In emergency situations and for repeat offenders, illegally parked vehicles may be towed at the expense of the owner.

Parking Offenses

No Registration/Expired Sticker
 Parking Unauthorized Areas
 Double Parking/Blocking Vehicle
 Speeding in Excess of 25 MPH
 Failure to Yield to Pedestrian
 Reckless Driving
 Backing into Parking Space
 Parking in Handicapped Space
 Parking in Visitor's Space

Questions about the College's parking regulations should be directed to the Dean for Administrative Services.

Campus Security

It is the mission of Blue Ridge Community College to provide the safest educational environment possible for faculty, staff, students, and visitors at Blue Ridge Community College campus locations.

Crime awareness is a collective responsibility of the College, its staff, faculty, students, and visitors. All must recognize that they must take individual steps to protect themselves from becoming the victim of a crime and to promote security on campus and at College events.

1. **Criminal Activity Reporting:** Known and suspected violations of federal and state criminal laws should be reported to the on-campus Sheriff's deputy, the Dean for Administrative Services, the Dean for Student Services, or the Dean for Instruction for appropriate action. The assigned administrator will, upon notification of criminal activity, involve the appropriate law enforcement agency and file the required documentation with the College administration. Responsible administrators will review campus crime reports to ensure that the data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the College community.
2. **Campus Law Enforcement/Campus Security:** Blue Ridge Community College provides a Sheriff's deputy during the hours of 7:30 a.m. to 10:30 p.m. on the Flat Rock Campus. This officer coordinates with the Dean for Student Services. Law enforcement support agencies include the N.C. State Bureau of Investigation, N.C. State Highway Patrol, Henderson County Sheriff's Department, Transylvania County Sheriff's Department, Brevard Police Department, and other appropriate agencies.
3. **Access to Campus Facilities:** All Blue Ridge Community College campus locations are open to faculty, staff, students, and visitors during normal operating hours. Access during closed hours will be governed by prior arrangements with the Office for Administrative Services for community groups and with the College Deans for employees. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct. Persons in violation of the above will be subject to any action

- deemed appropriate by competent authority.
4. Distribution of Keys: Keys will be distributed by the Office for Administrative Services only. All keys are to be deemed controlled items and will not be duplicated.
 5. Criminal Activity at Off-Campus Student Organizations: Criminal incidents occurring off-campus including students participating in a College function should be reported to the law enforcement agency having jurisdiction. The Dean for Student Services should be informed of the incident as soon as possible.
 6. Current Statistics Concerning Crime on Campus: During the period January 1 - December 31, 2006, no offenses were reported in the categories of burglary, murder, rape, robbery, aggravated assault, and motor vehicle theft on the Blue Ridge Community College campus. Further, no arrests were initiated for liquor or drug violations or weapons possession.
 7. Registered Sex Offenders on Campus: Information on registered sex offenders who may be on the Blue Ridge Community College campus may be found on the North Carolina Sex Offender and Public Protection Registry Internet site (<http://ncfindoffender.com/>).

Drug Prevention Program

Blue Ridge Community College conducts an ongoing informational program for students and employees describing the dangers of abuse of narcotics, alcoholic beverages, and stimulant drugs. The Office for Student Services will provide informational materials designed to alert the entire college community to the above described hazards. The College will cooperate with all other appropriate community agencies in this endeavor. Specific college policies strictly prohibit possession and use of such substances on the campus and during any college sponsored function. Severe sanctions against violators are provided for in these policies.

Smoking and Use of Tobacco Products

Smoking and use of smokeless tobacco is prohibited in all buildings at both the Flat Rock Campus and at the Transylvania Center. It is only otherwise permitted outdoors in areas designated by College administration. At all times, students who smoke outside should dispose of cigarette butts in proper containers.

Student Accountability Statement

Each student at Blue Ridge Community College shall:

- * accept the stated philosophy and purpose of the College as a standard for student rights and responsibilities while enrolled;
- * be responsible for abiding by the regulations designed to promote an atmosphere conducive to learning;
- * agree to share this responsibility with the faculty and administration of the College for the creation of an effective learning environment;
- * remain informed about the objectives of each course, work diligently to complete those objectives, and at all times observe class and institutional policies and procedures;
- * recognize that failure to live up to these objectives could jeopardize his/her standing as a student at Blue Ridge Community College; and
- * acknowledge by signature on the application for admission to Blue Ridge Community College, acceptance of these responsibilities.

Student Consumer Information

Blue Ridge Community College believes it has a major responsibility in helping students to make sound decisions about availing themselves of the educational opportunities available at the College. Through the admissions process and beyond, the College shall endeavor to provide accurate and reliable information about its programs of study and career fields they represent. Graduation rates by program, opportunities for employment in the chosen field, and average salary rates are available upon request from the Office for Student Services.

Counseling

Counseling services are available for students who desire assistance with vocational, educational, or personal problems. All interviews with the counselor are conducted in strict confidence. Counselors are available both day and evening.

Bookstore

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Flat Rock Campus and the Student Center at the Transylvania Center.

Cafeteria

Lina's Cafe in the Killian Building provides food service for students, faculty, and staff.

Print Shop

The College Print Shop offers photocopying services for students at a nominal fee. All work is performed in strict accordance with federal copyright laws and NC General Statute 66-58(a).

Multi-Cultural Services

Blue Ridge Community College recognizes and respects cultural differences. The College strives to help minority students find a sense of identity, belonging, commitment, and achievement. For more information about services for multi-cultural students, contact the Director for Minority Services in the Office for Student Services.

Disability Services

The Disability Services Office assists students with documented disabilities in their academic programs. Services such as extended time for tests and assignments, preferential seating, and note takers, are available for students who self-disclose a documented disability to the Director for Disability Services. Students desiring accommodations for the Pre-enrollment Placement Test must provide documentation at least two weeks prior to testing. Generally, a minimum two-week notice is also required to ensure the availability of a sign language interpreter for hearing-impaired or Deaf students.

A Disability Services Computer Lab is located in the Sink building and is open to students during office hours and by appointment. Computers with specialized software are also available on the Flat Rock Campus and the Transylvania Center. For more information, contact the Director for Disability Services in the Office for Student Services.

Joblink Career Center

The Henderson County JobLink Career Center located on the Blue Ridge Community College Flat Rock Campus was created to link job seekers and employers, strengthen economic development, and provide clients with accessible user-friendly information to assist them in becoming self-sufficient. Agencies represented include Blue Ridge Community College, Work First Employment Services, Vocational Rehabilitation, Employment Security Commission, and Western Carolina Community Action. Services for individuals include job placement, career aptitude assessment, résumé writing software, and computers. For more information contact the JobLink Career Center in the Continuing Education Building Room 125.

Housing

The College does not provide housing; students commute to campus from their place of residence.

Visitors on Campus

Classes should not be interrupted by visitors except in cases of emergency or by permission of the instructor. Visitors coming to see students are directed to the Office for Student Services.

The College encourages visitors to its campus, but due to certain hazards that may exist on campus, children must be supervised at all times by a responsible adult who shall be deemed responsible for the children's actions. Children who are unsupervised must be considered to be in a dangerous position. An administrator should be alerted immediately. Students should not bring children with them to class.

Dogs, except guide dogs, or other household pets are not permitted on campus except in College sanctioned training activities.

Stalking, as defined in North Carolina General Statute 14-277.3, is the following or being in the presence of someone without legal purpose, with the intent to cause emotional distress by placing that person in fear of death or bodily injury. Such activity is illegal and should be reported to the Dean for Student Services or the Dean for Administrative Services.

Athletics

Blue Ridge Community College is a member of the NJCAA Division I and the Carolinas Junior College Conference. Intercollegiate athletic programs available are women's volleyball and men's baseball. The mission of BRCC athletics is to provide a dynamic environment which promotes academic achievement, competitiveness, teamwork, self-discipline, character building and sportsmanship which will become life-long traits. For information on any of the athletic programs, contact the athletic director.

Emergency Closings

Blue Ridge Community College will remain open as scheduled unless the following emergencies exist: (a) severe or inclement weather conditions that would endanger the adult population while traveling to and from places of employment such as in

business, industry, and service agencies; (b) quarantines or epidemics declared by medical authorities for public health purposes; (c) critical power failure that would prevent normal operation of the school plant; (d) declared national or state emergencies or restrictions imposed by civil authorities; (e) bomb threats, conveyed by phone or other communications; (f) fire emergencies; (g) tornadoes; (h) disruptive activities; (i) financial emergency.

Notice of closings will be made using radio, television messaging, telephone recordings, and Internet postings. A complete list of media used is available in the Student Handbook and Calendar. Announcements will specify openings, closings, and delayed schedules for both day and evening classes, and for both the Flat Rock Campus and the Transylvania Center. Morning announcements will be made by 6:30 a.m. A separate announcement about evening classes will be made by 2:00 p.m.

Delay or cancellation of classes may not always coincide with announced closings of local public schools, colleges or governmental agencies. It is also possible, for example, that classes at the Transylvania Center may be held while the Flat Rock Campus is closed. In some cases, off-campus instruction may continue when safety permits and when those class locations are deemed operational by other agencies.

Emergency Contact of Students

In medical emergencies, a student may be contacted through the Office for Student Services. Classes will not be disturbed to deliver personal messages except in emergencies as determined by the Dean for Student Services or a designated substitute.

Emergency Medical Assistance

Blue Ridge Community College has no facilities for medical treatment. Students are encouraged to disclose any acute medical conditions to the Registrar's Office and to their instructors. The above information will be held in confidence.

Blue Ridge Community College personnel and/or individuals will contact emergency services at 9-1-1 and request first responder services in the event of a medical emergency.

Student Accident Insurance

Students who are covered under student accident insurance should notify the Dean for Student Services or a designee within forty-eight (48) hours of an accident. The Dean for Student Services or a designee will assist the student in making a claim to the insurance company.

Student Electronic Mail

Student e-mail is considered to be an official means of communication between the College and a student. Student e-mail is an official account of BRCC. It is the property of the College and should be used only for institutional purposes. When a student first enrolls in any curriculum course, he/she will be issued a free student e-mail account. Instructions on how to log in to the network and obtain passwords, etc. may be obtained from the student's faculty advisor or the Office for Student Services. BRCC online students must activate their BRCC e-mail accounts as soon as possible following registration for classes. Each student receiving an e-mail account must agree to the BRCC Student E-mail Acceptable Use Policy.

Student Identification Cards

All curriculum students (full-time or part-time) enrolled at BRCC and taking classes on campus are required to obtain a student identification card (ID card) at the time of registration for classes. ID cards will have a photograph of the student and will contain embedded data. The card may be used at the College Library, in BRCC computer labs, or for admission to College activities or events. Students enrolled in certain classes such as “clinical site” classes, must display their BRCC identification. ID cards will be issued at the College Bookstore. To obtain an ID card, students must have a current semester schedule and one other means of identification. Students will be charged a nominal fee for the first ID card. Replacement cards cost \$10. All ID cards will remain valid for one year. The president, a College dean, and BRCC Campus Public Safety Officers have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification.

Student Government Association (SGA)

The Student Government Association is made up of representatives from the student body. SGA coordinates and regulates student activities and serves as the official voice of the student body. All curriculum students who pay an activity fee are considered members of SGA and are welcome and encouraged to attend meetings. The President of SGA is a non-voting member of the BRCC Board of Trustees. The SGA constitution can be found in the Office for Student Services located in the Sink Building.

Traditionally SGA has promoted at least one major social activity each term. Allied Health Day is generally held for day and evening students during October and the Annual Spring Picnic in April. SGA purchases twenty-five (25) memberships to the YMCA for Blue Ridge Community College curriculum students living in Henderson County. Activity fees are further used for the annual SGA Awards Ceremony as well as various other fun events on campus. SGA also provides six merit scholarships each year.

Contact: Lisa Hill, (828) 694-1802, e-mail: lj_hill@blueridge.edu

Use of Student Activity Fees

State funds cannot be used for athletics or other extracurricular activities; therefore, such activities at Blue Ridge Community College are established and maintained by Student Government Association (SGA) funds. These SGA funds are derived from the activity fee. Their use is determined by the SGA.

Association of Information Technology Professionals (AITP)

The Association of Information Technology Professionals (AITP) is a computer-oriented club chartered by Blue Ridge Community College. Members are degree-seeking students, Blue Ridge Community College Alumni, and Blue Ridge Community College faculty and staff. The purpose of this club is to develop the professional interests of students, alumni, faculty, and staff involved in and/or participating in the computer related programs of study offered at Blue Ridge Community College and to enhance the education that members receive while students at Blue Ridge Community College. In this context, the club invites guest speakers to the campus, sponsors an online forum for interactivity among members, provides periodic on-line chat sessions or virtual meetings, sponsors field trips to events such as application

user-groups and information technology company seminars. Members host an annual technology fair to inform and stimulate public interest in the computer-related programs offered by Blue Ridge Community College. Contact: James Duckworth, (828) 694-1871, e-mail: jamesd@blueridge.edu

Blue Ink Club

Blue Ink, BRCC English Club, offers opportunities to further the appreciation and exploration of English through its written and spoken forms. Blue Ink club members can participate in any or all areas of personal interest through the Blue Ink Student Newspaper, peer tutoring, discussion groups, guest authors, special topic seminars, exploring film as literature, open mic events, and more. Contact: Katie Winkler, (828) 694-1853, e-mail: katiaw@blueridge.edu

Blue Ridge Registry of Interpreters for the Deaf (RID)

Blue Ridge RID is a student affiliate of the national organization, Registry of Interpreters for the Deaf (RID). BR-RID works closely with the Land of Sky RID, located in Asheville, NC. There is an opportunity to participate in a number of seminars, workshops, conferences, and conventions. Fund-raisers are planned to help defray costs for student attendance at these activities. Traditionally, BR-RID has participated in the annual campus holiday celebration and Spring Picnic. Additionally, fund raising contributes money to the Rob Manners Scholarship Fund, which provides scholarships for Blue Ridge Interpreter Education students. BR-RID's purpose is to provide augmentation to the Interpreter Education Program by offering exposure to various activities with the Deaf community and practicing interpreters. Contact: Ann Condrey, (828) 694-1874, e-mail: annc@blueridge.edu

Blue Ridge Budokan

Blue Ridge Budokan was organized to develop and maintain a program of activities to develop its members and foster the growth of the martial arts at BRCC and in the Henderson County area. Contact: Phil Rasmussen, (828) 694-1894, e-mail: philr@blueridge.edu

Center Stage Players

Center Stage Players (CSP) is a student-run organization with the mission of enriching the lives of those within our reach through activities and performances that emphasize the importance of theatre in all of our lives. There is an opportunity to attend theatrical performances in the area and fundraisers are planned to help defray costs for student attendance at these activities. Contact: Jennifer Treadway, (828) 694-1849, e-mail: jennifers@blueridge.edu

Campus Crusade for Christ

Campus Crusade for Christ exists to provide regular opportunities to study and discuss the Bible (both Old and New Testament), worship, and pray, all in a group setting. We seek to be a resource to the student body by offering opportunities to discuss spiritual matters and provide materials in the form of outside speakers, videos, books and articles, all for their benefit and consideration. Campus Crusade for Christ has an open-door policy. All members

of Blue Ridge Community College including Curriculum and Continuing Education students, faculty, staff and invited friends are welcome to attend the Bible studies and meetings. Contact: Alice Crisp, (828) 694-1890, e-mail: alicec@blueridge.edu

Cosmetology Club

Cosmetology Club enhances the knowledge of cosmetology students by allowing them to participate in additional job related activities such as field trips, trade shows, workshops, and seminars. The club, chartered in 1995, is open to cosmetology students including transfer, beginning, and advanced students. Members must maintain a 2.0 GPA and must be willing to participate in at least 75 percent of all club activities. Contact: Cosmetology faculty, (828) 694-1873.

Grassroots Conservation Club

The Grassroots Conservation Club, chartered in February 1997, promotes an awareness of the environment. The club aims to educate the student body about concerns and to initiate actions to remedy those situations. The group is involved with community activities as well as those on campus. The Club is open to all students at Blue Ridge Community College. Contact: James Hutcherson, (828) 694-1837, e-mail: jamesh@blueridge.edu

Horticulture Club

The Blue Ridge Community College Horticulture Club is a student-run organization founded with its goal being the promotion of the production, use and the enjoyment of plants. It is open to all full- and part-time students and college faculty and staff. The club meets as needed and sponsors seasonal and holiday plant sales, field trips, and public horticulture education programs. Contact: Carolyn Evans, (828) 694-1840, e-mail: cm_evans@blueridge.edu

National Technical Honor Society

The National Technical Honor Society is open to eligible students from certificate, diploma, or Associate in Applied Science degree programs. "The purpose of this organization shall be to promote academic excellence among vocational and technical students at Blue Ridge Community College and to promote the ideals of honesty, service, leadership, skill development, and the attainment of educational goals within America's future workforce." To qualify, a student must have completed 14 semester hours of associate degree, diploma, or certificate work with a minimum grade point average of 3.25. Eligible students must exhibit good character, good mentality, credible achievement and leadership, and plan to pursue a career in their field of study. They will receive a letter of invitation, attend an information meeting, complete the membership application, and obtain two recommendations from College faculty or staff verifying all eligibility requirements. Students are inducted into the organization during a special ceremony and reception held in the spring. Members will receive a membership certificate, card, and pin. They will also receive three letters of reference from the national organization. Graduating members will wear the NTHS honor stole and will have the NTHS seal attached to their degree, diploma, or certificate. Contact: Pride Carson, (828) 694-1801, e-mail: pridec@blueridge.edu

Nursing Club

The Nursing Club was chartered in March 1997. The purpose of the club is to promote academic, personal, professional and ethical excellence among its members. The club is open to all curriculum students interested in the health field. Funds raised by members of the Nursing Club will go toward the pinning ceremony and community outreach projects. Contact: Rita Conner, (828) 694-1825, e-mail: ritac@blueridge.edu

Phi Beta Lambda

Phi Beta Lambda was chartered at Blue Ridge Community College during the fall of 2000. Phi Beta Lambda (PBL) is a non-profit educational association of students preparing for careers in business and business-related fields. PBL is a national organization. There is an opportunity to participate in state and national conferences and project competitions on computer, accounting, marketing, management, economics, and business law, among other business related areas. The goals of PBL are to develop competent, aggressive business leadership, and strengthen the confidence of students in themselves and their work. Members are involved with the community during a holiday season through activities to collect clothes for needy people and to adopt families for Christmas. PBL is financed primarily through membership dues. The fundraising among members plays an important role in the association's financial base. Contact: Jana Hosmer, (828) 694-1867, e-mail: j_hosmer@blueridge.edu or Leanne Ruff, (828) 694-1876, e-mail: leanner@blueridge.edu

Phi Theta Kappa

Phi Theta Kappa, established in 1918, is the oldest international honor society of the two-year college. The local chapter of Phi Theta Kappa, Alpha Rho Upsilon, was chartered in May 1990. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To qualify for membership, a student must have good moral character, be enrolled in an associate degree program, have accumulated at least 12 credit hours from Blue Ridge Community College, and possess a cumulative grade point average of at least 3.75. Phi Theta Kappa conducts numerous service projects during the year. Members will receive a membership certificate, identification card, membership pen, and various Phi Theta Kappa publications. Members wear the Phi Theta Kappa gold stole during graduation, have a gold PTK seal on their degree, and receive notation of membership on transcripts. Eligible students are mailed a letter from the Dean for Student Services in the early spring inviting them to attend an information meeting. The purpose of the meeting is to distribute membership applications, answer questions, and discuss membership dues. New members are inducted during a special ceremony and reception. Contact: Pride Carson, (828) 694-1801, e-mail: pridec@blueridge.edu

Rotaract Club

Rotaract is the BRCC based service club for men and women and is sponsored by local Rotary clubs, which makes the Rotaractors true "partners in service" and key members of the Rotary family. Through the Rotaract program, members not only augment their knowledge and skills, but they also address the physical and social needs of their communities while promoting international understanding and peace. The club members engage in professional development, leadership development, and both domestic and international service projects. The fundraising is a very important part of the activities; thus to help serving the community's needs. Contact: Mihoko Knudsen, (828) 694-1868, e-mail: mihok@blueridge.edu or Matt Matteson, (828) 694-1899, e-mail: mattm@blueridge.edu.

SkillsUSA

The purpose of SkillsUSA is to prepare students to become high performance workers in the automotive industry. It builds and reinforces self-confidence, quality in work performance, and high ethical standards. The club promotes understanding of the free enterprise system and involvement in community service activities. Skills USA programs include local, state, and national competitions in which students demonstrate occupational and leadership skills. Contact: Chris English, (828) 694-1835, e-mail: chrise@blueridge.edu or Matt Reiger, (828) 694-1686, e-mail: mattr@blueridge.edu

Spanish Club

The purpose is to provide members with the opportunity to become more involved in campus and community activities that will enrich and help them in becoming well-rounded individuals. The club will bring BRCC and the community to a greater awareness and appreciation of Spanish. Funds raised through this organization are used for student enrichment through immersion in foreign Spanish cultures. Spanish Club is open to all students at Blue Ridge Community College. Contact: Alma Jones, (828) 694-1864, e-mail: almaj@blueridge.edu

Surgical Technology Club

The purpose of the Surgical Technology Club is to promote academic and personal excellence, create a support system for club members, encourage self-discipline, develop members to serve as role models for others, provide opportunities for members to become more involved with community activities, educate the institution and community of the Surgical Technology profession, and to promote the welfare of students studying Surgical Technology at Blue Ridge Community College. Funds raised by the Surgical Technology Club will be used to cover the cost of their pinning ceremony and to fund community outreach projects. Membership is open to any curriculum student at Blue Ridge Community College. Contact: Surgical Technology Faculty, (828) 694-1831

Ridge Writer

The Ridge Writer is a literary magazine which has been published annually since 1986. Items published in the magazine are submitted by faculty, staff, and students of Blue Ridge Community College curriculum and continuing education courses. The general categories for submissions include poetry, short prose, and art. Prizes in each category are given for the items chosen by a panel of judges. Students interested in working on the creation of the Ridge Writer should register for the publication workshop for that magazine during the spring semester. These students will learn about the basics of editing, layout, design, and printing. Academic credit is earned for participating in the course. For further information, contact the Division Director for Arts and Sciences or any English instructor.

Academic Support

Cooperative Education

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experience that is directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn about their program and to make informed career choices while earning college credit.

Any student enrolled in a program offering Co-op for academic credit may apply. The Cooperative Education Director will make the final determination of a student's acceptance into the program based on selected criteria. These criteria include, but are not limited to, the student's prior experience, academic status (minimum 2.0 grade point average) and position availability. After determination of Co-op status, the Director will be responsible for locating and/or approving an appropriate work assignment. Students accepted for Co-op must have completed 12 credit hours in their prescribed program of study. Students who are approved for Co-op must register with the Co-op Director and attend an orientation before going to their assignments.

A student may earn up to four credit hours during any one semester, with the allowed maximum credit hours differing for each curriculum.

Co-op is an open enrollment program, which means students have the option of enrolling during the semester, not only at registration.

Benefits to the Student

- Gain valuable work experience in your chosen field of study
- Obtain marketable skills
- Explore career interests
- Earn academic credit toward your degree
- Enhance your résumé
- Meet job placement and employment contacts
- Develop confidence, responsibility, and greater human relations skills

- Explore one's own abilities in relation to a real job

Students interested in Cooperative Education are invited to contact the Co-op office. Information is also available through faculty advisors.

Distance Education

In an effort to better meet the needs of its students, Blue Ridge Community College may offer courses through distance education. Such courses are offered to improve access and provide increased flexibility in scheduling. These courses may include telecourses, teleweb courses, online courses, or courses via the North Carolina Information Highway. Blue Ridge Community College strives to ensure that the quality and content of these courses are the same as for traditional, classroom courses. A qualified, competent instructor serves as facilitator for each course offered through one of these methods of delivery. The following guidelines will govern delivery of these courses:

- All academic policies, including, but not limited to, admissions, credits, degree completion, academic honesty, dropping and adding classes, repetition of courses, course withdrawal, grading, student conduct, computer usage, grievance procedure, and due process for distance education courses are the same as those for traditional classroom courses.
- In cases of student grievance or disciplinary matters, where it is impractical for a distance education student to appear in person to be heard, to afford the student due process and expedient resolve of issues, special accommodation may be made (i.e., written statements, telephone conferences, electronic mail, video tape live video, or similar means of communication).
- Beginning and ending dates for distance education courses are aligned with the College calendar.
- Blue Ridge Community College guidelines for tuition and materials will apply.
- The student must meet prerequisite requirements for distance education courses unless a Waiver of Prerequisites form is completed with the consent of the advisor and the instructor of the course.
- The student is required to have access to the appropriate technology (including software and hardware) for the distance education courses for which he/she registers.
- Blue Ridge Community College faculty teaching distance education courses will attempt to contact students enrolling in these courses. It is suggested that the student contact the instructor at the time of registration for the course to provide necessary information (e.g., current mailing address, e-mail address, or phone number). Ultimate responsibility for contact rests with the student.
- A student enrolled in online classes is required to complete an online orientation. A link is provided to this orientation on the Distance Learning Home page of the college Web site at <http://www.blueridge.edu>.
- The student is required to attend any scheduled orientation sessions, review sessions, or test sessions.
- The student must communicate with the instructor at least once a week unless more communication is necessary to meet course requirements. A student who fails to maintain this communication may be dropped from the course for nonattendance.
- Materials will be faxed or mailed when necessary and feasible.

Before registering for a distance education course the student should access the Distance Learning Home page on the college Web site at www.blueridge.edu. This site provides a self-assessment to assist the student in determining whether this mode of learning is consistent with personal study habits and learning styles. Links are also provided to technology

requirements, general information about distance education at Blue Ridge Community College, and a listing of distance education courses.

The student enrolled in distance education courses may access the Blue Ridge Community College Library and online resources through links provided on the Blue Ridge Community College Web site at www.blueridge.edu. This Web page has links to Web sites that provide access to other libraries, resources, and services such as NC LIVE. Use of some resources requires a Blue Ridge Community College library card that may be obtained by contacting the College librarian at (828) 694-1824.

Library

The Library's mission is to serve as a resource center for the College with books and other materials particularly adapted to the objectives and curricula of Blue Ridge Community College. Audiovisual materials, electronic resources and other resource materials augment the instructional programs. Microfilm and microfiche readers, as well as photocopy services, are available for use. A variety of opportunities is provided for serious study and leisure reading by students, faculty, staff, and community patrons.

The Library is located at the front entrance of the William D. Killian Building. Hours of operation are from 8 a.m. to 9 p.m. Monday through Thursday and 8 a.m. to 4:30 p.m. on Friday. The Library has approximately 34,000 volumes, and subscribes to 250 periodicals and 11 newspapers.

Library services at the Transylvania Center include online access to research materials and a direct link to the automated card catalog located on the Flat Rock campus. Students also have access to a collection of approximately 500 volumes. Other services include audiovisuals, interlibrary loans and networking resources. Through a cooperative agreement, the James A. Jones Library of Brevard College provides additional library services for the Transylvania Center.

STAR Learning Center

The STAR (Success Through Academic Readiness) Center, BRCC's Learning Center, provides academic support to students in curriculum, developmental, continuing education and basic skills courses through the use of non-credit academic review classes, one-on-one instruction, peer and instructor tutoring, computerized and video instruction, workshops and information sessions. A STAR Center instructor is always available, during STAR Center open hours, to provide assistance.

Peer Tutoring Program: Students who need supplemental instruction in a particular course can receive tutoring free of charge from an instructor recommended student who excels in the same subject. Tutors are paid by the hour, with College funds. Any student interested in receiving tutoring or becoming a tutor can contact the STAR Center or see an instructor. Peer tutors must have an instructor recommendation to tutor.

Instructor Tutoring: The Writing Center and Math Lab are located in the STAR Center and are staffed by curriculum instructors to provide additional instruction, outside the classroom. Students can drop by for assistance or be referred by an instructor. Instructor tutoring in other subjects, such as computer information technology, is also offered in the Center. Hours of assistance vary each semester according to instructor schedules. Contact the Center for more information.

Workshops: Study Skills Workshops on a variety of topics including test taking strategies, note taking, time management, memory techniques, good study habits, learning styles, goal setting, stress reduction and dealing with test anxiety are offered on a continual basis and are free to anyone at BRCC. Information sessions on BRCC program offerings, the application process and financial aid are also offered periodically.

Classes: Non-credit academic review courses in basic grammar, literature, basic math, pre-algebra, and reading are offered in a classroom setting for skills brush-up.

Remediation: Students who want to prepare for the College's Pre-enrollment Placement Test may contact the STAR Center. Students needing assistance with developmental courses or with making up a grade of incomplete in developmental reading, English or math can come to the Center for assistance.

GED Preparation: Adult Basic Education (ABE) and GED preparation classes are offered in the STAR Center. The five official GED tests leading to the award of the General Education Diploma are administered at the Flat Rock Campus STAR Center and at the Transylvania Campus. The General Education Diploma certifies that the graduate has achieved a level of general educational developmental equivalent to that of high school diploma recipients.

Irlen Syndrome Screening: Scotopic Sensitivity (Irlen) Syndrome is a perceptual problem with reading that affects learning and academic performance. STAR Center faculty can evaluate a student to determine the problem and provide transparent overlays in the correct color combination to aid in more effective reading. Irlen Syndrome symptoms are common and range from mild to severe. Symptoms might include any of the following: sensitivity to light, eye strain, seeing moving lines or moving words when reading, print appearing to float above the page, skipping words or lines when reading, and recurrent headaches when reading.

Test Proctoring: The Center offers test proctoring for make-up tests offered by BRCC instructors and for students enrolled in distance education courses through other colleges. Instructors and students can contact the Center to schedule an appointment for test taking.

The Flat Rock Campus STAR Center is located in the Industrial Skills Building.

Flat Rock Campus STAR Center Hours

Monday - Thursday 9 a.m. - 9 p.m.

Friday 9 a.m. - 4 p.m.

Transylvania Center Hours

Monday - Thursday 8:30 a.m. - 12 p.m., 1 -3 p.m., and 6 - 9 p.m.

Developmental Courses

Blue Ridge Community College provides an opportunity for students to strengthen their basic educational background. Through a series of courses, instruction is provided to help the student overcome educational deficiencies that would likely prevent him/her from succeeding in an associate degree or diploma program. Developmental courses are offered in the areas of reading and vocabulary development, grammar and composition, keyboarding, and mathematics.

Incoming students are given a series of pre-enrollment placement tests to determine if any

of these courses will be prerequisites to their related coursework. Students should take prerequisites in their first semester of enrollment if possible. Certain programs require that prerequisite courses be completed prior to fall enrollment. In addition, OST 131 – Keyboarding may be required if a student has little or no experience with the keyboard and cannot type at least 20 words per minute. For these students OST 131 is considered a developmental course notwithstanding the 100 level designation.

Developmental and prerequisite courses include:

BIO	090	Foundations of Biology
CHM	092	Fundamentals of Chemistry
ENG	080	Writing Foundations
ENG	090	Composition Strategies
MAT	060	Essential Mathematics
MAT	070	Introductory Algebra
MAT	080	Intermediate Algebra
OST	131	Keyboarding
RED	080	Introduction to College Reading
RED	090	Improved College Reading

A student must earn a “C” or better to progress to the next class.

Language Prerequisite Courses

Students desiring to take French, German, or Spanish in their program of study may be required to take one of the prerequisite courses listed below. This requirement is waived if the student has completed one unit of high school French, German, or Spanish.

FRE	110	Introduction to French
GER	110	Introduction to German
SPA	110	Introduction to Spanish

Electives

The Associate in Arts, Associate in Fine Arts, and Associate in Science elective listings are listed with the program description.

Associate in Applied Science: The following listings for Humanities Electives apply to Associate in Applied Science degree-seeking students. These electives should be carefully selected with the faculty advisor to ensure proper credit. Each program of study has specific courses that meet the humanities elective requirement.

Humanities Electives

ART	111	Art Appreciation
ASL*	111	Elementary ASL I
DRA	111	Theatre Appreciation
ENG	231	American Literature I
ENG	232	American Literature II
ENG	233	Major American Writers
ENG	241	British Literature I

ENG	242	British Literature II
HUM	110	Technology and Society
HUM	123	Appalachian Culture
MUS	110	Music Appreciation
PHI	210	History of Philosophy
PHI	230	Introduction to Logic
PHI	240	Introduction to Ethics
REL	110	World Religions

The following humanities electives are suggested only if the student has had an international language in high school. There is a prerequisite requirement to these courses. Students who have had one or more units of an International Language in high school with a grade of "C" or better usually can advance place.

FRE	111	Elementary French I
FRE*	181	French I Lab
GER	111	Elementary German I
GER*	181	German I Lab
SPA	111	Elementary Spanish I
SPA*	181	Spanish I Lab

Students who select an international language as the humanities elective will be required to take the co-requisite lab.

* Denotes a co-requisite, course cannot be taken by itself.

Social/Behavioral Science Electives

The following listing for Social/Behavioral Science Electives applies to Associate in Applied Science degree-seeking students. These electives should be carefully selected with the faculty advisor to ensure proper credit. Each program of study has specific courses that meet the social/behavioral science elective requirement.

ECO	251	Principles of Microeconomics
ECO	252	Principles of Macroeconomics
GEO	111	World Regional Geography
HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
POL	120	American Government
POL	130	State and Local Government
PSY	150	General Psychology
SOC	210	Introduction to Sociology
SOC	213	Sociology of the Family
SOC	215	Group Processes
SOC	220	Social Problems

Academic Programs of Study

Curricula Offered During the 2007-2008 Academic Year

The College is operational both day and evening. Working students can fit coursework around their work schedules and in some programs can complete all work toward a degree, diploma, or certificate by attending only in the evening. Programs are available both day and evening unless otherwise stated in the program description. The number of students in the program and their progression in the program will determine the courses that will be offered in the evening and the sequence in which they are offered.

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Central Sterile Processing	
Diploma	130
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Basic	114
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Automotive Restoration Technology

Diploma	115
Certificate	
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Early Childhood Associate	
Associate in Applied Science Degree	145
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Early Childhood	146
Early Childhood - Infant and Toddler	147
Early Childhood - School Age	147
Early Childhood - Administration	148
Early Childhood - Special Education	
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Early Childhood - Teacher Associate	
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Certificate	
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Industrial	156
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Industrial	160
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General Education	
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Mechanical Engineering Technology	
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Office Systems Technology

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Associate in Fine Arts - Music.....	99
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Certificate

Basic Technician207
Intermediate Technician207
Blacksmithing for Ornamental Iron Works208

Air Conditioning, Heating, and Refrigeration Technology Diploma Program Offered in the Day

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
AHR	110	Intro to Refrigeration	2	6	0	0	5
AHR	111	HVACR Electricity	2	2	0	0	3
AHR	112	Heating Technology	2	4	0	0	4
BPR	130	Blueprint Reading/Construction	1	2	0	0	2
MAT	101	Applied Mathematics I	2	2	0	0	3
		Subtotal					(18)
Spring Semester							
AHR	113	Comfort Cooling	2	4	0	0	4
AHR	114	Heat Pump Technology	2	4	0	0	4
AHR	115	Refrigeration Systems	1	3	0	0	2
AHR	130	HVAC Controls	2	2	0	0	3
ENG	102	Applied Communication II	3	0	0	0	3
		Major Course Elective*					4
		Subtotal					(20)
Summer Semester							
AHR	120	HVACR Maintenance	1	3	0	0	2
AHR	160	Refrigeration Certification	1	0	0	0	1
AHR	210	Residential Building Code	1	2	0	0	2
AHR	212	Adv Comfort Systems	2	6	0	0	4
		Subtotal					(9)

***Major Course Electives are to be selected from the following:**

(Select at least 4 semester credit hours from the following):

			Class	Lab	Clinic	Work Exp.	Credit
AHR	125	HVAC Electronics	1	3	0	0	2
AHR	235	Refrigeration Design	2	2	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4

COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	1
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1

Total Semester Credit Hours in Program..... 47

Air Conditioning, Heating, and Refrigeration - Basic Technician Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work Credit	Credit
			Exp.				
Required Major Courses							
AHR	110	Intro to Refrigeration	2	6	0	0	5
AHR	111	HVACR Electricity	2	2	0	0	3
AHR	112	Heating Technology	2	4	0	0	4
BPR	130	Blue Print Reading/Const	1	2	0	0	2

Total Semester Credit Hours in Programs 14

Air Conditioning, Heating, and Refrigeration - Intermediate Technician Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work Credit	Credit
			Exp.				
Required Major Courses							
AHR	113	Comfort Cooling	2	4	0	0	4
AHR	115	Refrigeration Systems	1	3	0	0	2
AHR	120	HVACR Maintenance	1	3	0	0	2
AHR	130	HVAC Controls	2	2	0	0	3
AHR	160	Refrigerant Certification	1	0	0	0	1

Total Semester Credit Hours in Program..... 12

Air Conditioning, Heating, and Refrigeration - Advanced Technician

Certificate Program

Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work	Credit
			Exp.				
Required Major Courses							
AHR	114	Heat Pump Technology	2	4	0	0	4
AHR	125	HVAC Electronics	1	3	0	0	2
AHR	210	Residential Building Code	1	2	0	0	2
AHR	212	Adv Comfort Systems	2	6	0	0	4
Total Semester Credit Hours in Program.....							12

Air Conditioning, Heating, and Refrigeration - Commercial Refrigeration Service

Certificate Program

Offered in the Evening

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work	Credit
			Exp.				
Required Major Courses							
AHR	110	Intro to Refrigeration	2	6	0	0	5
AHR	111	HVACR Electricity	2	2	0	0	3
AHR	115	Refrigeration Systems	1	3	0	0	2
AHR	235	Refrigeration Design	2	2	0	0	3
Total Semester Credit Hours in Program.....							13

Associate Degree Nursing

Associate in Applied Science Degree Offered in the Day

The Associate Degree Nursing (non-integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physician's offices, industry, and community health agencies.

This curriculum complies with the standard approved by the State Board of Community Colleges. Special admission procedures for the Associate Degree Nursing program are outlined on page 21.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, and/or MAT 070 .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
BIO	165	Anatomy and Physiology I	3	3	0	0	4
NUR	115	Fundamentals of Nursing	2	3	6	0	5
NUR	117	Pharmacology	1	3	0	0	2
NUR	133	Nursing Assessment	2	3	0	0	3
		Subtotal					(14)
Spring Semester							
BIO	166	Anatomy and Physiology II	3	3	0	0	4
NUR	135	Adult Nursing I	5	3	9	0	9
PSY	150	General Psychology	3	0	0	0	3
		Subtotal					(16)
Summer Semester							
BIO	175	General Microbiology	2	2	0	0	3
NUR	185	Mental Health Nursing	3	0	6	0	5
PSY	241	Developmental Psychology	3	0	0	0	3
		Subtotal					(11)
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
NUR	125	Maternal Child Health Nursing	5	3	6	0	8
NUR	188	Nursing in the Community	1	0	6	0	3
		Humanities Elective	3	0	0	0	3
		Subtotal					(18)

Spring Semester

ENG	114	Professional Research and Reporting	3	0	0	0	3
NUR	235	Adult Nursing II	4	3	15	0	10
NUR	255	Professional Issues	3	0	0	0	3
		Subtotal					(16)

Humanities Elective is to be selected from the courses listed on page 72.

Total Semester Credit Hours in Program..... 75

Associate in Arts

Associate in Arts degree program is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This curriculum complies with the standard approved by the State Board of Community Colleges. It meets the requirements for the Comprehensive Articulation Agreement between the North Carolina University System and the Community College System.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110 .

GENERAL EDUCATION CORE

This 44 semester hour core of courses, with a grade of "C" or better, meets the general education core requirements.

			Class	Lab	Clinic	Work	Credit
						Exp.	
English Composition (6 semester hours required)							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Subtotal					(6)

Humanities/Fine Arts (12 semester hours required)

(Four courses from at least three different discipline areas must be selected. One literature course and one foreign language course are required)

Art

ART	111	Art Appreciation	3	0	0	0	3
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Communications

COM	231	Public Speaking	3	0	0	0	3
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Drama

DRA	111	Theatre Appreciation	3	0	0	0	3
DRA	112	Literature of the Theatre	3	0	0	0	3
DRA	115	Theatre Criticism	3	0	0	0	3

Humanities

HUM	110	Technology and Society	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3

Literature

ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3

ENG	262	World Literature II	3	0	0	0	3
Music							
MUS	110	Music Appreciation	3	0	0	0	3
Philosophy							
PHI	210	History of Philosophy	3	0	0	0	3
PHI	230	Introduction to Logic	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3
Religion							
REL	110	World Religions	3	0	0	0	3
International Languages							
ASL	111	Elementary ASL I	3	0	0	0	3
ASL*	181	ASL Lab 1	0	2	0	0	1
ASL	112	Elementary ASL II	3	0	0	0	3
ASL*	182	ASL Lab 2	0	2	0	0	1
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL*	281	ASL Lab 3	0	2	0	0	1
ASL	212	Intermediate ASL II	3	0	0	0	3
ASL*	282	ASL Lab 4	0	2	0	0	1
FRE	111	Elementary French I	3	0	0	0	3
FRE*	181	French Lab 1	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE*	182	French Lab 2	0	2	0	0	1
FRE	211	Intermediate French I	3	0	0	0	3
FRE*	281	French Lab 3	0	2	0	0	1
FRE	212	Intermediate French II	3	0	0	0	3
FRE*	282	French Lab 4	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER*	181	German Lab I	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER*	182	German Lab II	0	2	0	0	1
GER	211	Intermediate German I	3	0	0	0	3
GER*	281	German Lab 3	0	2	0	0	1
GER	212	Intermediate German II	3	0	0	0	3
GER*	282	German Lab 4	0	2	0	0	1
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA*	181	Spanish Lab I	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA*	182	Spanish Lab II	0	2	0	0	1
SPA	211	Intermediate Spanish I	3	0	0	0	3
SPA*	281	Spanish Lab 3	0	2	0	0	1
SPA	212	Intermediate Spanish II	3	0	0	0	3
SPA*	282	Spanish Lab 4	0	2	0	0	1
		Subtotal					(12)

* Denotes a co-requisite, course cannot be taken by itself.

Social/Behavioral Science (12 semester hours required. Four courses from at least three different areas must be selected. Note: History 111 or 112 is required.)

Anthropology

ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3
Economics							
ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3
Geography							
GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3
History							
HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3
Political Science							
POL	120	American Government	3	0	0	0	3
Psychology							
PSY	150	General Psychology	3	0	0	0	3
PSY	237	Social Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3
Sociology							
SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(12)
Science (8 semester credit hours required from the following)							
AST	111	Descriptive Astronomy	3	0	0	0	3
AST*	111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
BIO	112	General Biology II	3	3	0	0	4
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	4
BIO*	140A	Environmental Biology Lab	0	3	0	0	1
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM*	131A	Intro. to Chemistry Lab	0	3	0	0	1
CHM	132	Organic and Biochemistry	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
PHY	110	Conceptual Physics	3	0	0	0	3
PHY*	110A	Conceptual Physics Lab	0	2	0	0	1
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
		Subtotal					(8)

* Denotes a co-requisite, course cannot be taken by itself.

Mathematics (6 semester hours required from the following. Note: MAT 161 or MAT 171 is

required.)

MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
MAT	151	Statistics I	3	0	0	0	3
MAT*	151A	Statistics Lab	0	2	0	0	1
MAT	161	College Algebra	3	0	0	0	3
MAT*	161A	College Algebra Lab	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT*	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT*	172A	Pre-Calculus Trig Lab	0	2	0	0	1
MAT	175	Pre-Calculus	4	0	0	0	4
MAT*	175A	Pre-Calculus Lab	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
MAT	272	Calculus II	3	2	0	0	4
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

Other Required Hours

ACA	115	Success and Study Skills	0	2	0	0	1
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ACA 115 – Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability.

(Select 20 hours from the above course and the electives listed below.)

Health and Physical Education Electives (2 semester hours are recommended.)

HEA	112	First Aid & CPR	1	2	0	0	2
PED	110	Fit and Well for Life	1	2	0	0	2
PED	111	Physical Fitness I	0	3	0	0	1
PED	117	Weight Training I	0	3	0	0	1
PED	118	Weight Training II	0	3	0	0	1
PED	119	Circuit Training	0	3	0	0	1
PED	120	Walking for Fitness	0	3	0	0	1
PED	121	Walk, Jog, Run	0	3	0	0	1
PED	125	Self-Defense-Beginning	0	2	0	0	1
PED	128	Golf-Beginning	0	2	0	0	1
PED	130	Tennis-Beginning	0	2	0	0	1
PED	132	Racquetball - Beginning	0	2	0	0	1
PED	137	Badminton	0	2	0	0	1
PED	139	Bowling-Beginning	0	2	0	0	1
PED	143	Volleyball-Beginning	0	2	0	0	1
PED	145	Basketball-Beginning	0	2	0	0	1
PED	147	Soccer	0	2	0	0	1
PED	148	Softball	0	2	0	0	1
PED	152	Swimming-Beginning	0	2	0	0	1
PED	160	Canoeing-Basic	0	2	0	0	1
PED	165	Sport Science as a Career	3	0	0	0	3
PED	173	Rock Climbing	0	2	0	0	1
PED	181	Snow Skiing-Beginning	0	2	0	0	1
PED	254	Coaching Basketball	1	2	0	0	2
PED	256	Coaching Baseball	1	2	0	0	2
PED	259	Prev & Care Ath Injuries	1	2	0	0	2

Computing (3 semester hours recommended)

CIS	110	Introduction to Computers	2	2	0	0	3
Other Electives							
ACC	120	Principles of Financial Accounting	3	2	0	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	0	4
ART	131	Drawing I	0	6	0	0	3
ART	132	Drawing II	0	6	0	0	3
ART	260	Photography Appreciation	3	0	0	0	3
ART	264	Digital Photography I	1	4	0	0	3
ART	265	Digital Photography II	1	4	0	0	3
ART	283	Ceramics I	0	6	0	0	3
ART	284	Ceramics II	0	6	0	0	3
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
BIO	175	General Microbiology	2	2	0	0	3
BUS	110	Introduction to Business	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
CIS	115	Intro to Programming and Logic	2	2	0	0	3
CSC	134	C++ Programming	2	3	0	0	3
DRA	130	Acting I	0	6	0	0	3
DRA	131	Acting II	0	6	0	0	3
ENG	272	Southern Literature	3	0	0	0	3
FRE	141	Culture and Civilization	3	0	0	0	3
FRE	151	Francophone Literature	3	0	0	0	3
FRE	161	Cultural Immersion	2	3	0	0	3
FRE	221	French Conversation	3	0	0	0	3
FRE	231	Reading and Composition	3	0	0	0	3
HIS	151	Hispanic Civilization	3	0	0	0	3
HIS	162	Women and History	3	0	0	0	3
HIS	221	African-American History	3	0	0	0	3
HIS	227	Native American History	3	0	0	0	3
HIS	231	Recent American History	3	0	0	0	3
HIS	233	History of Appalachia	3	0	0	0	3
HIS	234	Cherokee History	3	0	0	0	3
HIS	236	North Carolina History	3	0	0	0	3
HUM	123	Appalachian Culture	3	0	0	0	3
JOU	110	Intro to Journalism	3	0	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	0	3
MAT*	141A	Mathematical Concepts I Lab	0	2	0	0	1
MAT	142	Mathematical Concepts II	3	0	0	0	3
MAT*	142A	Mathematical Concepts II Lab	0	2	0	0	1
MAT	252	Statistics II	3	0	0	0	3
MAT*	252A	Statistics II Lab	0	2	0	0	1
MUS	151	Class Music I	0	2	0	0	1
MUS	152	Class Music II	0	2	0	0	1
MUS	251	Class Music III	0	2	0	0	1
MUS	252	Class Music IV	0	2	0	0	1
POL	130	State and Local Government	3	0	0	0	3
SOC	215	Group Processes	3	0	0	0	3
SPA	161	Cultural Immersion	2	3	0	0	3
		Subtotal					(20)

Total Number of Hours in Program 65

These courses may transfer to some four-year institutions (decided on an institution by institution basis) but are not part of the Blue Ridge Community College transfer degree programs or of the state comprehensive articulation agreement.

JOU	111	Publication Workshop I	1	3	0	0	2
JOU	112	Publication Workshop II	1	3	0	0	2

Associate in Arts Degree

Pre-Major Options

These courses will allow the Associate in Arts graduates to complete part of their coursework above and beyond the core classes. The core courses listed are required. Students should work with advisors to choose appropriate core courses and any recommended courses for each pre-major.

Pre-Business Administration

Core: ENG 111; ENG 113 or 114; ENG 231 or 232 or 241 or 242; 9 hours from Music, Art, Drama, International Language; HIS 111 and HIS 112; 6 hours Social Science including POL 120 or PSY 150 or SOC 210; MAT 171; MAT 271; 8 hours lab Science
Other Required: ACC 120; ACC 121; CIS 110; ECO 251; ECO 252; BUS 228 or MAT 151

Pre-Business Education/Marketing Education

Core: ENG 111; ENG 113 or 114; ENG 231 or 232 or 241 or 242; 9 hours from Music, Art, Drama, International Language; 6 hours from Social Science; MAT 171; Math Elective; 8 hours lab science.
Other Required: ACC 120; ECO 251 and 252; CIS 115 or CSC 134; CIS 110
Recommended: PSY 150; SOC 210; ACC 121; BUS 110; BUS 115 or MAT 151

Pre-English

Core: ENG 111; ENG 113; ENG 231 or 232 or 241 or 242; 9 hours from Music, Art, Drama, International Language; HIS 111 or 112; 9 hours from Social Science; MAT 171; Math Elective; 8 hours lab science
Other Required: Second literature course
Recommended: Foreign language - elementary and intermediate level sequences

Pre-History

Core: ENG 111; ENG 113; ENG 231 or 232 or 241 or 242; 9 hours from Music, Art, Drama, International Language; HIS 111 and 112; 6 other hours from non-History Social Science; MAT 171; Math Elective; 8 hours lab science
Recommended: HIS 131; HIS 132

Pre-Nursing

Core: ENG 111; ENG 114; ENG 231 or 232 or 241 or 242; 9 hours from Music, Art, Drama, International Language; HIS 111 or 112; MAT 171 and MAT 151; PSY 150; PSY 241; SOC 210; CHM 131, 131A and CHM 132
Other Required: PSY 281; SOC 213; BIO 165 and 166; BIO 175

Pre-Physical Education

Core: ENG 111; ENG 113 or 114; ENG 231 or 232 or 241 or 242;

9 hours from Music, Art, Drama, International Language; HIS 111 and 112; 6 hours from Social Science; MAT 171; Math Elective; 8 hours lab science

Other required: PED 110; 2 additional hours from Physical Education

Recommended: BIO 111; BIO 112; PSY 150; MAT 151; CIS 110; COM 231

Pre-Psychology

Core: ENG 111; ENG 113 or 114; ENG 231 or 232 or 241 or 242;

9 hours from Music, Art, Drama, International Language; HIS 111 and 112;

6 hours from Social Science; MAT 171; Math Elective; 8 hours lab science

Other required: PSY 150; BIO 111

Associate in Arts Transfer Core Diploma

The Associate in Arts Transfer Core Diploma is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. This diploma is designed to allow students to complete their general education core requirements and then transfer to a four-year institution. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This diploma complies with the standard approved by the State Board of Community Colleges. The general education core is the first level of completion that allows transfer students to take advantage of the terms of the Comprehensive Articulation Agreement.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

GENERAL EDUCATION CORE

This 44 semester hour core of courses, with a grade of "C" or better, meets the general education core requirements.

	Class	Lab	Clinic	Work Exp.	Credit
English Composition (6 semester hours required)					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature Based Research	3	0	0	3
	Subtotal				(6)
Humanities/Fine Arts (12 semester hours required) (Four courses from at least three different discipline areas must be selected. One literature course and one foreign language course are required)					
Art					
ART 111	Art Appreciation	3	0	0	3
Communications					
COM 231	Public Speaking	3	0	0	3
Drama					
DRA 111	Theatre Appreciation	3	0	0	3
DRA 112	Literature of the Theatre	3	0	0	3
DRA 115	Theatre Criticism	3	0	0	3
Humanities					
HUM 110	Technology and Society	3	0	0	3
HUM 211	Humanities I	3	0	0	3
HUM 212	Humanities II	3	0	0	3
Literature					
ENG 231	American Literature I	3	0	0	3

ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3
Music							
MUS	110	Music Appreciation	3	0	0	0	3
Philosophy							
PHI	210	History of Philosophy	3	0	0	0	3
PHI	230	Introduction to Logic	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3
Religion							
REL	110	World Religions	3	0	0	0	3
International Languages							
ASL	111	Elementary ASL I	3	0	0	0	3
ASL*	181	ASL Lab 1	0	2	0	0	1
ASL	112	Elementary ASL II	3	0	0	0	3
ASL*	182	ASL Lab 2	0	2	0	0	1
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL*	281	ASL Lab 3	0	2	0	0	1
ASL	212	Intermediate ASL II	3	0	0	0	3
ASL*	282	ASL Lab 4	0	2	0	0	1
FRE	111	Elementary French I	3	0	0	0	3
FRE*	181	French Lab 1	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE*	182	French Lab 2	0	2	0	0	1
FRE	211	Intermediate French I	3	0	0	0	3
FRE*	281	French Lab 3	0	2	0	0	1
FRE	212	Intermediate French II	3	0	0	0	3
FRE*	282	French Lab 4	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER*	181	German Lab I	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER*	182	German Lab II	0	2	0	0	1
GER	211	Intermediate German I	3	0	0	0	3
GER*	281	German Lab 3	0	2	0	0	1
GER	212	Intermediate German II	3	0	0	0	3
GER*	282	German Lab 4	0	2	0	0	1
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA*	181	Spanish Lab I	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA*	182	Spanish Lab II	0	2	0	0	1
SPA	211	Intermediate Spanish I	3	0	0	0	3
SPA*	281	Spanish Lab 3	0	2	0	0	1
SPA	212	Intermediate Spanish II	3	0	0	0	3
SPA*	282	Spanish Lab 4	0	2	0	0	1
Subtotal							(12)

* Denotes a co-requisite, course cannot be taken by itself.

Social/Behavioral Science (12 semester hours required. Four courses from at least three different discipline areas must be selected. Note: History 111 or 112 is required.)

Anthropology

ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3

Economics

ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3

Geography

GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3

History

HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3

Political Science

POL	120	American Government	3	0	0	0	3
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Psychology

PSY	150	General Psychology	3	0	0	0	3
PSY	237	Social Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3

Sociology

SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(12)

Science (8 semester credit hours required from the following)

AST	111	Descriptive Astronomy	3	0	0	0	3
AST*	111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
BIO	112	General Biology II	3	3	0	0	4
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	4
BIO*	140A	Environmental Biology Lab	0	3	0	0	1
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM*	131A	Introduction to Chemistry Lab	0	3	0	0	1
CHM	132	Organic and Biochemistry	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
PHY	110	Conceptual Physics	3	0	0	0	3
PHY*	110A	Conceptual Physics Lab	0	2	0	0	1

PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
		Subtotal					(8)

* Denotes a co-requisite, course cannot be taken by itself.

Mathematics (6 semester hours required from the following. Note: MAT 161 or MAT 171 is required.)

MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
MAT	151	Statistics I	3	0	0	0	3
MAT*	151A	Statistics Lab	0	2	0	0	1
MAT	161	College Algebra	3	0	0	0	3
MAT*	161A	College Algebra Lab	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT*	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT*	172A	Pre-Calculus Trig Lab	0	2	0	0	1
MAT	175	Pre-Calculus	4	0	0	0	4
MAT*	175A	Pre-Calculus Lab	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
MAT	272	Calculus II	3	2	0	0	4
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

Total Number of Hours in Program 44

Associate in Fine Arts – Art

The Associate in Fine Arts (Art) degree program is designed for students who plan to transfer to four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization.

The curriculum complies with the standard approved by the State Board of Community Colleges. This curriculum is subject to change.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. A student must earn a "C" or better to progress to the next class. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110 .

			Class	Lab	Clinic	Work	Credit
						Exp.	
English Composition (6 semester hours required)							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Subtotal					(6)
Literature (3 semester hours required)							
ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3
		Subtotal					(3)
Humanities/Fine Arts (3 semester hours required)							
ART	111	Art Appreciation	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
DRA	111	Theatre Appreciation	3	0	0	0	3
DRA	112	Literature of the Theatre	3	0	0	0	3
HUM	110	Technology and Society	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3
MUS	110	Music Appreciation	3	0	0	0	3
PHI	210	History of Philosophy	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3
REL	110	World Religions	3	0	0	0	3
		Subtotal					(3)
Social/Behavioral Science (9 semester hours required)							
Select three courses from three different discipline areas. Note: HIS-111 or 112 is required.)							
ECO	251	Prin. of Microeconomics	3	0	0	0	3
GEO	111	World Regional Geography	3	0	0	0	3
HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3

HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(9)

Mathematics (3 semester hours required)

MAT	161	College Algebra	3	0	0	0	3
MAT*	161A	College Algebra Lab	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT*	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT*	172A	Pre-Calculus Trigonometry Lab	0	2	0	0	1
		Subtotal					(3)

* Denotes a co-requisite, course cannot be taken by itself.

Sciences (4 semester hours required)

BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
		Subtotal					(4)

Other Required Hours

ACA	115	Success and Study Skills	0	2	0	0	1
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ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability.

Required Art Courses (15 semester hours required)

ART	114	Art History Survey I	3	0	0	0	3
ART	115	Art History Survey II	3	0	0	0	3
ART	121	Design I	0	6	0	0	3
ART	122	Design II	0	6	0	0	3
ART	131	Drawing I	0	6	0	0	3
		Subtotal					(15)

Art Electives (21 semester hours required)

ART	132	Drawing II	0	6	0	0	3
ART	135	Figure Drawing I	0	6	0	0	3
ART	171	Computer Art	0	6	0	0	3
ART	222	Wood Design I	0	6	0	0	3
ART	223	Wood Design II	0	6	0	0	3
ART	231	Printmaking I	0	6	0	0	3
ART	232	Printmaking II	0	6	0	0	3
ART	235	Figure Drawing II	0	6	0	0	3
ART	240	Painting I	0	6	0	0	3
ART	241	Painting II	0	6	0	0	3
ART	261	Photography I	0	6	0	0	3
ART	262	Photography II	0	6	0	0	3
ART	264	Digital Photography I	0	6	0	0	3
ART	265	Digital Photography II	0	6	0	0	3
ART	266	Videography I	0	6	0	0	3

ART	267	Videography II	0	6	0	0	3
ART	271	Computer Art II	0	6	0	0	3
ART	281	Sculpture I	0	6	0	0	3
ART	282	Sculpture II	0	6	0	0	3
ART	283	Ceramics I	0	6	0	0	3
ART	284	Ceramics II	0	6	0	0	3
ART	288	Studio	0	6	0	0	3
ART	289	Museum Study	2	2	0	0	3
		Subtotal					(21)

Total Semester Credit Hours in Program..... 65

Associate in Fine Arts - Drama

The Associate in Fine Arts (Drama) degree program is designed for students who plan to transfer to a four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110 .

			Class	Lab	Clinic	Work Exp.	Credit
English Composition (6 semester hours required)							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Subtotal					(6)
History (3 semester hours required)							
Select 3 semester credit hours from the following:							
HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
		Subtotal					(3)
Literature (3 semester hours required)							
Select 3 semester credit hours from the following:							
ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3
		Subtotal					(3)
Humanities/Fine Arts (3 semester hours required)							
Select 3 semester credit hours from the following:							
ART	111	Art Appreciation	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
DRA	111	Theatre Appreciation	3	0	0	0	3
DRA	112	Literature of the Theatre	3	0	0	0	3
HUM	110	Technology and Society	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3
MUS	110	Music Appreciation	3	0	0	0	3
PHI	210	History of Philosophy	3	0	0	0	3

PHI	240	Introduction to Ethics	3	0	0	0	3
REL	110	World Religions	3	0	0	0	3
		Subtotal					(3)

Social/Behavioral Science (6 semester hours required)

Select two courses from two different discipline areas:

ECO	251	Prin. of Microeconomics	3	0	0	0	3
GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(6)

Mathematics (3 semester hours required)

Select 3 semester credit hours from the following:

MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
MAT	161	College Algebra	3	0	0	0	3
MAT*	161A	College Algebra Lab	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT*	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
		Subtotal					(3)

* Denotes a co-requisite, course cannot be taken by itself.

Sciences (4 semester hours required)

Select 4 semester credit hours from the following.:

BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
		Subtotal					(4)

Other Required Hours

ACA	115	Success and Study Skills	0	2	0	0	1
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ACA 115 – Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability.

Required Drama Courses (14 semester hours required)

DRA	120	Voice for Performance	3	0	0	0	3
DRA	130	Acting I	0	6	0	0	3
DRA	131	Acting II	0	6	0	0	3
DRA	140	Stagecraft I	0	6	0	0	3
DRA	145	Stage Make-up	1	2	0	0	2
		Subtotal					(14)

Play Production Requirements (3 semester hours required)

Select 3 semester credit hours from the following:

DRA	170	Play Production I	0	9	0	0	3
DRA	171	Play Production II	0	9	0	0	3
DRA	270	Play Production III	0	9	0	0	3
DRA	271	Play Production IV	0	9	0	0	3
		Subtotal					(3)

Drama Electives (6 semester hours required)

Select 6 semester credit hours from the following:

DRA	112	Literature of the Theatre	3	0	0	0	3
DRA	122	Oral Interpretation	3	0	0	0	3
DRA	128	Children's Theatre	3	0	0	0	3
DRA	141	Stagecraft II	0	6	0	0	3
DRA	142	Costuming	2	2	0	0	3
DRA	150	Stage Management	3	0	0	0	3
DRA	211	Theatre History I	3	0	0	0	3
DRA	212	Theatre History II	3	0	0	0	3
DRA	240	Lighting for the Theatre	2	2	0	0	3
DRA	243	Scene Design	2	2	0	0	3
DRA	250	Theatre Management	1	3	0	0	2
DRA	260	Directing	0	6	0	0	3
		Subtotal					(6)

Program Electives (13 semester hours required)

Select 7 semester credit hours from the following:

ART	131	Drawing I	0	6	0	0	3
ART	132	Drawing II	0	6	0	0	3
ART	283	Ceramics I	0	6	0	0	3
ART	284	Ceramics II	0	6	0	0	3
BUS	110	Introduction to Business	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Intro to Programming and Logic	2	2	0	0	3
CSC	134	C++ Programming	2	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	0	3
DRA	135	Acting for the Camera I	1	4	0	0	3
DRA	136	Acting for the Camera II	1	4	0	0	3
DRA	160	Box Office and Publicity	1	3	0	0	2
HEA	112	First Aid & CPR	1	2	0	0	2
HIS	151	Hispanic Civilization	3	0	0	0	3
HIS	162	Women and History	3	0	0	0	3
HIS	221	African-American History	3	0	0	0	3
HIS	227	Native American History	3	0	0	0	3
HIS	231	Recent American History	3	0	0	0	3
HIS	233	History of Appalachia	3	0	0	0	3
HIS	234	Cherokee History	3	0	0	0	3
JOU	110	Intro to Journalism	3	0	0	0	3
JOU	111	Publication Workshop I	1	3	0	0	2
JOU	112	Publication Workshop II	1	3	0	0	2
MUS	151	Class Music I	0	2	0	0	1
MUS	152	Class Music II	0	2	0	0	1
MUS	251	Class Music III	0	2	0	0	1
MUS	252	Class Music IV	0	2	0	0	1
PED	110	Fit and Well for Life	1	2	0	0	2
PED	111	Physical Fitness I	0	3	0	0	1
PED	117	Weight Training I	0	3	0	0	1
PED	118	Weight Training II	0	3	0	0	1
PED	120	Walking for Fitness	0	3	0	0	1
PED	121	Walk, Jog, Run	0	3	0	0	1
PED	125	Self-Defense-Beginning	0	2	0	0	1

PED	128	Golf-Beginning	0	2	0	0	1
PED	130	Tennis-Beginning	0	2	0	0	1
PED	132	Racquetball-Beginning	0	2	0	0	1
PED	137	Badminton	0	2	0	0	1
PED	139	Bowling-Beginning	0	2	0	0	1
PED	143	Volleyball-Beginning	0	2	0	0	1
PED	145	Basketball-Beginning	0	2	0	0	1
PED	147	Soccer	0	2	0	0	1
PED	148	Softball	0	2	0	0	1
PED	152	Swimming-Beginning	0	2	0	0	1
PED	160	Canoeing-Basic	0	2	0	0	1
PED	173	Rock Climbing	0	2	0	0	1
PED	181	Snow Skiing-Beginning	0	2	0	0	1
PED	256	Coaching Baseball	1	2	0	0	2
POL	130	State and Local Government	3	0	0	0	3
SOC	215	Group Processes	3	0	0	0	3
		Subtotal					(13)

Total Semester Credit Hours in Program..... 65

Associate in Fine Arts - Music

The Associate in Fine Arts (Music) degree program is designed for students who plan to transfer to a four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization.

This curriculum complies with the standard approved by the State Board of Community Colleges. This curriculum is subject to change.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

			Class	Lab	Clinic	Work Exp.	Credit
English Composition (6 semester hours required)							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Subtotal					(6)

Humanities/Fine Arts (6 semester hours required. Select 6 semester credit hours, one course from each of the following groups)

Literature

ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3

Humanities/Fine Arts

ART	111	Art Appreciation	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
DRA	111	Theatre Appreciation	3	0	0	0	3
DRA	112	Literature of the Theatre	3	0	0	0	3
FRE	111	Elementary French I	3	0	0	0	3
FRE*	181	French Lab I	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE*	182	French Lab 2	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER*	181	German Lab I	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER*	182	German Lab II	0	2	0	0	1
HUM	110	Technology and Society	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3
PHI	210	History of Philosophy	3	0	0	0	3

PHI	240	Introduction to Ethics	3	0	0	0	3
REL	110	World Religions	3	0	0	0	3
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA*	181	Spanish Lab I	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA*	182	Spanish Lab II	0	2	0	0	1
SPA	211	Intermediate Spanish I	3	0	0	0	3
SPA*	281	Spanish Lab 3	0	2	0	0	1
SPA	212	Intermediate Spanish II	3	0	0	0	3
SPA*	282	Spanish Lab 4	0	2	0	0	1
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

Social/Behavioral Sciences (9 semester hours required. Select 9 semester credit hours from three of the following discipline areas. Note: History 111 is required.)

Anthropology

ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3

Economics

ECO	251	Prin. of Microeconomics	3	0	0	0	3
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Geography

GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3

History

HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3

Political Science

POL	120	American Government	3	0	0	0	3
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Psychology

PSY	150	General Psychology	3	0	0	0	3
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Sociology

SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(9)

Mathematics

 (3 semester hours required)

Select 3 semester credit hours from the following:

MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
MAT	161	College Algebra	3	0	0	0	3
MAT*	161A	College Algebra Lab	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT*	171A	Pre-Calculus Algebra Lab	0	2	0	0	1

* Denotes a co-requisite, course cannot be taken by itself.

Subtotal (3)

Sciences (4 semester hours required)

BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
PHY	151	College Physics I	3	2	0	0	4
		Subtotal					(4)

Other Required Hours

ACA	115	Success and Study Skills	0	2	0	0	1
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Note: ACA 115 – Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability.

Other Required Courses (30 semester hours required)

MUS	121	Music Theory I	3	2	0	0	4
MUS	122	Music Theory II	3	2	0	0	4
MUS	141	Ensemble I	0	2	0	0	1
MUS	142	Ensemble II	0	2	0	0	1
MUS	151	Class Music I	0	2	0	0	1
MUS	152	Class Music II	0	2	0	0	1
MUS	161	Applied Music I	1	2	0	0	2
MUS	162	Applied Music II	1	2	0	0	2
MUS	221	Music Theory III	3	2	0	0	4
MUS	222	Music Theory IV	3	2	0	0	4
MUS	241	Ensemble III	0	2	0	0	1
MUS	242	Ensemble IV	0	2	0	0	1
MUS	261	Applied Music III	1	2	0	0	2
MUS	262	Applied Music IV	1	2	0	0	2
		Subtotal					(30)

Electives (6 semester hours required)

Select from the above courses and the electives listed below.

MUS	110	Music Appreciation	3	0	0	0	3
MUS	251	Class Music III	0	2	0	0	1
MUS	252	Class Music IV	0	2	0	0	1
MUS	270	Music Literature	3	0	0	0	3
MUS	271	Music History I	3	0	0	0	3
MUS	272	Music History II	3	0	0	0	3
		Subtotal					(6)

Total Semester Credit Hours in Program 65

Associate in Science

The Associate in Science degree program is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This curriculum complies with the standard approved by the State Board of Community Colleges. It meets the requirements for the Comprehensive Articulation Agreement between the North Carolina University System and the Community College System.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

GENERAL EDUCATION CORE

			Class	Lab	Clinic	Work	Credit
						Exp.	
English Composition (6 semester hours required)							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Subtotal					(6)

Humanities/Fine Arts (9 semester hours required. Three courses from three different discipline areas are required. One course must be literature.)

Art

ART	111	Art Appreciation	3	0	0	0	3
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Communications

COM	231	Public Speaking	3	0	0	0	3
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Drama

DRA	111	Theater Appreciation	3	0	0	0	3
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Humanities

HUM	110	Technology and Society	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3

Literature

ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3

Music

MUS	110	Music Appreciation	3	0	0	0	3
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Philosophy

PHI	210	History of Philosophy	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3

Religion

REL	110	World Religions	3	0	0	0	3
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International Languages

ASL	111	Elementary ASL I	3	0	0	0	3
ASL*	181	ASL Lab 1	0	2	0	0	1
ASL	112	Elementary ASL II	3	0	0	0	3
ASL*	182	ASL Lab 2	0	2	0	0	1
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL*	281	ASL Lab 3	0	2	0	0	1
ASL	212	Intermediate ASL II	3	0	0	0	3
ASL*	282	ASL Lab 4	0	2	0	0	1
FRE	111	Elementary French I	3	0	0	0	3
FRE*	181	French Lab 1	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE*	182	French Lab 2	0	2	0	0	1
FRE	211	Intermediate French I	3	0	0	0	3
FRE	281	French Lab 3	0	2	0	0	1
FRE	212	Intermediate French II	3	0	0	0	3
FRE	282	French Lab 4	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER*	181	German Lab I	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER*	182	German Lab II	0	2	0	0	1
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA*	181	Spanish Lab I	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA*	182	Spanish Lab II	0	2	0	0	1
SPA	211	Intermediate Spanish I	3	0	0	0	3
SPA*	281	Spanish Lab 3	0	2	0	0	1
SPA	212	Intermediate Spanish II	3	0	0	0	3
SPA*	282	Spanish Lab 4	0	2	0	0	1
		Subtotal					(9)

* Denotes a co-requisite, course cannot be taken by itself.

Social/Behavioral Sciences (9 semester hours required.) Three courses must be selected from three different discipline areas. Note: HIS 111 or HIS 112 is required.

Anthropology

ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3

Economics

ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3

Geography

GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3

History

HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3

Political Science

POL	120	American Government	3	0	0	0	3
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Psychology

PSY	150	General Psychology	3	0	0	0	3
PSY	237	Social Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3

Sociology

SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(9)

Natural /Physical Sciences (8 semester credit hours required from the following)

Select a two-course sequence, including accompanying laboratory work, from the biological or physical science disciplines.

BIO	111	General Biology I	3	3	0	0	4
BIO	112	General Biology II	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
PHY	251	General Physics I	3	3	0	0	4
PHY	252	General Physics II	3	3	0	0	4
		Subtotal					(8)

Mathematics (6 semester hours required from the following)

Note: MAT 171/171A is required

MAT	171	Pre-Calculus Algebra or higher	3	0	0	0	3
MAT*	171A	Precalculus Algebra Lab	0	2	0	0	1
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT*	172A	Precalculus Trig Lab	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

Natural and Physical Sciences/Mathematics (6 semester hours are required from following courses. Science or Mathematics courses which have not been previously selected may be chosen here.)

Natural /Physical Sciences

AST	111	Descriptive Astronomy	3	0	0	0	3
AST*	111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO	120	Introductory Botany	3	3	0	0	4

BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	3
BIO*	140A	Environmental Biology Lab	0	3	0	0	3
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
GEL	120	Physical Geology	3	2	0	0	4
PHY	110	Conceptual Physics	3	0	0	0	3
PHY*	110A	Conceptual Physics Lab	0	2	0	0	1
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
PHY	251	General Physics I	3	3	0	0	4
PHY	252	General Physics II	3	3	0	0	4

Mathematics

MAT	151	Statistics I	3	0	0	0	3
MAT*	151A	Statistics I Lab	0	2	0	0	1
MAT	175	Pre-Calculus	4	0	0	0	4
MAT*	175A	Pre-Calculus Lab	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
MAT	272	Calculus II	3	2	0	0	4
MAT	273	Calculus III	3	2	0	0	4
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

OTHER REQUIRED HOURS

Other Required Hours

ACA	115	Success and Study Skills	0	2	0	0	1
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ACA 115 – Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability.

Select 20 hours from the above courses and the electives listed below.

Note: A minimum of 14 semester hours credit of college transfer courses in mathematics, natural sciences, computer, and/or other pre-major courses is required.

Mathematics/Natural and Physical Science/Computer Science Electives (14 semester hours)

Computer Science

CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Intro to Programming and Logic	2	2	0	0	3
CSC	134	C++ Programming	2	3	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3

Natural/Physical Sciences

AST	111	Descriptive Astronomy	3	0	0	0	3
AST*	111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	3
BIO*	140A	Environmental Biology Lab	0	3	0	0	3
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4

BIO	175	General Microbiology	2	2	0	0	3
BIO	176	Adv General Microbiology	1	2	0	0	2
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM*	131A	Introduction to Chemistry Lab	0	3	0	0	1
CHM	132	Organic and Biochemistry	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
GEL	120	Physical Geology	3	2	0	0	4
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
PHY	251	General Physics I	3	3	0	0	4
PHY	252	General Physics II	3	3	0	0	4

Mathematics

MAT	271	Calculus I	3	2	0	0	4
MAT	272	Calculus II	3	2	0	0	4
MAT	273	Calculus III	3	2	0	0	4
		Subtotal					(14)

Other Electives (6 semester hours)

Health and Physical Education Electives (Select 2 semester hours from the following)

HEA	112	First Aid & CPR	1	2	0	0	2
PED	110	Fit and Well for Life	1	2	0	0	2
PED	111	Physical Fitness I	0	3	0	0	1
PED	117	Weight Training I	0	3	0	0	1
PED	118	Weight Training II	0	3	0	0	1
PED	119	Circuit Training	0	3	0	0	1
PED	120	Walking for Fitness	0	3	0	0	1
PED	121	Walk, Jog, Run	0	3	0	0	1
PED	125	Self-Defense-Beginning	0	2	0	0	1
PED	128	Golf-Beginning	0	2	0	0	1
PED	130	Tennis-Beginning	0	2	0	0	1
PED	132	Raquetball - Beginning	0	2	0	0	1
PED	137	Badminton	0	2	0	0	1
PED	139	Bowling-Beginning	0	2	0	0	1
PED	143	Volleyball-Beginning	0	2	0	0	1
PED	145	Basketball-Beginning	0	2	0	0	1
PED	147	Soccer	0	2	0	0	1
PED	148	Softball	0	2	0	0	1
PED	152	Swimming-Beginning	0	2	0	0	1
PED	160	Canoeing-Basic	0	2	0	0	1
PED	173	Rock Climbing	0	2	0	0	1
PED	181	Snow Skiing-Beginning	0	2	0	0	1

General Electives

ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3
ART	131	Drawing I	0	6	0	0	3
ART	132	Drawing II	0	6	0	0	3
ART	264	Digital Photography I	1	4	0	0	3
ART	265	Digital Photography II	1	4	0	0	3

ART	283	Ceramics I	0	6	0	0	3
ART	284	Ceramics II	0	6	0	0	3
AST	111	Descriptive Astronomy	3	0	0	0	3
AST*	111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	3
BIO*	140A	Environmental Biology Lab	0	3	0	0	3
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
BIO	175	General Microbiology	2	2	0	0	3
BIO	176	Adv General Microbiology	1	2	0	0	2
BUS	110	Introduction to Business	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM*	131A	Introduction to Chemistry Lab	0	3	0	0	1
CHM	132	Organic and Biochemistry	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Intro to Programming and Logic	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
CSC	134	C++ Programming	2	3	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3
DRA	130	Acting I	0	6	0	0	3
DRA	131	Acting II	0	6	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3
ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3
FRE	161	Cultural Immersion	2	3	0	0	3
GEL	120	Physical Geology	3	2	0	0	4
HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3
HUM	110	Technology and Society	3	0	0	0	3
HUM	123	Appalachian Culture	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3
JOU	110	Intro to Journalism	3	0	0	0	3
MAT	151	Statistics I	3	0	0	0	3
MAT	151A	Statistics I Lab	0	2	0	0	1
MAT	161	College Algebra	3	0	0	0	3
MAT	161A	College Algebra Lab	0	2	0	0	1
MUS	110	Music Appreciation	3	0	0	0	3
MUS	151	Class Music I	0	2	0	0	1
MUS	152	Class Music II	0	2	0	0	1
MUS	251	Class Music III	0	2	0	0	1

MUS	252	Class Music IV	0	2	0	0	1
PHI	210	History of Philosophy	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
POL	130	State and Local Government	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
PSY	237	Social Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3
REL	110	World Religions	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	215	Group Processes	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
SPA	161	Cultural Immersion	2	3	0	0	3
		Subtotal					(6)

Total Number of Hours in Program 65

These courses may transfer to some four-year institutions (decided on an institution-by-institution basis) but are not part of the Blue Ridge Community College transfer degree programs or of the state comprehensive articulation agreement.

JOU	111	Publication Workshop I	1	3	0	0	2
JOU	112	Publication Workshop II	1	3	0	0	2

Associate in Science Transfer Core Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

GENERAL EDUCATION CORE

This 44 semester hour core of courses, with a grade of "C" or better, meets the general education core requirements.

			Class	Lab	Clinic	Work Exp.	Credit
English Composition (6 semester hours required)							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Subtotal					(6)
Humanities/Fine Arts (9 semester hours required. Three courses from three different discipline areas are required. One course must be literature.)							
Art							
ART	111	Art Appreciation	3	0	0	0	3
Communications							
COM	231	Public Speaking	3	0	0	0	3
Drama							
DRA	111	Theater Appreciation	3	0	0	0	3
Humanities							
HUM	110	Technology and Society	3	0	0	0	3
HUM	211	Humanities I	3	0	0	0	3
HUM	212	Humanities II	3	0	0	0	3
Literature							
ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
ENG	262	World Literature II	3	0	0	0	3
Music							
MUS	110	Music Appreciation	3	0	0	0	3
Philosophy							
PHI	210	History of Philosophy	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3

Religion

REL	110	World Religions	3	0	0	0	3
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International Languages

ASL	111	Elementary ASL I	3	0	0	0	3
ASL*	181	ASL Lab 1	0	2	0	0	1
ASL	112	Elementary ASL II	3	0	0	0	3
ASL*	182	ASL Lab 2	0	2	0	0	1
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL*	281	ASL Lab 3	0	2	0	0	1
ASL	212	Intermediate ASL II	3	0	0	0	3
ASL*	282	ASL Lab 4	0	2	0	0	1
FRE	111	Elementary French I	3	0	0	0	3
FRE*	181	French Lab 1	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE*	182	French Lab 2	0	2	0	0	1
FRE	211	Intermediate French I	3	0	0	0	3
FRE	281	French Lab 3	0	2	0	0	1
FRE	212	Intermediate French II	3	0	0	0	3
FRE	282	French Lab 4	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER*	181	German Lab I	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER*	182	German Lab II	0	2	0	0	1
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA*	181	Spanish Lab I	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA*	182	Spanish Lab II	0	2	0	0	1
SPA	211	Intermediate Spanish I	3	0	0	0	3
SPA*	281	Spanish Lab 3	0	2	0	0	1
SPA	212	Intermediate Spanish II	3	0	0	0	3
SPA*	282	Spanish Lab 4	0	2	0	0	1
		Subtotal					(9)

* Denotes a co-requisite, course cannot be taken by itself.

Social/Behavioral Sciences (9 semester hours required.) Three courses must be selected from three different discipline areas. Note: HIS 111 or HIS 112 is required.

Anthropology

ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3

Economics

ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3

Geography

GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3

History

HIS	111	World Civilizations I	3	0	0	0	3
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HIS	112	World Civilizations II	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3

Political Science

POL	120	American Government	3	0	0	0	3
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Psychology

PSY	150	General Psychology	3	0	0	0	3
PSY	237	Social Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3

Sociology

SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(9)

Natural /Physical Sciences (8 semester credit hours required from the following)

Select a two-course sequence, including accompanying laboratory work, from the biological or physical science disciplines.

BIO	111	General Biology I	3	3	0	0	4
BIO	112	General Biology II	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
PHY	251	General Physics I	3	3	0	0	4
PHY	252	General Physics II	3	3	0	0	4
		Subtotal					(8)

Mathematics (6 semester hours required from the following)

Note: MAT 171/171A is required

MAT	171	Pre-Calculus Algebra or higher	3	0	0	0	3
MAT*	171A	Precalculus Algebra Lab	0	2	0	0	1
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT*	172A	Precalculus Trig Lab	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

Natural and Physical Sciences/Mathematics

(6 semester hours are required from the following courses. Science or Mathematics courses which have not been previously selected may be chosen here.)

Natural /Physical Sciences

AST	111	Descriptive Astronomy	3	0	0	0	3
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AST*	111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	3
BIO*	140A	Environmental Biology Lab	0	3	0	0	3
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
GEL	120	Physical Geology	3	2	0	0	4
PHY	110	Conceptual Physics	3	0	0	0	3
PHY*	110A	Conceptual Physics Lab	0	2	0	0	1
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
PHY	251	General Physics I	3	3	0	0	4
PHY	252	General Physics II	3	3	0	0	4
Mathematics							
MAT	151	Statistics I	3	0	0	0	3
MAT*	151A	Statistics I Lab	0	2	0	0	1
MAT	175	Pre-Calculus	4	0	0	0	4
MAT*	175A	Pre-Calculus Lab	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
MAT	272	Calculus II	3	2	0	0	4
MAT	273	Calculus III	3	2	0	0	4
		Subtotal					(6)

* Denotes a co-requisite, course cannot be taken by itself.

Autobody Repair Diploma Program

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

This curriculum complies with the standard approved by the State Board of Community Colleges. Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
AUB	111	Painting and Refinishing I	2	6	0	0	4	
AUB	121	Non-Structural Damage I	1	4	0	0	3	
AUB	134	Autobody MIG Welding	1	4	0	0	3	
MAT	101	Applied Mathematics I	2	2	0	0	3	
		Subtotal						(14)
Spring Semester								
AUB	112	Painting and Refinishing II	2	6	0	0	4	
AUB	131	Structural Damage I	2	4	0	0	4	
AUB	136	Plastics and Adhesives	1	4	0	0	3	
BUS	280	REAL Small Business	4	0	0	0	4	
ENG	102	Applied Communications II	3	0	0	0	3	
		Subtotal						(18)
Summer Semester								
AUB	114	Special Finishes	1	2	0	0	2	
AUB	122	Non-Structural Damage II	2	6	0	0	4	
AUB	132	Structural Damage II	2	6	0	0	4	
		Subtotal						(10)
Total Semester Credit Hours in Program.....								42

Autobody Repair - Basic Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
AUB	111	Painting and Refinishing I	2	6	0	0	4
AUB	112	Painting and Refinishing II	2	6	0	0	4
AUB	121	Non-Structural Damage I	1	4	0	0	3
AUB	122	Non-Structural Damage II	2	6	0	0	4

Total Semester Credit Hours in Program..... 15

Autobody Repair - Intermediate Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
AUB	114	Special Finishes	1	2	0	0	2
AUB	131	Structural Damage I	2	4	0	0	4
AUB	132	Structural Damage II	2	6	0	0	4
AUB	134	Autobody MIG Welding	1	4	0	0	3

Total Semester Credit Hours in Program..... 13

Automotive Restoration Technology

Diploma Program

Offered in the Evening

The Automotive Restoration Technology curriculum is designed to prepare individuals with the competencies needed to work in the automotive restoration industry.

The course work includes research and application of information on specific components of a wide range of classic vehicles (1900 - 1970) such as internal combustion engines, transmissions, brakes, sheet metal, upholstery, starters, generators, and related systems.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ARS	101	Intro to Auto Restoration	2	0	0	0	2
ARS	107	Automotive Engines	1	3	0	0	2
ARS	131	Chassis and Drive Trains	2	3	0	0	3
ARS	161	Electrical Systems Fund	2	6	0	0	4
AUB	141	Mech/Elec Components I	2	2	0	0	3
MAT	101	Applied Mathematics I	2	2	0	0	3
Subtotal							(18)
Spring Semester							
ARS	102	Auto Restoration Research	3	0	0	0	3
ARS	104	Restoration Skills I	2	4	0	0	4
ARS	108	Wood/Metal Restoration	2	2	0	0	3
ARS	134	Auto Restoration Welding	1	4	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4
ENG	102	Applied Communication II	3	0	0	0	3
Subtotal							(20)
Summer Semester							
ARS	103	Automobile Upholstery	2	4	0	0	4
ARS	105	Restoration Skills II	2	4	0	0	4
Subtotal							(8)
Total Semester Credit Hours in Program							46

Automotive Restoration Technology - Interior and Body Certificate Program Offered in the Evening

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work	Credit
			Exp.				
Required Major Courses							
ARS	103	Automobile Upholstery	2	4	0	0	4
ARS	104	Restoration Skills I	2	4	0	0	4
ARS	105	Restoration Skills II	2	4	0	0	4
ARS	108	Wood/Metal Restoration	2	2	0	0	3

Total Semester Credit Hours in Program..... 15

Automotive Restoration Technology - Mechanical Certificate Program Offered in the Evening

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work	Credit
			Exp.				
Required Major Courses							
ARS	101	Intro to Auto Restoration	2	0	0	0	2
ARS	102	Auto Restoration Research	3	0	0	0	3
ARS	107	Automotive Engines	1	3	0	0	2
ARS	134	Auto Restoration Welding	1	4	0	0	3
ARS	131	Chassis and Drive Trains	2	3	0	0	3
AUT	131	Drive Trains	2	3	0	0	3

Total Semester Credit Hours in Program..... 16

Automotive Systems Technology

Associate in Applied Science Degree

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

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains. Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
AUT	110	Intro to Auto Technology	2	2	0	0	3
AUT	151	Brake Systems	2	3	0	0	3
AUT	151A	Brake Systems Lab	0	3	0	0	1
AUT	161	Basic Auto Electricity	4	3	0	0	5
AUT	186	PC Skills for Auto Techs	2	2	0	0	3
		Subtotal					(16)
Spring Semester							
AUT	141	Suspension & Steering Sys.	2	3	0	0	3
AUT	181	Engine Performance I	2	3	0	0	3
AUT	181A	Engine Performance I Lab	0	3	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		*Major Course Elective					1
		Subtotal					(14)
Summer Semester							
AUT	171	Auto Climate Control	2	4	0	0	4
AUT	183	Engine Performance 2	2	6	0	0	4
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Subtotal					(11)
Fall Semester							
AUT	116	Engine Repair	2	3	0	0	3
AUT	116A	Engine Repair Lab	0	3	0	0	1
AUT	163	Adv. Auto Electricity	2	3	0	0	3

ENG	114	Professional Research and Reporting	3	0	0	0	3
		Humanities Elective					3
		Social / Behavior Science Elective					3
		*Major Course Elective					1
		Subtotal					(17)

Spring Semester

AUT	221	Auto Transm / Transaxles	2	3	0	0	3
AUT	231	Manual Transm/Transax/Drtrains	2	4	0	0	4
AUT	231A	Manual Transm/Transax/Drtrains Lab	0	3	0	0	1
AUT	284	Emerging Auto Technologies	2	6	0	0	4
		*Major Course Elective					1
		Subtotal					(13)

*Major Course Elective hours are to be selected from the following:

AUT	141A	Suspension & Steering Lab	0	3	0	0	1
AUT	163A	Adv Auto Electricity Lab	0	3	0	0	1
AUT	221A	Auto Transm / Transax Lab	0	3	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	131	Co-op Work Experience III	0	0	0	10	1

Total Semester Credit Hours in Program..... 71

Automotive Systems Technology

Diploma Program

Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work	Credit Exp.
Fall Semester							
AUT	110	Intro to Auto Technology	2	2	0	0	3
AUT	151	Brake Systems	2	3	0	0	3
AUT	151A	Brake Systems Lab	0	3	0	0	1
AUT	161	Basic Auto Electricity	4	3	0	0	5
AUT	186	PC Skills for Auto Techs	2	2	0	0	3
ACA	115	Success and Study Skills	0	2	0	0	1
		Subtotal					(16)

Spring Semester

AUT	141	Suspension & Steering Sys.	2	3	0	0	3
AUT	181	Engine Performance I	2	3	0	0	3
AUT	181A	Engine Performance I Lab	0	3	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		*Major Course Elective					1
		Subtotal					(14)

Summer Semester

AUT	163	Adv. Auto Electricity	2	3	0	0	3
AUT	163A	Adv Auto Electricity Lab	0	3	0	0	1
AUT	183	Engine Performance 2	2	6	0	0	4
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Subtotal					(11)

*Major Course Elective hours are to be selected from the following:

AUT	141A	Suspension & Steering Lab	0	3	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1

Total Semester Credit Hours in Program..... 41

Automotive Systems Technology - Electrical / Electronic Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Major Courses							
AUT	110	Intro to Auto Technology	2	2	0	0	3
AUT	161	Basic Auto Electricity	4	3	0	0	5
AUT	163	Adv. Auto Electricity	2	3	0	0	3
AUT	163A	Adv Auto Electricity Lab	0	3	0	0	1
AUT	186	PC Skills for Auto Techs	2	2	0	0	3

Total Semester Credit Hours in Program..... 15

Automotive Systems Technology - Under Car Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Major Courses							
AUT	110	Intro to Auto Technology	2	2	0	0	3
AUT	141	Suspension & Steering Sys.	2	3	0	0	3
AUT	141A	Suspension & Steering Lab	0	3	0	0	1
AUT	151	Brake Systems	2	3	0	0	3
AUT	151A	Brake Systems Lab	0	3	0	0	1
AUT	186	PC Skills for Auto Techs	2	2	0	0	3

Total Semester Credit Hours in Program..... 14

Biotechnology

Articulated Program with Asheville-Buncombe Technical Community College

This collaborative program is designed as a modified 1 + 1 program. The first year fall and spring semester courses are general education and related courses that will be taught at the students' home colleges. The Biotechnology (BTC) courses are scheduled for the first summer and the second year; these courses will be taught at the A-B Tech Enka Campus. Additional general education and related courses scheduled during the second year may be taught at the students' home colleges. A-B Tech will award the associate of applied science degree to students who successfully complete the curriculum requirements. Please note that BTC 181 is a prerequisite for all other BTC courses.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070 and/or MAT 080.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Freshman Seminar	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3		0	4
		Or					
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM	131	Intro to Chemistry Lab	0	3	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
MAT	161	College Algebra	3	0	0	0	3
MAT	161A	College Algebra Lab	0	2	0	0	1
		Total					(16)
Spring Semester							
BIO	112	General Biology II	3	3	0	0	4
CHM	132	Organic & Biochemistry	3	3	0	0	4
MAT	151	Statistics	3	0	0	0	3
MAT	151A	Statistics Lab	0	2	0	0	1
		Or					
MAT	155	Statistical Analysis	3	0	0	0	3
MAT	155A	Statistics Analysis Lab	0	2	0	0	1
		Humanities Elective	3	0	0	0	3
		Total					(15)
Summer Semester							
BIO	275	Microbiology	3	3	0	0	4
BTC	181	Basic Lab Techniques	3	3	0	0	4
		Social/Behavioral Sciences Elective	3	0	0	0	3
		Subtotal					(11)
Fall Semester							
BTC	285	Cell Culture	2	3	0	0	3
BTC	250	Molecular Genetics	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	0	3
BTC	282	Biotechnology Fermentation I	2	6	0	0	4
		Subtotal					(16)

Spring Semester

BTC	286	Immunological Techniques	3	3	0	0	4
BTC	270	Recombinant DNA Tech	3	3	0	0	4
BTC	283	Biotechnology Fermentation II	2	6	0	0	4
COM	231	Public Speaking	3	0	0	0	3
		Subtotal					(15)

Summer Semester

BTC	288	Biotech Lab Experience	0	6	0	0	2
		OR					
COE	213BT	Coop Work Experience	0	0	0	30	3
		Subtotal					(2-3)

Total Semester Credit Hours in Program..... 73-76

Business Administration

Associate in Applied Science Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision-making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ACC	120	Principles of Financial Accounting	3	2	0	0	4
BUS	110	Introduction to Business	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(15)
Spring Semester							
ACC	121	Principles of Managerial Accounting	3	2	0	0	4
BUS	137	Principles of Management	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Subtotal					(16)
Summer Semester							
BUS	240	Business Ethics	3	0	0	0	3
ENG	114	Prof. Research and Reporting	3	0	0	0	3
		Social/Behavioral Elective	3	0	0	0	3
		Subtotal					(9)
Fall Semester							
BUS	115	Business Law I	3	0	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1

ECO	252	Principles of Macroeconomics	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
		Major Course Elective**					3
		Subtotal					(13)

Spring Semester

ACC	140	Payroll Accounting	1	2	0	0	2
BUS	116	Business Law II	3	0	0	0	3
BUS	225	Business Finance	2	2	0	0	3
BUS	239	Business Applications Seminar	1	2	0	0	2
		Major Course Elective**					3
		Subtotal					(13)

**Major Course Elective hours (6) are to be selected from the following:

ACC	131	Federal Income Taxes	2	2	0	0	3
ACC	150	Acct Software Appl	1	2	0	0	2
BUS	125	Personal Finance	3	0	0	0	3
BUS	153	Human Resource Management	3	0	0	0	3
BUS	228	Business Statistics	2	2	0	0	3
BUS	261	Diversity in Management	3	0	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	124	Co-op Work Experience II	0	0	0	40	4
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	132	Co-op Work Experience III	0	0	0	20	2
COE	212	Co-op Work Experience IV	0	0	0	40	4
CTS	130	Spreadsheet	2	2	0	0	3
ECM	210	Introduction to E-Commerce	2	2	0	0	3
RLS	112	Broker Prelicensing	5	0	0	0	5

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 66

Basic Accounting Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACC	120	Principles of Financial Accounting	3	2	0	0	4
ACC	131	Federal Income Taxes	3	2	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
		Subtotal					(10)

Spring Semester

ACC	121	Principles of Managerial Accounting	3	2	0	0	4
ACC	140	Payroll Accounting	1	2	0	0	2
ACC	150	Acct Software Application	1	2	0	0	2
		Subtotal					(8)

Total Semester Credit Hours in Program..... 18

Business Administration

Concentration in Electronic Commerce

Associate in Applied Science Degree

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

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

Graduates from this program will have a sound business educational base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size business or industry.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
BUS	110	Introduction to Business	3	0	0	0	3	
CIS	110	Introduction to Computers	2	2	0	0	3	
WEB	110	Internet/Web Fundamentals	2	2	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1	
		Subtotal						(14)
Spring Semester								
CTS	135	Integrated Software Intro	2	4	0	0	4	
ENG	111	Expository Writing	3	0	0	0	3	
ECM	168	Electronic Business	2	2	0	0	3	
WEB	120	Introduction to Internet Multimedia	2	2	0	0	3	
WEB	140	Web Development Tools	2	2	0	0	3	
		Subtotal						(16)
Summer Semester								
ECM	210	Introduction to E-Commerce	2	2	0	0	3	
ENG	114	Prof. Research and Reporting	3	0	0	0	3	
		Humanities Elective	3	0	0	0	3	
		Social/Behavioral Science Elective	3	0	0	0	3	
		Subtotal						(12)

Fall Semester

ACC	120	Principles of Financial Accounting	3	2	0	0	4
BUS	115	Business Law I	3	0	0	0	3
ECM	220	E-Commerce Plan/Implementation	2	2	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
		Subtotal					(13)

Spring Semester

BUS	137	Principles of Management	3	0	0	0	3
COE	111	Co-op Work Experience	0	0	0	10	1
ECM	230	Capstone Project	1	6	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	0	3
		Major Course Elective **					3
		Subtotal					(13)

****Major Course Elective hours (3) are to be selected from the following:**

BUS	228	Business Statistics	2	2	0	0	3
BUS	240	Business Ethics	3	0	0	0	3
CTS	235	Integrated Software Adv	2	4	0	0	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
CSC	139	Visual BASIC Programming	2	3	0	0	3
TAT	110	Introduction to Travel and Tourism	3	0	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
WEB	210	Web Design	2	2	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program 68

Business Administration

Concentration in Marketing and Retailing

Associate in Applied Science Degree

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing. Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BUS	110	Introduction to Business	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
		Subtotal					(13)
Spring Semester							
ACC	120	Principles of Financial Accounting	3	2	0	0	4
ENG	114	Prof. Research and Reporting	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
MKT	123	Fundamentals of Selling	3	0	0	0	3
		Subtotal					(14)
Summer Semester							
MKT	122	Visual Merchandising	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Elective	3	0	0	0	3
		Major Course Elective**					3
		Subtotal					(12)
Fall Semester							
BUS	115	Business Law I	3	0	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	0	3
MKT	222	Credit Procedures	3	0	0	0	3
MKT	226	Retail Applications	3	0	0	0	3
		Subtotal					(15)

Spring Semester

ACC	150	Acct Software Application	1	2	0	0	2
COE	111	Co-op Work Experience	0	0	0	10	1
BUS	137	Principles of Management	3	0	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	0	3
MKT	223	Customer Service	3	0	0	0	3
MKT	225	Marketing Research	3	0	0	0	3
		Subtotal					(15)

****Major Course Elective (6) hours are to be selected from the following:**

BUS	153	Human Resource Management	3	0	0	0	3
BUS	228	Business Statistics	2	2	0	0	3
BUS	261	Diversity in Management	3	0	0	0	3
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	124	Co-op Work Experience II	0	0	0	40	4
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	132	Co-op Work Experience III	0	0	0	20	2
ECM	210	Introduction to E-Commerce	2	2	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 69

Business Administration Concentration in Marketing and Retailing Diploma Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BUS	115	Business Law I	3	0	0	0	3
BUS	137	Principles of Management	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
		Subtotal					(16)

Spring Semester

ACC	120	Principles of Financial Accounting	3	2	0	0	4
ECO	251	Principles of Microeconomics	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1

MKT	225	Marketing Research	3	0	0	0	3
		Subtotal					(14)

Summer Semester

MKT	122	Visual Merchandising	3	0	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	0	3
MKT	226	Retail Applications	3	0	0	0	3
		Subtotal					(9)

Total Semester Credit Hours in Program..... 39

Central Sterile Processing Diploma Program Offered in the Day

This curriculum prepares individuals to function in the central service profession with the scientific principles that underlie their daily work.

Students will develop the skills necessary to properly disinfect, prepare, process, store, and issue both sterile and non-sterile medical/surgical supplies and equipment for patient care. In addition, students will learn to operate sterilizing units and monitor effectiveness of sterilization.

Graduates of the program will be eligible to take the National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel Examination. Employment opportunities include inpatient or outpatient surgery centers, dialysis units or facilities, and central processing units in hospital.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include BIO 090, ENG 080, RED 080, ENG 090, MAT 060, MAT 070, and/or RED 090 .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	163	Basic Anatomy/Physiology	4	2	0	0	5
ENG	111	Expository Writing	3	0	0	0	3
SUR	110	Introduction to Surgical Tech	3	0	0	0	3
SUR	111	Periop Patient Care	5	6	0	0	7
		Subtotal					(19)
Spring Semester							
BIO	175	General Microbiology	2	2	0	0	3
STP	101	STP Clinical I	0	0	21	0	7
SUR	122	Surgical Procedures I	5	3	0	0	6
		Subtotal					(16)
Summer Semester							
PSY	135	Group Processes	3	0	0	0	3
STP	102	STP Clinical II	0	0	12	0	4
STP	103	Prof Success Prep	1	0	0	0	1
SUR	134	Surgical Procedures II	5	0	0	0	5
		Subtotal					(13)
Total Semester Credit Hours in Program.....							48

Community Spanish Interpreter

Associate in Applied Science Degree Program

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, MAT 070. Prerequisites for SPI 114 (Analytical Skills for Spanish Interpreting) are SPA 111, SPA 181, SPA 182, and SPA 112 with a grade of "C" or better and ENG 111 and ENG 114 with a grade of "C" or better.

			Class	Lab	Clinic	Work	Credit	Exp.
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
ENG	111	Expository Writing	3	0	0	0	3	
SPA	111	Elementary Spanish I	3	0	0	0	3	
SPA	181	Spanish I Lab	0	2	0	0	1	
SPI	113	Introduction to Spanish Interpreting	3	0	0	0	3	
		Humanities Elective	3	0	0	0	3	
		Subtotal						(17)
Spring Semester								
ENG	114	Professional Research and Reporting	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT	140A	Survey of Mathematics Lab	0	2	0	0	1	
SPA	112	Elementary Spanish II	3	0	0	0	3	
SPA	141	Culture and Civilization	3	0	0	0	3	
SPA*	182	Spanish Lab II	0	2	0	0	1	
		Subtotal						(14)
Summer Semester								
SPA	211	Intermediate Spanish I	3	0	0	0	3	
SPA	281	Spanish Lab 3	0	2	0	0	1	
SPI	213	Review of Grammar	3	0	0	0	3	
		Major Course Elective					3	
		Subtotal						(10)

Fall Semester

SPA	120	Spanish for the Workplace	3	0	0	0	3
SPA	161	Cultural Immersion	2	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	0	3
SPA	282	Spanish Lab 4	0	2	0	0	1
SPI	114	Analytical Skills for Spanish Int.	3	0	0	0	3
SPI	214	Introduction to Translation	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(16)

Spring Semester

COE	111	Co-op Work Experience I	0	0	0	10	1
COE	115	Co-op Work Experience Seminar I	1	0	0	0	1
SPA	215	Spanish Phonetics/Structure	3	0	0	0	3
SPA	221	Spanish Conversation	3	0	0	0	3
SPA	231	Reading and Composition	3	0	0	0	3
		Major course Elective**					3
		Subtotal					(17)

****Major Course Elective hours are to be selected from the following:**

BUS	110	Introduction to Business	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
BUS	153	Human Resource Management	3	0	0	0	3
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
EDU	216	Foundations of Education	3	2	0	0	4
EDU	131	Children, Family, and Community	3	0	0	0	3
PSY	244	Child Development I	3	0	0	0	3
PSY	245	Child Development II	3	0	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 74

Computer Information Technology

Associate in Applied Science Degree Program

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	Exp.
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
CIS	115	Intro to Programming and Logic	2	2	0	0	3	
ENG	111	Expository Writing	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1	
		Subtotal						(14)
Spring Semester								
CSC	139	Visual Basic Programming	2	3	0	0	3	
DBA	110	Database Concepts	2	3	0	0	3	
ENG	114	Prof Research and Reporting	3	0	0	0	3	
NOS	110	Operating Systems Concepts	2	3	0	0	3	
		Social/Behavioral Sciences Elective					3	
		Subtotal						(15)
Summer Semester								
NOS	130	Windows Single User	2	2	0	0	3	
SEC	110	Security Concepts	3	0	0	0	3	
		Major Course Elective**					3	
		Subtotal						(9)

Fall Semester

BUS	110	Introduction to Business	3	0	0	0	3
CTS	135	Integrated Software Intro	3	4	0	0	4
CTS	285	Systems Analysis and Design	3	0	0	0	3
NET	125	Networking Basics	1	4	0	0	3
		Humanities/Fine Arts Elective					3
		Subtotal					(16)

Spring Semester

CTS	120	Hardware/Software Support	2	3	0	0	3
CTS	235	Integrated Software Adv	2	4	0	0	4
CTS	289	System Support Project	1	4	0	0	3
NOS	230	Windows Administration I	2	2	0	0	3
		Subtotal					(13)

****Major Course Elective hours (3) are to be selected from the following:**

ACC	120	Principles of Financial Accounting	3	2	0	0	4
BUS	153	Human Resource Management	3	0	0	0	3
BUS	240	Business Ethics	3	0	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
CSC	134	C++ Programming	2	3	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3
CSC	153	C# Programming	2	3	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3
WEB	250	Database Driven Websites	2	2	0	0	3

Total Semester Credit Hours in Program 67

Computer Information Technology Diploma Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Intro to Programming and Logic	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
NET	125	Networking Basics	1	4	0	0	3
		Subtotal					(17)

Spring Semester

CSC	139	Visual Basic Programming	2	3	0	0	3
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CTS	120	Hardware/Software Support	2	3	0	0	3
CTS	135	Integrated Software Intro	2	4	0	0	4
DBA	110	Database Concepts	2	3	0	0	3
NOS	110	Operating Systems Concepts	2	3	0	0	3
		Subtotal					(16)

Summer Semester

COE	111	Co-op Work Experience I	0	0	0	10	1
CTS	235	Adv. Integrated Software	2	4	0	0	4
NOS	130	Windows Single User	2	2	0	0	3
SEC	110	Security Concepts	3	0	0	0	3
		Subtotal					(11)

Total Semester Credit Hours in Program 43

Computer Information Technology Certificate Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

Fall Semester

CIS	110	Introduction to Computers	2	2	0	0	3
NET	125	Networking Basics	1	4	0	0	3
CIS	115	Intro to Prog & Logic	2	3	0	0	3
		OR					
NOS	110	Operating Systems Concepts	2	3	0	0	3
		Subtotal					(9)

Spring Semester

CTS	120	Hardware/Software Support	2	3	0	0	3
CTS	135	Integrated Software Intro	3	4	0	0	4
COE	111	Co-op Work Experience I	0	0	0	10	1
		Subtotal					(8)

Total Semester Credit Hours in Program 17

Computer Programming

Associate in Applied Science Degree Program

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

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

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BUS	110	Introduction to Business	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Introduction to Programming & Logic	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(17)
Spring Semester							
CSC	134	C++ Programming	2	3	0	0	3
CSC	139	Visual BASIC Programming	2	3	0	0	3
DBA	110	Database Concepts	2	3	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3
		Social/Behavioral Science					3
		Subtotal					(15)
Summer Semester							
CSC	234	Advanced C++ Programming	2	3	0	0	3
NOS	130	Windows Single User	2	2	0	0	3
SEC	110	Security Concepts	3	0	0	0	3
		Subtotal					(9)

Fall Semester

CSC	151	JAVA Programming	2	3	0	0	3
CTS	285	Systems Analysis and Design	3	0	0	0	3
ENG	114	Prof. Research and Reporting	3	0	0	0	3
NET	125	Networking Basics	1	4	0	0	3
		Subtotal					(12)

Spring Semester

COE	111	Co-op Work Experience I	0	0	0	10	1
CSC	251	Adv JAVA Programming	2	3	0	0	3
CSC	289	Programming Capstone Project	1	4	0	0	3
		Humanities/Fine Arts					3
		Major Course Elective**					3
		Subtotal					(13)

****Major Course Elective hours (3) are to be selected from the following:**

BUS	228	Business Statistics	2	2	0	0	3
BUS	240	Business Ethics	3	0	0	0	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	132	Co-op Work Experience III	0	0	0	20	2
COE	211	Co-op Work Experience IV	0	0	0	10	1
CSC	135	COBOL Programming	2	3	0	0	3
CSC	153	C# Programming	2	3	0	0	3
CSC	239	Advanced Visual BASIC	2	3	0	0	3
MAT	175	Pre-calculus	4	0	0	0	4
MAT	175A	Pre-calculus Lab	0	2	0	0	1
NOS	120	Linux/UNIX Single User	2	2	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
WEB	120	Intro to Internet Multimedia	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3
WEB	182	PHP Programming	2	2	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 66

Computer Programming Diploma Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
CIS	115	Introduction to Programming & Logic	2	2	0	0	3	
NET	125	Networking Basics	1	4	0	0	3	
CSC	151	Java Programming	2	3	0	0	3	
		Subtotal						(13)
Spring Semester								
CSC	134	C++ Programming	2	3	0	0	3	
CSC	139	Visual BASIC Programming	2	3	0	0	3	
DBA	110	Database Concepts	2	3	0	0	3	
NOS	110	Operating System Concepts	2	3	0	0	3	
WEB	115	Web Markup and Scripting	2	2	0	0	3	
		Subtotal						(15)
Summer Semester								
ENG	111	Expository Writing	3	0	0	0	3	
SEC	110	Security Concepts	3	0	0	0	3	
WEB	215	Adv Markup and Scripting	2	2	0	0	3	
		Subtotal						(9)
Total Semester Credit Hours in Program.....								37

Computer Programming Certificate Program

Developmental courses for this program may include ENG 080, RED 080, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
CIS	110	Introduction to Computers	2	2	0	0	3	
CIS	115	Introduction to Programming & Logic	2	2	0	0	3	
CSC	151	JAVA Programming	2	3	0	0	3	
		Subtotal						(9)
Spring Semester								
CSC	134	C++ Programming	2	3	0	0	3	
CSC	139	Visual BASIC Programming	2	3	0	0	3	
CSC	251	Adv Java Programming	2	3	0	0	3	
		Subtotal						(9)
Total Semester Credit Hours in Program.....								18

Cosmetology

Associate in Applied Science Degree Program

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
COS	111	Cosmetology Concepts I	4	2	0	0	4
COS	112	Salon I	0	24	0	0	8
		Subtotal					(12)
Spring Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
COS	113	Cosmetology Concepts II	4	0	0	0	4
COS	114	Salon II	0	24	0	0	8
ENG	111	Expository Writing	3	0	0	0	3
		Subtotal					(16)
Summer Semester							
COS	115	Cosmetology Concepts III	4	0	0	0	4
COS	116	Salon III	0	12	0	0	4
COS	250	Computerized Salon Operations	1	2	0	0	1
ENG	114	Professional Research and Reporting	3	0	0	0	3
		Subtotal					(12)
Fall Semester							
COS	117	Cosmetology Concepts IV	2	0	0	0	2
COS	118	Salon IV	0	21	0	0	7
COS	240	Contemporary Design	1	3	0	0	2
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(15)

Spring Semester

BUS	280	REAL Small Business	4	0	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Major Course Elective**	3	0	0	0	3
		Subtotal					(16)

****Major Course Elective (3) hours are to be selected from the following:**

BUS	153	Human Resource Management	3	0	0	0	3
BUS	270	Professional Development	3	0	0	0	3
COS	121	Manicure/Nail Technology I	3	0	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 71

Cosmetology Diploma Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, and MAT 060.

Fall Semester

COS	111	Cosmetology Concepts I	4	0	0	0	4
COS	112	Salon I	0	24	0	0	8
		Subtotal					(12)

Spring Semester

ACA	115	Success and Study Skills	0	2	0	0	1
COS	113	Cosmetology Concepts II	4	0	0	0	4
COS	114	Salon II	0	24	0	0	8
ENG	111	Expository Writing	3	0	0	0	3
		Subtotal					(16)

Summer Semester

COS	115	Cosmetology Concepts III	4	0	0	0	4
COS	116	Salon III	0	12	0	0	4
		Subtotal					(8)

Fall Semester

COS	117	Cosmetology Concepts IV	2	0	0	0	2
COS	118	Salon IV	0	21	0	0	7
ENG	114	Professional Research and Reporting	3	0	0	0	3
		Subtotal					(12)

Total Semester Credit Hours in Program..... 48

Cosmetology Certificate Program

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

Fall Semester

COS	111	Cosmetology Concepts I	4	0	0	0	4
COS	112	Salon I	0	24	0	0	8
		Subtotal					(12)

Spring Semester

COS	113	Cosmetology Concepts II	4	0	0	0	4
COS	114	Salon II	0	24	0	0	8
		Subtotal					(12)

Summer Semester

COS	115	Cosmetology Concepts III	4	0	0	0	4
COS	116	Salon III	0	12	0	0	4
COS	240	Contemporary Design	1	3	0	0	2
		Subtotal					(10)

Total Semester Credit Hours in Program..... 34

Cosmetology Instructor Certificate Program

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
COS	271	Instructor Concepts I	5	0	0	0	5
COS	272	Instructor Practicum I	0	0	21	0	7
		Subtotal					(12)
Spring Semester							
COS	273	Instructor Concepts II	5	0	0	0	5
COS	274	Instructor Practicum II	0	0	21	0	7
		Subtotal					(12)

Total Semester Credit Hours in Program..... 24

Criminal Justice Technology

Associate in Applied Science Degree Program

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit Exp.
Fall Semester							
ACA	115	Success and Study Skill	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	0	3
CJC	231	Constitutional Law	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Subtotal					(13)
Spring Semester							
CJC	112	Criminology	3	0	0	0	3
CJC	113	Juvenile Justice	3	0	0	0	3
CJC	131	Criminal Law	3	0	0	0	3
ENG	114	Prof. Research and Reporting	3	0	0	0	3
POL	130	State and Local Government	3	0	0	0	3
		Subtotal					(15)
Summer Semester							
PSY	150	General Psychology	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(9)
Fall Semester							
CJC	151	Introduction to Loss Prevention	3	0	0	0	3
CJC	120	Interviews/Interrogations	1	2	0	0	2

CJC	132	Court Procedure & Evidence	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	0	1
		Major Course Elective***					3
		Subtotal					(15)

Spring Semester

CJC	212	Ethics & Community Relations	3	0	0	0	3
CJC	215	Organization & Administration	3	0	0	0	3
CJC	221	Investigative Principles	3	2	0	0	4
COM	231	Public Speaking	3	0	0	0	3
		Major Course Elective***					3
		Subtotal					(16)

*****Major Course Elective hours (6) are to be selected from the following:**

CJC	121	Law Enforcement Operations	3	0	0	0	3
CJC	122	Community Policing	3	0	0	0	3
CJC	141	Corrections	3	0	0	0	3
CJC	170	Critical Incident Management for Public Safety	3	0	0	0	3
CJC	213	Substance Abuse	3	0	0	0	3
CJC	244	Footwear and Tire Imprints	2	3	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	124	Co-op Work Experience II	0	0	0	40	3
PYS	237	Social Psychology	3	0	0	0	3

Total Semester Credit Hours in Program..... 68

Dental Hygiene

Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in this program. To qualify for transfer, the student must earn a 2.5 cumulative grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school or college algebra and biology. A unit of high school chemistry is required. Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070 and/or MAT 080 .

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Courses							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
BIO	175	General Microbiology	2	2	0	0	3
CHM	132	Organic and Biochemistry	3	3	0	0	4
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	151	Statistics I	3	0	0	0	3
MAT	151A	Statistics Lab I	0	2	0	0	1
PSY	150	General Psychology	3	0	0	0	3
(May be taken at Blue Ridge Community College or Greenville)							
CIS	110	Introduction to Computers	2	2	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3

(Head and neck anatomy course should be taken at Greenville Technical College)

Total Semester Credit Hours to be taken at BRCC..... 29 - 35

Early Childhood Associate

Associate in Applied Science Degree Program

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood 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 parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
EDU	119	Early Childhood Education	4	0	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
EDU	144	Child Development I	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Subtotal					(14)
Spring Semester							
EDU	131	Children, Family, and Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
EDU	151	Creative Activities	3	0	0	0	3
ENG	114	Prof. Research and Reporting	3	0	0	0	3
		Major Course Elective**	3	0	0	0	3
		Subtotal					(15)
Summer Semester							
EDU	221	Children with Exceptionalities	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(9)
Fall Semester							
COE	111	Co-op Work Experience I	0	0	0	10	1
EDU	126	Early Childhood Seminar I	2	0	0	0	2
EDU	146	Child Guidance	3	0	0	0	3

EDU	153	Health, Safety, Nutrition	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(13)

Spring Semester

COE	121	Co-op Work Experience II	0	0	0	10	1
EDU	226	Early Childhood Seminar II	3	0	0	0	3
EDU	271	Educational Technology	2	2	0	0	3
EDU	280	Literacy & Literature Experiences	3	0	0	0	3
		Major Course Elective**	3	0	0	0	3
		Major Course Elective**	3	0	0	0	3
		Subtotal					(15)

Major Course Elective hours (9) are to be selected from the following.

BUS	110	Introduction to Business	3	0	0	0	3
BUS	153	Human Resource Management	3	0	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4
EDU	186	Reading & Writing Methods	3	0	0	0	3
EDU	216	Foundations of Education	3	2	0	0	4
EDU	234	Infants, Toddlers and Twos	3	0	0	0	3
EDU	235	School Age Programs	2	0	0	0	2
EDU	261	Early Childhood Administration I	3	0	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	0	3
EDU	275	Effective Teacher Training	2	0	0	0	2

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program 66

Early Childhood Certificate Program

The Early Childhood Certificate is a concentration under the Early Childhood Associate. The certificate prepares individuals to work with children birth through middle childhood (age eight) in diverse learning environments. Course work includes child growth and development, physical/nutritional needs of young children, physical/motor skills, social/emotional, and creative development.

Certificate graduates are prepared to plan and implement developmentally appropriate programs for infants and children through age eight. Employment opportunities include childcare programs, preschools, public and private schools. Head Start programs, developmental day programs, and school-age programs.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

			Class	Lab	Clinic	Work	Credit
						Exp.	
EDU	119	Early Childhood Education	4	0	0	0	4
EDU	146	Child Guidance	3	0	0	0	3
EDU	153	Health, Safety, Nutrition	3	0	0	0	3
		Subtotal					(10)

Spring Semester

EDU 151	Exploration Activities	3	0	0	0	3
EDU 131	Child, Family and Community	3	0	0	0	3
	Subtotal					(6)

Total Semester Credit Hours in Program..... 16

Early Childhood - Infant and Toddler Certificate Program

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 young children under the supervision of qualified teachers.

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 parents 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.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

Fall Semester

EDU 119	Introduction Early Childhood Education	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	0	3
	Subtotal					(10)

Spring Semester

EDU 234	Infant and Toddler Development and Programs	3	0	0	0	3
EDU 131	Children, Family, and Community	3	0	0	0	3
	Subtotal					(6)

Total Semester Credit Hours in Program..... 16

Early Childhood Associate - School Age Certificate Program

The School Age Certificate is a concentration under the curriculum of Early Childhood Associate. This certificate prepares individuals to work with children from preschool to middle childhood in diverse learning environments. Course work includes child growth and development, physical and nutritional needs of children, care and guidance of children and communication strategies with parents, students and other educational professionals.

Certificate graduates are prepared to plan and implement developmentally appropriate programs in early childhood and a variety of out of school care settings. Graduates will be prepared to foster the cognitive/language, physical/motor, social/emotional and creative

development of the children they teach.

Employment opportunities include child development and child care programs, preschools, public and private school age care programs, summer camps, recreation centers, Head Start programs and school-age programs.

**Individuals completing this certificate with a C average or better will be eligible to apply for the North Carolina Division of Child Development School-Age Care Credential. **

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
EDU	118	Teacher Associate Principles and Practice	3	0	0	0	3	
EDU	119	Early Childhood Education	4	0	0	0	4	
EDU	275	Effective Teacher Training	2	0	0	0	2	
		Subtotal						(9)
Spring Semester								
EDU	145	Child Development II	3	0	0	0	3	
EDU	235	School Age Development and Programs	2	0	0	0	2	
		Subtotal						(5)
Total Semester Credit Hours in Program.....								14

Early Childhood - Administration Certificate Program

The Early Childhood Administration Certificate program prepares graduates for positions in child care settings. Successful completers of all courses in the program will receive the College's Early Childhood Certificate. All courses taken for the certificate can be transferred into the two-year Associate of Applied Science degree.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
EDU	119	Introduction to Early Childhood Education	4	0	0	0	4	
EDU	261	Early Childhood Administration I	3	0	0	0	3	
		Subtotal						(7)
Spring Semester								
BUS	153	Human Resource Management	3	0	0	0	3	
EDU	262	Early Childhood Administration II	3	0	0	0	3	
BUS	280	REAL Small Business	4	0	0	0	4	
		Subtotal						(10)
Total Semester Credit Hours in Program.....								17

Early Childhood Associate Concentration in Special Education Associate in Applied Science Degree Program

Special Education is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood 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 childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
CIS	110	Introduction to Computers	2	2	0	0	3
EDU	119	Intro to Early Childhood Education	4	0	0	0	4
EDU	144	Child Development I	3	0	0	0	3
EDU	146	Child Guidance	3	0	0	0	3
EDU	147	Behavior Disorders	3	0	0	0	3
		Subtotal					(16)
Spring Semester							
EDU	131	Children, Family, and Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
EDU	148	Learning Disabilities	4	2	0	0	5
EDU	151	Creative Activities	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(18)
Summer Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(10)

Fall Semester

COE	111	Co-op Work Experience I	0	0	0	10	1
EDU	126	Early Childhood Seminar I	2	0	0	0	2
EDU	153	Health, Safety, Nutrition	3	0	0	0	3
EDU	247	Physical Disabilities	3	0	0	0	3
ENG	114	Prof. Research and Reporting	3	0	0	0	3
		Humanities Elective					3
		Subtotal					(15)

Spring Semester

COE	121	Co-op Work Experience II	0	0	0	10	1
EDU	226	Early Childhood Seminar II	2	0	0	0	2
EDU	248	Mental Retardation	2	2	0	0	3
EDU	259	Curriculum Planning	3	0	0	0	3
EDU	271	Educational Technology	2	2	0	0	3
EDU	280	Language & Literacy Exp	3	0	0	0	3
		Subtotal					(15)

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program 74

Early Childhood Associate - Special Education Certificate Program

The Special Education Certificate is a concentration under the curriculum of Early Childhood Associate. This certificate prepares individuals to work with special needs children from birth through grade three in a diverse family or learning environment. The focus is on developmentally appropriate inclusion practices for all children.

Course work includes child growth and development, foundations in early education, child guidance, and inclusion of children with differing physical, social, emotional and academic needs.

Certificate graduates are prepared to plan, implement, and/or assist in implementing developmentally appropriate strategies to enhance development and learning for all children. Employment opportunities include childcare programs, preschools, public and private schools, Head Start programs, developmental day programs, and school-age programs.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

EDU 119 must be completed prior to starting this certificate. It is a prerequisite for EDU 259.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
EDU	144	Child Development I	3	0	0	0	3
EDU	146	Child Guidance	3	0	0	0	3
		Subtotal					(6)

Spring Semester

EDU 145	Child Development II	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
	Subtotal					(6)

Summer Semester

EDU 221	Children with Exceptionalities	3	0	0	0	3
	Subtotal					(3)

Total Semester Credit Hours in Program..... 15

Early Childhood Associate Concentration Teacher Associate Associate in Applied Science Degree Program

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood 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 parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
EDU	118	Teacher Assoc. Prin. & Practices	3	0	0	0	3
EDU	119	Introduction to Early Childhood Education	3	2	0	0	4
EDU	144	Child Development I	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Subtotal					(17)
Spring Semester							
EDU	131	Children, Family, and Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
EDU	151	Creative Activities	3	0	0	0	3
ENG	114	Prof Research and Reporting	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(16)
Summer Semester							
EDU	221	Children with Exceptionalities	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3

Humanities Elective	3	0	0	0	3
Subtotal					(9)

Fall Semester

COE 111	Co-op Work Experience I	0	0	0	10	1
EDU 126	Early Childhood Seminar I	1	0	0	0	2
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	0	3
EDU 186	Reading & Writing Methods	3	0	0	0	3
EDU 275	Effective Teacher Training	2	0	0	0	2
	Subtotal					(14)

Spring Semester

COE 121	Co-op Work Experience II	0	0	0	10	1
EDU 226	Early Childhood Seminar II	2	0	0	0	2
EDU 235	School Age Development and Program	2	0	0	0	2
EDU 271	Educational Technology	2	2	0	0	3
EDU 280	Literacy & Literature Experiences	3	0	0	0	3
EDU 285	Internship Experience-School Age	1	0	0	0	1
	Subtotal					(12)

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 68

Electrical/Electronics Technology Diploma Program Offered in the Day

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work	Credit Exp.
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BPR	130	Blueprint Reading/Construction	1	2	0	0	2
ELC	112	DC/AC Electricity	3	6	0	0	5
ELC	113	Basic Wiring I	2	6	0	0	4
MAT	101	Applied Mathematics I	2	2	0	0	3
		Subtotal					(15)
Spring Semester							
BUS	280	REAL Small Business	4	0	0	0	4
ELC	114	Basic Wiring II	2	6	0	0	4
ELC	117	Motors and Controls	2	6	0	0	4
ELC	118	National Electric Code	1	2	0	0	2
ELC	125	Diagrams and Schematics	1	2	0	0	2
ENG	102	Applied Communication II	3	0	0	0	3
		Subtotal					(19)
Summer Semester							
ELC	115	Industrial Wiring	2	6	0	0	4
ELC	119	NEC Calculations	1	2	0	0	2
ELC	128	Introduction to PLC	2	3	0	0	3
		Subtotal					(9)
Total Semester Credit Hours in Program.....							43

Electrical/Electronics Technology - Basic Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
BPR	130	Blueprint Reading/Construction	1	2	0	0	2
ELC	112	DC/AC Electricity	3	6	0	0	5
ELC	113	Basic Wiring I	2	6	0	0	4
ELC	118	National Electric Code	1	2	0	0	2

Total Semester Credit Hours in Program..... 13

Electrical/Electronics Technology – Electrical Construction Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

An Electrical/Electronics Technology - Basic Certificate is required for enrollment in the Electrical/Electronics Technology - Electrical Construction Certificate Program.

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
ELC	114	Basic Wiring II	2	6	0	0	4
ELC	117	Motors and Controls	2	6	0	0	4
ELC	119	NEC Calculations	1	2	0	0	2
ELC	125	Diagrams and Schematics	1	2	0	0	2

Total Semester Credit Hours in Program..... 12

Electrical/Electronics Technology - Industrial Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

An Electrical/Electronics Technology - Basic Certificate is required for enrollment in the Electrical/Electronics Technology - Industrial Certificate Program.

			Class	Lab	Clinic	Work	Credit Exp.
Required Major Courses							
ELC	115	Industrial Wiring	2	6	0	0	4
ELC	117	Motors and Controls	2	6	0	0	4
ELC	125	Diagrams and Schematics	1	2	0	0	2
ELC	128	Introduction to PLC	2	3	0	0	3
Total Semester Credit Hours in Program.....							13

Electronics Engineering Technology

Associate in Applied Science Degree Program

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communications systems, and power electronics systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, MAT 070, and/or MAT 080. .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
EGR	131	Intro Electronics Tech	1	2	0	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	0	1
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		and					
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
		Subtotal					(15-16)
Spring Semester							
DFT	151	CAD I	2	3	0	0	3
ELC	117	Motors and Controls	2	6	0	0	4
ELC	127	Software for Technicians	1	3	0	0	2
ELN	131	Semiconductor Applications	3	3	0	0	4
		Either					
MAT	122	Algebra and Trigonometry II	2	2	0	0	3
		Or					
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
		and					
MAT	172A	Pre-Calculus Trigonometry Lab	0	2	0	0	1
		Subtotal					(16-17)

Summer Semester

ELC	128	Introduction to PLC	2	3	0	0	3
ELN	229	Industrial Electronics	3	3	0	0	4
		Humanities Elective	3	0	0	0	3
		Subtotal					(10)

Fall Semester

ENG	111	Expository Writing	1	2	0	0	3
ELN	132	Linear IC Applications	3	3	0	0	4
ELN	133	Digital Electronics	3	3	0	0	4
		Either					
PHY	131	Physics - Mechanics	3	2	0	0	4
		Or					
PHY	151	College Physics I	3	2	0	0	4
		Subtotal					(15)

Spring Semester

ENG	114	Prof Research and Reporting	3	0	0	0	3
ELN	232	Intro Microprocessors	3	3	0	0	4
		Social/Behavioral Science Elective	3	0	0	0	3
		Major Course Elective**					5
		Subtotal					(15)

****Major Course Elective hours (5) are to be selected from the following:**

CIS	115	Introduction to Prog/Logic	3	3	0	0	4
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1
EGR	285	Design Project	0	4	0	0	2
ELN	234	Communication Systems	3	3	0	0	4
ELN	275	Troubleshooting	1	2	0	0	2
HYD	110	Hydraulics/Pneumatics	2	3	0	0	3
ISC	112	Industrial Safety	2	0	0	0	2
MEC	111	Machine Processes I	1	4	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Number of Hours in Program 71-73

Electronics Engineering Technology - Basic Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Major Courses							
EGR	131	Intro Electronic Tech	1	2	0	0	2
ELC	127	Software for Technicians	1	3	0	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	0	1
ELN	131	Semiconductor Applications	3	3	0	0	4
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		and					
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
Total Semester Credit Hours in Program.....							17 - 18

Electronics Engineering Technology - Advanced Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

An Electronics Engineering Technology - Basic Certificate is required for enrollment in the Electronics Engineering - Advanced Certificate program.

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
ELN	132	Linear IC Applications	3	3	0	0	4
ELN	133	Digital Electronics	3	3	0	0	4
ELN	232	Intro Microprocessors	3	3	0	0	4
ELN	275	Troubleshooting	1	2	0	0	2
Total Semester Credit Hours in Program.....							14

Electronics Engineering Technology - Industrial Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

An Electronics Engineering Technology - Basic Certificate is required for enrollment in the Electronics Engineering Technology - Industrial Certificate program.

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
ELC	117	Motors and Controls	2	6	0	0	4
ELC	128	Introduction to PLC	2	3	0	0	3
ELN	229	Industrial Electronics	3	3	0	0	4
ISC	112	Industrial Safety	2	0	0	0	2
Total Semester Credit Hours in Program.....							13

Environmental Science Technology

Associate in Applied Science Degree Program

Offered in the Day

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	140	Environmental Biology	3	0	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	0	1
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
	Either						
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
	Or						
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
		Subtotal					(15-16)
Spring Semester							
ENG	114	Professional Research/Reporting	3	0	0	0	3
CHM	132	Organic/Biochemistry	3	3	0	0	4
BIO	111	General Biology	3	3	0	0	4
PHS	130	Earth Science	3	2	0	0	4
		Subtotal					(15)
Summer Semester							
CIS	110	Introduction to Computers	2	2	0	0	3
BIO	175	General Microbiology	2	2	0	0	3

		Major Course Elective**						7
		Subtotal						(13)
Fall Semester								
BIO	176	Adv General Microbiology	1	2	0	0	0	2
BIO	240	Management of Waste	3	0	0	0	0	3
EHS	114	OSHA Regulations	4	0	0	0	0	4
ENV	218	Environmental Health	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Subtotal						(15)
Spring Semester								
ENV	214	Water Quality	3	2	0	0	0	4
ENV	222	Air Quality	3	2	0	0	0	4
ENV	226	Environmental Law	3	0	0	0	0	3
ENV	228	Environmental Issues	1	0	0	0	0	1
		Social /Behavioral Science Elective	3	0	0	0	0	3
		Subtotal						(15)

****Major Course Electives (7) are to be selected from the following:**

BIO	112	General Biology II	3	3	0	0	0	4
BIO	120	Introductory to Botany	3	3	0	0	0	4
BIO	130	Introductory to Zoology	3	3	0	0	0	4
BIO	145	Ecology	3	3	0	0	0	4
COE	111	Co-op Work Experience I	0	0	0	10	0	1
COE	112	Co-op Work Experience I	0	0	0	20	0	2
COE	113	Co-op Work Experience I	0	0	0	30	0	3
EHS	215	Incident Management	3	2	0	0	0	4
GIS	111	Introduction to GIS	2	2	0	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 73-74

Environmental Science Technology

Diploma Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, CHM 092, MAT 060, MAT 070, and/or MAT 080.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	0	1
BIO	140	Environmental Biology	3	0	0	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	0	0	1
CHM	131	Introduction to Chemistry	3	0	0	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	0	0	1
EHS	114	OSHA Regulations	4	0	0	0	0	4

		Either						
MAT	121	Algebra and Trigonometry I	2	2	0	0	3	
		Or						
MAT	171	Pre-Calculus Algebra	3	0	0	0	3	
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1	
		Subtotal					(15-16)	

Spring Semester

BIO	111	General Biology	3	3	0	0	4	
ENG	111	Expository Writing	3	0	0	0	3	
ENV	214	Water Quality	3	2	0	0	4	
PHS	130	Earth Science	3	2	0	0	4	
		Subtotal					(15)	

Summer Semester

CIS	110	Introduction to Computers	2	2	0	0	3	
		Major Course Electives**					8	
		Subtotal					(11)	

****Major Course Electives (8) are to be selected from the following:**

BIO	112	General Biology II	3	3	0	0	4	
BIO	120	Introductory Botany	3	3	0	0	4	
BIO	130	Introductory Zoology	3	3	0	0	4	
BIO	145	Ecology	3	3	0	0	4	
BIO	175	General Microbiology	2	2	0	0	3	
BIO	176	Advanced General Microbiology	2	2	0	0	3	
BIO	240	Management of Waste	3	0	0	0	3	
COE	111	Co-op Work Experience I	0	0	0	10	1	
COE	112	Co-op Work Experience I	0	0	0	20	2	
COE	113	Co-op Work Experience I	0	0	0	30	3	
EHS	215	Incident Management	3	2	0	0	4	
ENV	218	Environmental Health	3	0	0	0	3	
ENV	222	Air Quality	3	2	0	0	4	
ENV	226	Environmental Law	3	0	0	0	3	

Total Semester Credit Hours in Program..... 41-42

**Environmental Science Technology
Certificate Program
Offered in the Day**

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Required Courses								
BIO	140	Environmental Biology	3	0	0	0	3	
BIO	140A	Environmental Biology Lab	0	3	0	0	1	
EHS	114	OSHA Regulations	4	0	0	0	4	
BIO	240	Management of Waste	3	0	0	0	3	
EHS	215	Incident Management	3	2	0	0	4	
ENV	226	Environmental Law	3	0	0	0	3	

Total Semester Credit Hours in Program..... 18

Esthetics Technology Certificate Program

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
COS	119	Esthetics Concepts I	2	0	0	0	2
COS	120	Esthetics Salon I	0	18	0	0	6
		Subtotal					(9)

Spring Semester

COS	125	Esthetics Concepts II	2	0	0	0	2
COS	126	Esthetics Salon II	0	18	0	0	6
		Subtotal					(8)

Total Semester Credit Hours in Program..... 17

Esthetics Instructor Certificate Program

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology. Course work includes all phases of esthetics theory laboratory instruction. Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
COS	253	Esthetics Instructor Concepts I	6	15	0	0	11
		Subtotal					(11)

Spring Semester

COS	254	Esthetics Instructor Concepts II	6	15	0	0	11
		Subtotal					(11)

Total Semester Credit Hours in Program..... 22

General Education

Associate in General Education

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

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

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

This program is designed for students who wish to complete two years of college and are not planning to transfer to four-year institutions. Many of the courses may, however, transfer depending on the senior institution and the degree major on a course-by-course basis.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070, and/or MAT 080. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required General Education Courses							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		OR					
ENG	114	Professional Research/Reporting	3	0	0	0	3
		Subtotal					(6)

Humanities/Fine Arts

(Select 3 semester credit hours from the following)

ART	111	Art Appreciation	3	0	0	0	3
DRA	111	Theater Appreciation	3	0	0	0	3
ENG	231	American Literature I	3	0	0	0	3
ENG	232	American Literature II	3	0	0	0	3
ENG	233	Major American Writers	3	0	0	0	3
ENG	241	British Literature I	3	0	0	0	3
ENG	242	British Literature II	3	0	0	0	3
FRE	111	Elementary French I	3	0	0	0	3
FRE	181	French Lab I	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE	182	French Lab II	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER	181	German Lab I	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER	182	German Lab II	0	2	0	0	1

PHI	210	History of Philosophy	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3
REL	110	World Religions	3	0	0	0	3
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA	181	Spanish Lab I	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA	182	Spanish Lab II	0	2	0	0	1
		Subtotal					(3)

Social/Behavioral Sciences

(Select 3 semester credit hours from the following)

ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3
GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	World Physical Geography	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(3)

Mathematics/Natural Sciences

(Select at least 3 semester credit hours from the following)

AST	111	Descriptive Astronomy	3	0	0	0	3
AST	111A*	Descriptive Astronomy Lab I	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM	131A*	Introduction to Chemistry Lab I	0	2	0	0	1
CIS	110	Intro to Computers	2	2	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A*	Survey of Mathematics Lab	0	2	0	0	1
MAT	151	Statistics I	3	0	0	0	3
MAT	151A*	Statistics I Lab	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	2	0	0	4
MAT	171A*	Pre-Calculus Algebra Lab	0	2	0	0	1
PHY	151	College Physics I	3	2	0	0	4
		Subtotal					(3)

*Denotes a co-requisite, course cannot be taken by itself

Oral Communication

COM	231	Public Speaking	3	0	0	0	3
		Subtotal					(3)

Other Required Hours (46-47 semester credit hours)

ACA	115	Success and Study Skills	0	2	0	0	1
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Note: ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability.

Other required hours include additional general education and professional courses. Select courses from any associate degree program offered at Blue Ridge Community College. Pre-

requisites and co-requisites must be met. A maximum of 7 semester credit hours from the following may be included:

HEA	112	First Aid & CPR	1	2	0	0	2
PED	110	Fit and Well for Life	1	2	0	0	2
PED	111	Physical Fitness I	0	3	0	0	1
PED	117	Weight Training I	0	2	0	0	1
PED	118	Weight Training II	0	2	0	0	1
PED	120	Walking for Fitness	0	3	0	0	1
PED	121	Walk, Jog, Run	0	3	0	0	1
PED	125	Self-Defense-Beginning	0	2	0	0	1
PED	128	Golf-Beginning	0	2	0	0	1
PED	130	Tennis-Beginning	0	2	0	0	1
PED	143	Volleyball-Beginning	0	2	0	0	1
PED	145	Basketball-Beginning	0	2	0	0	1
PED	147	Soccer	0	2	0	0	1
PED	148	Softball	0	2	0	0	1
PED	152	Swimming-Beginning	0	2	0	0	1
PED	160	Canoeing-Basic	0	2	0	0	1
PED	173	Rock Climbing	0	2	0	0	1
		Subtotal					(46-47)

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

General Occupational Technology Associate in Applied Science Degree Program

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070 .

	Class	Lab	Clinic	Work Exp.	Credit
Required General Education Courses					
ACA 115	Success and Study Skills	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	3
MAT 121	Algebra and Trigonometry I	2	2	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Subtotal				(16)

Required Major Courses

18 credit hours from a combination of core courses for curriculums offered by Blue Ridge Community College.

Other Major Courses

(Choose one of the following for at least 3 credit hours)

BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3

Twenty-nine additional credit hours must be chosen from courses required by curriculums offered by the college. Co-op is not an approved course for the General Occupational Technology Degree.

Humanities Elective and Social/Behavioral Science Elective are to be chosen from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 66-67

Health Information Management

Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in these programs. To qualify for transfer, the student must earn a 2.5 cumulative grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school or college algebra and biology. A unit of high school chemistry is required. Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070 and/or MAT 080 .

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Courses							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
	Either						
MAT	151	Statistics I	3	0	0	0	3
	and						
MAT	151A	Statistics Lab I	0	2	0	0	1
	Or						
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
	and						
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
MED	121	Medical Terminology I	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
BIO	242	Must be taken at Greenville Technical College					

Total Semester Credit Hours to be taken at BRCC..... 34

Health Unit Coordinator Certificate Program Offered in the Evening

The Health Unit Coordinator program prepares the individual to perform routine clerical and receptionist tasks in an inpatient or outpatient health care facility. The Health Unit Coordinator organizes the activities for the unit and manages non-clinical functions to enhance the delivery of health care.

The course work includes material management of the unit, transcription of the health care teams' orders, health record management, inter-department and interpersonal communication techniques, significance of confidentiality of the health records data, and organizational skills and prioritization of tasks.

Graduates should qualify for entry level clerical and receptionist positions in hospitals, long term care facilities and other health care agencies.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, ENG 090, MAT 060, OST 131, RED 080, and/or RED 090 .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
MED	121	Medical Terminology I	3	0	0	0	3
OST	134	Text Entry and Formatting	2	2	0	0	3
PSY	102	Human Relations	2	0	0	0	2
		Subtotal					(8)
Spring Semester							
HUC	100	HUC procedures	5	2	0	0	6
MED	134	Medical Transcription	2	2	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
		Subtotal					(10)
Total Semester Credit Hours in Program.....							18

Horticulture Technology

Associate of Applied Science Degree Program

Offered in the Day

The Horticulture Technology curriculum is 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 science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the certified plant professional and licensed pesticide applicators examinations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, and/or MAT 070 .

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
ENG	111	Expository Writing	3	0	0	0	3	
HOR	134	Greenhouse Operations	2	2	0	0	3	
HOR	160	Plant Materials I	2	2	0	0	3	
HOR	162	Applied Plant Science	2	2	0	0	3	
		Social/Behavioral Science Elective	3	0	0	0	3	
		Subtotal						(16)
Spring Semester								
CIS	110	Introduction to Computers	2	2	0	0	3	
HOR	116	Landscape Management	2	2	0	0	3	
HOR	164	Horticulture Pest Mgt	2	2	0	0	3	
HOR	166	Soils and Fertilizers	2	2	0	0	3	
HOR	235	Greenhouse Production	2	2	0	0	3	
		Total						(15)
Summer Semester								
HOR	114	Landscape Construction	2	2	0	0	3	
HOR	251	Insects & Disease	2	2	0	0	3	
HOR	260	Plant Materials II	2	2	0	0	3	
		Either						
COE	112	Co-op Work Experience I	0	0	0	20	2	
		Or						
LSG	123	Summer Gardening Lab	0	6	0	0	2	
		Subtotal						(11)

Fall Semester

HOR	112	Landscape Design I	2	3	0	0	3
HOR	124	Nursery Operations	2	3	0	0	3
HOR	168	Plant Propagation	2	2	0	0	3
HOR	253	Horticulture Turfgrass	2	2	0	0	3
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Subtotal					(15)

Spring Semester

ENG	114	Prof Research and Reporting	3	0	0	0	3
HOR	213	Landscape Design II	2	2	0	0	3
HOR	273	Horticulture Mgmt/Marketing	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Subtotal					(12)

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Hours Required in Program.....69

Horticulture Technology

Diploma Program

Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, and/or CHM 092 .

			Class	Lab	Clinic	Work	Credit	Exp.
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
ENG	111	Expository Writing	3	0	0	0	3	
HOR	160	Plant Materials I	2	2	0	0	3	
HOR	162	Applied Plant Science	2	2	0	0	3	
HOR	168	Plant Propagation	2	2	0	0	3	
		Major Course Elective**					3	
		Subtotal						(16)
Spring Semester								
HOR	164	Horticulture Pest Mgt	2	2	0	0	3	
HOR	166	Soils and Fertilizers	2	2	0	0	3	
		Major Course Electives**					6	
		Social/Behavioral Science Elective	3	0	0	0	3	
		Subtotal						(15)
Summer Semester								
HOR	251	Insects and Diseases	2	2	0	0	3	
HOR	260	Plant Material II	2	2	0	0	3	
		Major Course Elective**					2	
		Subtotal						(8)

Social/Behavioral Science Elective is to be selected from the courses listed on pages 69-70.

****Major Course Electives are to be selected from the following:**

(Select at least 11 semester credit hours from the following)

COE	122	Co-op Work Experience II	0	0	0	20	2
HOR	112	Landscape Design I	2	3	0	0	3
HOR	114	Landscape Construction	2	2	0	0	3
HOR	116	Landscape Management I	2	2	0	0	3
HOR	124	Nursery Operations	2	3	0	0	3
HOR	134	Greenhouse Operations	2	2	0	0	3
HOR	213	Landscape Design II	2	2	0	0	3
HOR	235	Greenhouse Production	2	2	0	0	3
HOR	253	Horticulture Turfgrass	2	2	0	0	3
HOR	273	Horticulture Mgmt and Marketing	3	0	0	0	3
LSG	123	Summer Gardening Lab	0	6	0	0	2

Total Semester Credit Hours in Program..... 39

**Horticulture - Landscape Design
Certificate Program
Offered in the Day**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include BIO 090, and/or CHM 092 .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
HOR	112	Landscape Design I	2	3	0	0	3
HOR	160	Plant Materials I	2	2	0	0	3
HOR	213	Landscape Design II	2	2	0	0	3
		Either					
HOR	114	Landscape Construction	2	2	0	0	3
		Or					
HOR	116	Landscape Management	2	2	0	0	3
		Or					
HOR	260	Plant Material II	2	2	0	0	3

Total Semester Credit Hours in Program..... 12

Horticulture - Landscape Management Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include BIO 090, and/or CHM 092 .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
HOR	116	Landscape Management I	2	2	0	0	3
HOR	160	Plant Materials I	2	2	0	0	3
HOR	164	Horticulture Pest Mgt	2	2	0	0	3
		Either					
HOR	166	Soils & Fertilizers	2	2	0	0	3
		Or					
HOR	253	Horticulture Turfgrass	2	2	0	0	3

Total Semester Credit Hours in Program 12

Horticulture - Ornamental Plant Production Certificate Program Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include BIO 090, and/or CHM 092 .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
		Either					
HOR	124	Nursery Operations	2	3	0	0	3
		Or					
HOR	134	Greenhouse Operations	2	2	0	0	3
HOR	168	Plant Propagation	2	2	0	0	3
HOR	235	Greenhouse Production	2	2	0	0	3
HOR	273	Hort Mgmt/Marketing	3	0	0	0	3

Total Semester Credit Hours in Program 12

Horticulture - Turfgrass Management

Certificate Program

Offered in the Day

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include BIO 090, and/or CHM 092 .

			Class	Lab	Clinic	Work	Credit		
						Exp.			
Required Major Courses									
HOR	162	Applied Plant Science	2	2	0	0	3		
HOR	164	Horticulture Pest Mgt	2	2	0	0	3		
HOR	166	Soils & Fertilizers	2	2	0	0	3		
HOR	253	Horticulture Turfgrass	2	2	0	0	3		
Total Semester Credit Hours in Program								12	

Interpreter Education

Associate in Applied Science Degree Program

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit Exp.
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ASL	111	Elementary ASL I	3	0	0	0	3
ASL	181	ASL Lab 1	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
IPP	111	Introduction to Interpretation	2	0	0	0	2
IPP	113	Orientation to Deafness	2	0	0	0	2
		Subtotal					(15)
Spring Semester							
ASL	112	Elementary ASL II	3	0	0	0	3
ASL	182	ASL Lab 2	0	2	0	0	1
IPP	112	Comparative Cultures	4	0	0	0	4
IPP	150	Linguistics of ASL	2	0	0	0	2
IPP	151	ASL Numbers & Fingerspell	0	2	0	0	1
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(15)
Summer Semester							
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL	281	ASL Lab 3	0	2	0	0	1

ENG	114	Prof. Research and Reporting	3	0	0	0	3
IPP	152	ASL/English Translation	3	0	0	0	3
		Subtotal					(10)

Fall Semester

ASL	212	Intermediate ASL II	3	0	0	0	3
ASL	282	ASL Lab 4	0	2	0	0	1
IPP	161	Consecutive Interpreting	2	6	0	0	5
IPP	224	ASL to English Interpret	1	3	0	0	2
		Social/Behavioral Science Elective	3	0	0	0	3
		Major Course Elective**					3
		Subtotal					(17)

Spring Semester

COE	111	Co-op Work Experience I	0	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	0	1
IPP	221	Simultaneous Interpreting I	2	6	0	0	5
IPP	240	Ethical Standards & Practices	3	0	0	0	3
IPP	243	Religious Interpreting	1	2	0	0	2
		OR					
IPP	245	Educational Interpreting Issues	2	0	0	0	2
		Humanities Elective	3	0	0	0	3
		Subtotal					(15)

****Major course elective hours (3) are to be selected from the following:**

BUS	110	Introduction to Business	3	0	0	0	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
EDU	119	Intro to Early Childhood Education	4	0	0	0	4
IPP	193	Selected Topics in Interpreter Education	3	0	0	0	3
MED	121	Medical Terminology I	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 72

Interpreter Education Diploma Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

	Class	Lab	Clinic	Work Exp.	Credit
Fall Semester					
ACA 115	Success and Study Skills	0	2	0	1
ASL 111	Elementary ASL I	3	0	0	3
ASL 181	ASL Lab 1	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
IPP 111	Introduction to Interpretation	2	0	0	2
IPP 113	Orientation to Deafness	2	0	0	2
	Subtotal				(15)
Spring Semester					
ASL 112	Elementary ASL II	3	0	0	3
ASL 182	ASL Lab 2	0	2	0	1
COE 111	Co-op Work Experience I	0	0	10	1
IPP 112	Comparative Cultures	4	0	0	4
IPP 150	Linguistics of ASL	2	0	0	2
IPP 151	ASL Numbers & Fingerspell	0	2	0	1
MAT 140	Survey of Mathematics	3	0	0	3
MAT* 140A	Survey of Mathematics Lab	0	2	0	1
	Subtotal				(16)
Summer Semester					
ASL 211	Intermediate ASL I	3	0	0	3
ASL 281	ASL Lab 3	0	2	0	1
IPP 152	ASL/English Translation	3	0	0	3
IPP 245	Educational Interpreting Issues	2	0	0	2
	Subtotal				(9)
Total Semester Credit Hours in Program.....					40

Interpreter Education Certificate Program

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

Fall Semester					
ASL 111	Elementary ASL I	3	0	0	3
ASL 181	ASL Lab 1	0	2	0	1
IPP 111	Introduction to Interpretation	2	0	0	2
IPP 113	Orientation to Deafness	2	0	0	2
	Subtotal				(8)
Spring Semester					
ASL 112	Elementary ASL II	3	0	0	3

ASL	182	ASL Lab 2	0	2	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
IPP	112	Comparative Cultures	4	0	0	0	4
IPP	151	ASL Numbers & Fingerspell	0	2	0	0	1
		Subtotal					(10)

Total Semester Credit Hours in Program..... 18

Machining Technology

Associate in Applied Science Degree Program

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070 .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
MAC	111	Machining Technology I	2	12	0	0	6
MAC	114	Intro to Metrology	2	0	0	0	2
MAC	121	Intro to CNC	2	0	0	0	2
MAC	131	Blueprint Reading/Mach. I	1	2	0	0	2
MAC	151	Machining Calculations	1	2	0	0	2
		Subtotal					(18)
Spring Semester							
CIS	110	Introduction to Computers	2	2	0	0	3
MAC	112	Machining Technology II	2	12	0	0	6
MAC	122	CNC Turning	1	3	0	0	2
MAC	124	CNC Milling	1	3	0	0	2
MAC	132	Blueprint Reading/Mach. II	1	2	0	0	2
MAC	152	Advanced Machining Calculations	1	2	0	0	2
		Subtotal					(17)
Summer Semester							
MAC	113	Machining Technology III	2	12	0	0	6
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Subtotal					(9)
Fall Semester							
MAC	214	Machining Tech IV	2	12	0	0	6
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(12)

Spring Semester

ENG	114	Professional Research/Reporting	3	0	0	0	3
MAC	215	Machining Tech V	2	12	0	0	6
		Either					
MAC	222	Advanced CNC Turning	1	3	0	0	2
		Or					
COE	112	Co-op Work Experience I	0	0	0	20	2
MAC	224	Advanced CNC Milling	1	3	0	0	2
MEC	110	Intro to CAD/CAM	1	2	0	0	2
		Subtotal					(15)

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 71

Machining Technology Diploma Program

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
MAC	111	Machining Technology I	2	12	0	0	6
MAC	114	Intro to Metrology	2	0	0	0	2
MAC	121	Intro to CNC	2	0	0	0	2
MAC	131	Blueprint Reading/Mach I	1	2	0	0	2
MAC	151	Machining Calculations	1	2	0	0	2
		Subtotal					(18)

Spring Semester

CIS	110	Introduction to Computers	2	2	0	0	3
MAC	112	Machining Tech II	2	12	0	0	6
MAC	122	CNC Turning	1	3	0	0	2
MAC	124	CNC Milling	1	3	0	0	2
MAC	132	Blueprint Reading/Mach II	1	2	0	0	2
MAC	152	Advanced Machining Calculations	1	2	0	0	2
		Subtotal					(17)

Summer Semester

MAC	113	Machining Technology III	2	12	0	0	6
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
SOC	215	Group Processes	3	0	0	0	3
		Subtotal					(9)

Total Semester Credit Hours in Program..... 44

Manicuring/Nail Technology Certificate Program

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
BUS	110	Introduction to Business	3	0	0	0	3
COS	121	Manicure/Nail Technology I	4	6	0	0	6
Subtotal							(9)
Spring Semester							
CIS	110	Introduction to Computers	2	2	0	0	3
COS	222	Manicure/Nail Technology II	4	6	0	0	6
Subtotal							(9)
Total Semester Credit Hours in Program.....							18

Manicuring Instructor Certificate Program

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
COS	251	Manicure Instructor Concepts	8	0	0	0	8
COS	252	Manicure Instructor Practicum	0	15	0	0	5
Subtotal							(13)
Total Semester Credit Hours in Program.....							13

Mechanical Engineering Technology

Associate in Applied Science Degree Program

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, troubleshooting and repair of engineering systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles. In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study 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 American Society for Quality Control (ASQC), National Institute for Certification in Engineering Technologies (NICET), and Society of Manufacturing Engineers (SME).

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, MAT 070, and/or MAT 080.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
DFT	111	Technical Drafting I	1	3	0	0	2
DFT	111A	Technical Drafting I Lab	0	3	0	0	1
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	0	1
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		And					
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
		Subtotal				(13 - 14)	
Spring Semester							
DFT	151	CAD I	2	3	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Either					
MAT	122	Algebra and Trigonometry II	2	2	0	0	3
		Or					
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
		And					
MAT	172A	Pre-Calculus Trigonometry Lab	0	2	0	0	1

MEC	111	Machine Processes I	1	4	0	0	3
		Major Course Elective*					4
		Subtotal					(16-17)
Summer Semester							
DFT	152	CAD II	2	3	0	0	3
ELC	128	Introduction to PLC	2	3	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(9)
Fall Semester							
ENG	114	Professional Research/Reporting	3	0	0	0	3
HYD	110	Hydraulics/Pneumatics	2	3	0	0	3
MAC	121	Intro to CNC	2	0	0	0	2
		Either					
PHY	131	Physics - Mechanics	3	2	0	0	4
		Or					
PHY	151	College Physics I	3	2	0	0	4
		Major Course Elective**					4
		Subtotal					(16)
Spring Semester							
ISC	112	Industrial Safety	2	0	0	0	2
MEC	180	Engineering Materials	2	3	0	0	3
MEC	250	Statics & Strength of Materials	4	3	0	0	5
MEC	275	Engineering Mechanisms	2	2	0	0	3
		Humanities Elective	3	0	0	0	3
		Subtotal					(16)

****Major Course Elective hours (8) are to be selected from the following:**

(No more than 4 semester credit hours of COE classes may be selected.)

COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1
DFT	153	CAD III	2	3	0	0	3
MAC	114	Introduction to Metrology	2	0	0	0	2
MAT	151	Statistics I	3	0	0	0	3
MAT	151A	Statistics I Lab	0	2	0	0	1
MEC	110	Introduction to CAD/CAM	1	2	0	0	2
MNT	110	Intro to Maintenance Procedure	1	3	0	0	2
MNT	111	Maintenance Practices	2	2	0	0	3
WLD	112	Basic Welding Processes	1	3	0	0	2
WLD	131	GTAW (TIG) Plate	2	6	0	0	4

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on page 69-70.

Total Semester Credit Hours in Program..... 70-72

Mechanical Engineering Technology Diploma Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, MAT 070, and/or MAT 080 .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
DFT	111	Technical Drafting I	1	3	0	0	2
DFT	111A	Technical Drafting I Lab	0	3	0	0	1
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	0	1
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		And					
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
		Subtotal					(12-13)
Spring Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
DFT	151	CAD I	2	3	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MEC	111	Machine Processes I	1	4	0	0	3
		Subtotal					(10)
Summer Semester							
DFT	152	CAD II	2	3	0	0	3
ISC	112	Industrial Safety	2	0	0	0	2
		Subtotal					(5)
Fall Semester							
HYD	110	Hydraulics/Pneumatics	2	3	0	0	3
MAC	121	Intro to CNC	2	0	0	0	2
		Major Course Elective**					7 - 8
		Subtotal					(12 - 13)

****Major Course Electives are to be selected from the following:**

Select one of the following

		Either					
ELC	117	Motors and Controls	2	6	0	0	4
		Or					
ELC	128	Introduction to PLC	2	3	0	0	3
		AND					

4 Semester credit hours from the following:

COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1
DFT	153	CAD III	2	3	0	0	3
MAC	114	Intro to Metrology	2	12	0	0	6
MEC	110	Intro to CAD/CAM	1	2	0	0	2
MNT	110	Intro to Maintenance Procedures	1	3	0	0	2
MNT	111	Maintenance Practices	2	2	0	0	3

Total Semester Credit Hours in Program..... 42 - 44

Networking Technology

Associate in Applied Science Degree Program

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

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

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program. This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
CIS	115	Introduction to Programming and Logic	2	2	0	0	3	
ENG	111	Expository Writing	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1	
NET	125	Networking Basics	1	4	0	0	3	
		Subtotal						(17)
Spring Semester								
DBA	110	Database Concepts	2	3	0	0	3	
NET	126	Routing Basics	1	4	0	0	3	
NOS	110	Operating System Concepts	2	3	0	0	3	
		Humanities Elective					3	
		Social/Behavioral Elective					3	
		Subtotal						(15)
Summer Semester								
ENG	114	Prof. Research and Reporting	3	0	0	0	3	
NOS	130	Windows Single User	2	2	0	0	3	
SEC	110	Security Concepts	3	0	0	0	3	
		Subtotal						(9)
Fall Semester								
BUS	110	Introduction to Business	3	0	0	0	3	
CTS	120	Hardware/Software Support	2	3	0	0	3	

NET	225	Routing and Switching I	1	4	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	0	3
		Subtotal					(12)

Spring Semester

COE	111	Co-op Work Experience	0	0	0	10	1
NET	226	Routing and Switching II	1	4	0	0	3
NET	289	Network Project	1	4	0	0	3
NOS	220	Linux/UNIX Administration I	2	2	0	0	3
		Major Course Elective**					3
		Subtotal					(13)

**Major Course Elective hours are to be selected from the following:

COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
CSC	134	C++ Programming	2	3	0	0	3
CSC	139	Visual BASIC Programming	2	3	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3
CSC	234	Adv C++ Programming	2	3	0	0	3
NET	175	Wireless Technology	2	2	0	0	3
NOS	221	Linux/UNIX Administration II	2	2	0	0	3
NOS	230	Windows Administration	2	2	0	0	3
SEC	160	Secure Administration I	2	2	0	0	3
WEB	110	Internet/ Web Fundamentals	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
WEB	120	Intro to Internet Multimedia	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program.....66

Networking Technology Diploma Program

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Introduction to Programming and Logic	2	2	0	0	3
NET	125	Networking Basics	2	2	0	0	3
WEB	110	Internet/ Web Fundamentals	2	2	0	0	3
		Subtotal					(13)

Spring Semester

CSC	134	C++ Programming	2	3	0	0	3
DBA	110	Database Concepts	2	3	0	0	3
ENG	111	Expository Writing	3	0	0	0	3

NET	126	Routing Basics	1	4	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3
		Subtotal					(15)

Summer Semester

NOS	130	Windows Single User	2	2	0	0	3
SEC	110	Security Concepts	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
		Subtotal					(10)

Total Semester Credit Hours in Program..... 38

Occupational Therapy Assistant Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in these programs. To qualify for transfer, the student must earn a 2.5 cumulative grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school or college algebra and biology. A unit of high school chemistry is required. Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070 and/or MAT 080 .

			Class	Lab	Clinic	Work	Credit
			Exp.				
Required Courses							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
Either							
MAT	151	Statistics I	3	0	0	0	3
And							
MAT	151A	Statistics Lab I	0	2	0	0	1
Or							
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
And							
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
Choose Either							
PHI	240	Introduction to Ethics	3	0	0	0	3
Or							
SPA	111	Elementary Spanish I	3	0	0	0	3
And							
SPA	181	Spanish I Lab	0	2	0	0	1
PSY	150	General Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3

Total Semester Credit Hours to be taken at BRCC..... 34 - 35

Office Systems Technology

Associate in Applied Science Degree Program

Offered in the Day

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

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, OST 131, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
ENG	111	Expository Writing	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1	
OST	134	Text Entry & Formatting	2	2	0	0	3	
		Subtotal						(14)
Spring Semester								
ACC	120	Principles of Financial Accounting	3	2	0	0	4	
ENG	114	Prof. Research and Reporting	3	0	0	0	3	
OST	136	Word Processing	1	2	0	0	2	
OST	164	Text Editing Applications	3	0	0	0	3	
		Subtotal						(12)
Summer Semester								
CTS	125	Graphics Presentations	2	2	0	0	3	
OST	223	Machine Transcription I	1	2	0	0	2	
OST	236	Advanced Word/Info. Process	2	2	0	0	3	
OST	284	Emerging Technologies	1	2	0	0	2	
OST	289	Office Systems Management	2	2	0	0	3	
		Subtotal						(13)
Fall Semester								
CTS	130	Spreadsheet I	2	2	0	0	3	
OST	184	Records Management	1	2	0	0	2	

Humanities Elective	3	0	0	0	3
Social/Behavioral Science Elective	3	0	0	0	3
Major Course Elective**					3
Subtotal					(14)

Spring Semester

ACC 140	Payroll Accounting	1	2	0	0	2
BUS 270	Professional Development	3	0	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
OST 137	Office Software Applications	1	2	0	0	2
OST 233	Office Publications Design	2	2	0	0	3
	Major Course Elective**					3
	Subtotal					(14)

****Major Course Elective hours (6) are to be selected from the following:**

ACC 150	Acct Software Application	1	2	0	0	2
BUS 125	Personal Finance	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
BUS 261	Diversity in Management	3	0	0	0	3
BUS 280	REAL Small Business	4	0	0	0	4
COE 113	Co-op Work Experience I	0	0	0	30	3
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience III	0	0	0	30	3
COE 131	Co-op Work Experience III	0	0	0	10	1
COE 132	Co-op Work Experience III	0	0	0	20	2
ECM 210	Introduction to E-Commerce	2	2	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
OST 141	Med Terms I -Med Office	3	0	0	0	3
OST 148	Med Coding Billing & Insurance	3	0	0	0	3
OST 181	Intro to Office Systems	2	2	0	0	3
OST 241	Med Office Transcriptions I	1	2	0	0	2

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 67

Office Systems Technology Diploma Program Offered in the Day

Developmental courses for this program may include ENG 080, RED 080, ENG 090, OST 131, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit	Exp.
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
ENG	111	Expository Writing	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1	
OST	184	Records Management	1	2	0	0	2	
		Subtotal						(13)

Spring Semester								
BUS	270	Professional Development	3	0	0	0	3	
COE	111	Co-op Work Experience	0	0	0	10	1	
OST	134	Text Entry & Formatting	2	2	0	0	3	
OST	136	Word Processing	1	2	0	0	2	
OST	137	Office Software Applications	1	2	0	0	2	
OST	164	Text Editing Applications	3	0	0	0	3	
		Subtotal						(14)

Summer Semester								
CTS	125	Graphics Presentations	2	2	0	0	3	
CTS	130	Spreadsheet I	2	2	0	0	3	
OST	236	Advanced Word/Info. Process	2	2	0	0	3	
OST	284	Emerging Technologies	1	2	0	0	2	
OST	289	Office Systems Management	2	2	0	0	3	
		Subtotal						(14)

Total Semester Credit Hours in Program..... 41

Office Systems - Basic Office Certificate Program

Developmental courses for this program may include ENG 080, RED 080, OST 131, and MAT 060.

			Class	Lab	Clinic	Work	Credit	Exp.
Fall Semester								
CIS	110	Introduction to Computers	2	2	0	0	3	
OST	134	Text Entry and Formatting	2	2	0	0	3	
OST	136	Word Processing	1	2	0	0	2	
OST	184	Records Management	1	2	0	0	2	
		Subtotal						(10)

Spring Semester

COE 111	Co-op Work Experience I	0	0	0	10	1
CTS 130	Spreadsheet I	2	2	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
	Subtotal					(7)

Total Semester Credit Hours in Program..... 17

Office Systems Technology - Medical Office Diploma Program

Developmental courses for this program may include ENG 080, RED 080, and OST 131.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
OST 141	Medical Term I - Med Office	3	0	0	0	3
OST 184	Records Management	1	2	0	0	2
	Subtotal					(15)

Spring Semester

BUS 270	Professional Development	3	0	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
OST 136	Word Processing	1	2	0	0	2
OST 148	Med Coding Billing & Insurance	3	0	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
OST 241	Med Office Transcription I	1	2	0	0	2
	Subtotal					(14)

Summer Semester

CTS 125	Graphics Presentations	2	2	0	0	3
CTS 130	Spreadsheet I	2	2	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT* 140A	Survey of Mathematics Lab	0	2	0	0	1
	Subtotal					(10)

Total Semester Credit Hours in Program..... 39

Office Systems - Medical Office Certificate Program

Developmental courses for this program may include ENG 080, RED 080, OST 131, and MAT 060.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
CIS 110	Introduction to Computers	2	2	0	0	3
OST 141	Medical Term I - Med Office	3	0	0	0	3
OST 181	Intro to Office Systems	2	2	0	0	3

		Subtotal						(9)
Spring Semester								
COE	111	Co-op Work Experience I	0	0	0	10		1
OST	241	Med Office Transcription I	1	2	0	0		2
OST	148	Med Coding Billing and Insurance	3	0	0	0		3
OST	164	Text Editing Applications	3	0	0	0		3
		Subtotal						(9)
Total Semester Credit Hours in Program								18

Physical Therapist Assistant Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in this program. To qualify for transfer, the student must earn a 2.5 cumulative grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school or college algebra and biology. Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, CHM 092, MAT 060, MAT 070 and/or MAT 080 .

			Class	Lab	Clinic	Work Exp.	Credit
BIO	150	Anatomy Review					
(Must be taken at Greenville Technical College prior to entrance)							

Required Courses

ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
Choose Either							
MAT	151	Statistics I	3	0	0	0	3
And							
MAT	151A	Statistics Lab I	0	2	0	0	1
Or							
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
And							
MAT	171A	Pre-Calculus Algebra Lab	0	2	0	0	1
MED	121	Medical Terminology I	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
		Humanities Elective	3	0	0	0	3

Total Semester Credit Hours to be taken at BRCC..... 37

Plumbing

Certificate Program

Offered in the Evening

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
BPR	130	Blueprint Reading for Construction	1	2	0	0	2
PLU	150	Plumbing Diagrams	1	2	0	0	2
WLD	112	Basic Welding Processes	1	3	0	0	2
		Subtotal					(6)
Spring Semester							
PLU	110	Modern Plumbing	4	15	0	0	9
PLU	160	Plumbing Estimates	1	2	0	0	2
		Subtotal					(11)
Total Semester Credit Hours in Program.....							17

Surgical Technology

Associate in Applied Science Degree Program

Offered in the Day

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physician offices, and central supply processing units.

Special admission procedures apply to this program. See page 22 for details. This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, BIO 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	163	Basic Anatomy/Physiology	4	2	0	0	5
ENG	111	Expository Writing	3	0	0	0	3
SUR	110	Introduction to Surgical Tech	3	0	0	0	3
SUR	111	Periop Patient Care	5	6	0	0	7
		Subtotal					(19)
Spring Semester							
BIO	175	General Microbiology	2	2	0	0	3
SUR	122	Surgical Procedures I	5	3	0	0	6
SUR	123	SUR Clinical Practice I	0	0	21	0	7
		Subtotal					(16)
Summer Semester							
PSY	135	Group Processes	3	0	0	0	3
SUR	134	Surgical Procedures II	5	0	0	0	5
SUR	135	SUR Clinical Practice II	0	0	12	0	4
SUR	137	Prof Success Prep	1	0	0	0	1
		Subtotal					(13)
Fall Semester							
BUS	137	Principles of Management	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
		Social /Behavioral Science	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Subtotal					(15)

Spring Semester

ECO	251	Principles of Microeconomics	3	0	0	0	3
SUR	210	Advanced SUR Clinical Practice	0	0	6	0	2
SUR	211	Advanced Theoretical Concepts	2	0	0	0	2
		Subtotal					(7)

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 70

Surgical Technology Diploma Program Offered in the Day

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	163	Basic Anatomy/Physiology	4	2	0	0	5
ENG	111	Expository Writing	3	0	0	0	3
SUR	110	Introduction to Surgical Tech	3	0	0	0	3
SUR	111	Periop Patient Care	5	6	0	0	7
		Subtotal					(19)

Spring Semester

BIO	175	General Microbiology	2	2	0	0	3
SUR	122	Surgical Procedures I	5	3	0	0	6
SUR	123	SUR Clinical Practice I	0	0	21	0	7
		Subtotal					(16)

Summer Semester

PSY	135	Group Processes	3	0	0	0	3
SUR	134	Surgical Procedures II	5	0	0	0	5
SUR	135	SUR Clinical Practice II	0	0	12	0	4
SUR	137	Professional Success Preparation	1	0	0	0	1
		Subtotal					(13)

Total Semester Credit Hours in Program..... 48

Travel and Tourism Technology

Associate in Applied Science Degree Program

The Travel and Tourism Technology curriculum is designed to train individuals to become travel consultants capable of planning and arranging a full spectrum of travel components for clients. Students will learn to operate within a global travel information network.

Instruction includes industry terminology, travel and tourism careers, reservation and ticketing procedures, airline computer training, world destinations, cruises, tour arranging and escorting, rail, travel sales and marketing, and practical skills necessary for the day-to-day operation of a retail travel firm. The graduate of this program will be primarily trained for employment by travel agencies. The airlines, the hospitality industry, rental car companies, tour operators, cruise lines, rail companies, and visitors' centers may also employ students.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
TAT	110	Introduction to Travel and Tourism	3	0	0	0	3
TAT	112	Domestic Res. and Ticketing	3	2	0	0	4
		Subtotal					(14)
Spring Semester							
CTS	135	Integrated Software Intro	2	4	0	0	4
ENG	114	Prof. Research and Reporting	3	0	0	0	3
TAT	114	International Res. and Tktg.	3	2	0	0	4
TAT	120	World Destinations III	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Subtotal					(17)
Summer Semester							
TAT	116	World Destinations I	3	0	0	0	3
TAT	122	Cars, Rails, and Rooms	3	2	0	0	4
		Major Course Elective**					3
		Social/Behavioral Science Elective	3	0	0	0	3
		Subtotal					(13)
Fall Semester							
BUS	115	Business Law I	3	0	0	0	3
TAT	118	World Destinations II	3	0	0	0	3
TAT	212	Cruise Marketing and Sales	3	0	0	0	3
		Major Course Elective**					3
		Subtotal					(12)

Spring Semester

BUS	270	Professional Development	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	0	1
HRM	110	Introduction to Hospitality	2	0	0	0	2
TAT	210	Travel Sales and Marketing	4	0	0	0	4
		Subtotal					(13)

****Major Course Elective (6) hours are to be selected from the following:**

CTS	125	Graphic Presentations	2	2	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	0	1
HRM	120	Front Office Procedures	3	0	0	0	3
HRM	145	Hospitality Supervision	3	0	0	0	3
OST	136	Word Processing	1	2	0	0	2
OST	184	Records Management	1	2	0	0	2
OST	233	Office Publications Design	2	2	0	0	3
SPA	110	Introduction to Spanish	2	0	0	0	2
WEB	110	Internet/Web Fundamentals	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
WEB	260	Intro to E-Commerce	2	2	0	0	3

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 69

Travel and Tourism Technology Diploma Program

The Travel and Tourism Technology Diploma option is designed for those students who already hold advanced degrees or those who want to complete the core curriculum in one year. Several of the Travel and Tourism courses have prerequisites and must be taken in sequence. This curriculum complies with the standard approved by the State Board of Community Colleges.

Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
TAT	110	Introduction to Travel and Tourism	3	0	0	0	3
TAT	112	Domestic Res. and Ticketing	3	2	0	0	4
TAT	118	World Destinations II	3	0	0	0	3
TAT	212	Cruise Marketing and Sales	3	0	0	0	3
		Subtotal					(17)

Spring Semester

MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	0	1

TAT	114	International Res. and Ticketing	3	2	0	0	4
TAT	120	World Destinations III	3	0	0	0	3
TAT	210	Travel Sales and Marketing	4	0	0	0	4
		Subtotal					(15)

Summer Semester

TAT	116	World Destinations I	3	0	0	0	3
TAT	122	Cars, Rails, and Rooms	3	2	0	0	4
COE	111**	Co-op Work Experience I	0	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	0	1
		Subtotal					(9)

**COE 111 Co-op Work Experience I may begin during spring semester with permission of the Travel and Tourism Instructor.

Total Semester Credit Hours in Program..... 41

Travel and Tourism Technology Concentration in Hospitality (Lodging Industry) Certificate Program

The Travel and Tourism Technology Certificate with a concentration in Hospitality (Lodging Industry) prepares students to understand and apply skills needed for positions in hotels, motels, resorts, and inns.

Course work includes an overview of the travel and tourism industry, sales and marketing, an overview of hospitality, front desk procedures and supervision.

Developmental courses for this program may include ENG 080, RED 080, and MAT 060.

			Class	Lab	Clinic	Work	Credit
						Exp.	

Fall Semester

TAT	110	Introduction to Travel and Tourism	3	0	0	0	3
HRM	110	Introduction to Hospitality	2	0	0	0	2
HRM	120	Front Office Procedures	3	0	0	0	3
		Subtotal					(8)

Spring Semester

TAT	210	Travel Sales and Marketing	4	0	0	0	4
HRM	145	Hospitality Supervision	3	0	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
		Subtotal					(8)

Total Semester Credit Hours in Program..... 16

Web Technologies

Associate in Applied Science Degree Program

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, ENG 090, RED 090, MAT 060, and/or MAT 070.

			Class	Lab	Clinic	Work Exp.	Credit
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Introduction to Programming and Logic	2	2	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Subtotal					(16)
Spring Semester							
DBA	110	Database Concepts	2	2	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
NOS	110	Operating Systems Concepts	2	2	0	0	3
WEB	120	Introduction to Internet Multimedia	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3
		Subtotal					(16)
Summer Semester							
ENG	114	Professional Research/Reporting	3	0	0	0	3
SEC	110	Security Concepts	2	2	0	0	3
WEB	210	Web Design	2	2	0	0	3
WEB	215	Advanced Markup and Scripting	2	2	0	0	3
		Subtotal					(12)

Fall Semester

BUS	110	Introduction to Business	3	0	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3
NET	125	Networking Basics	2	2	0	0	3
WEB	250	Database Driven Websites	2	2	0	0	3
		Social/Behavioral Science Elective					3
		Subtotal					(15)

Spring Semester

WEB	230	Implementing Web Serv	2	2	0	0	3
WEB	289	Internet Technology Project	1	4	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
		Major Course Elective**					3
		Humanities Elective					3
		Subtotal					(13)

****Major Course Elective hours (3) are to be selected from the following:**

ACC	120	Principles of Accounting	2	3	0	0	4
CSC	134	C++ Programming	2	3	0	0	3
CSC	139	Visual BASIC Programming	2	3	0	0	3
CTS	135	Integrated Software Intro	2	4	0	0	4
DBA	120	Database Programming I	2	3	0	0	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
WEB	111	Introduction Web Graphics	2	2	0	0	3
WEB	220	Advanced Internet Multimedia	2	2	0	0	3
WEB	285	Emerging Web Technologies	2	2	0	0	3
		Subtotal					(3)

Humanities Elective and Social/Behavioral Science Elective are to be selected from the courses listed on pages 69-70.

Total Semester Credit Hours in Program..... 72

Web Technologies Diploma Program

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Introduction to Programming/Logic	2	2	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	3	0	0	3
		Subtotal					(16)

Spring Semester

DBA	110	Database Concepts	2	2	0	0	3
NOS	110	Operating Systems Concepts	2	2	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3

MAT*	140A	Survey of Mathematics Lab	0	2	0	0	1
WEB	120	Introduction to Internet Multimedia	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3
		Subtotal					(16)

Summer Semester

COE	111	Co-op Work Experience	0	0	0	10	1
SEC	110	Security Concepts	2	2	0	0	3
WEB	210	Web Design	2	2	0	0	3
WEB	215	Advanced Markup and Scripting	2	2	0	0	3
		Major Course Elective					3
		Subtotal					(13)

Total Semester Credit Hours in Program..... 45

Web Technologies Certificate Program

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
WEB	110	Internet/Web Fundamentals	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	3	0	0	3
		Subtotal					(6)

Spring Semester

COE	111	Co-op Work Experience I	0	0	0	10	1
WEB	120	Introduction to Internet Multimedia	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3
		Subtotal					(7)

Summer Semester

WEB	210	Web Design	2	2	0	0	3
		Subtotal					(3)

Total Semester Credit Hours in Program..... 16

Welding Technology Diploma Program

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 in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provide the student with industry-standard skills developed through classroom training and practical application.

Successful 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include ENG 080, RED 080, and/or MAT 060 .

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
MAT	101	Applied Mathematics I	2	2	0	0	3
WLD	110	Cutting Processes	1	3	0	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	0	5
WLD	141	Symbols and Specifications	2	2	0	0	3
		Major Course Elective**					4
		Subtotal					(18)
Spring Semester							
BUS	280	REAL Small Business	4	0	0	0	4
ENG	102	Applied Communication II	3	0	0	0	3
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	0	4
		Major Course Elective**					2
		Subtotal					(17)
Summer Semester							
		Major Course Elective**					6
		Subtotal					(6)

**Major Course Elective hours (12) are to be selected from the following:

COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1

PCJ	262	Hand Wrought Metals	1	3	0	0	2
PCJ	263	Advanced Wrought Metals	1	3	0	0	2
PCJ	267	Hand Wrought Joinery	1	3	0	0	2
PCS	110	Intro to Metal Sculpture	2	9	0	0	5
PCS	114	Advanced Metal Sculpture	2	9	0	0	5
WLD	112	Basic Welding Processes	1	3	0	0	2
WLD	117	Industrial SMAW	1	4	0	0	3
WLD	212	Inert Gas Welding	1	3	0	0	2
WLD	261	Certification Practices	1	3	0	0	2
WLD	262	Inspection & Testing	2	2	0	0	3

Total Semester Credit Hours in Program..... 41

Welding Technology - Basic Technician Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
WLD	115	SMAW (Stick) Plate	2	9	0	0	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	0	4

Total Semester Credit Hours in Program..... 13

Welding Technology - Intermediate Technician Certificate Program

A Welding Technology - Basic Certificate is required for enrollment in the Welding Technology - Intermediate Technician Certificate program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work Exp.	Credit
Required Major Courses							
WLD	112	Basic Welding Processes	1	3	0	0	2
WLD	117	Industrial SMAW	1	4	0	0	3
WLD	212	Inert Gas Welding	1	3	0	0	2
WLD	261	Certification Practices	1	3	0	0	2
WLD	262	Inspection & Testing	2	2	0	0	3

Total Semester Credit Hours in Program..... 12

Welding Technology - Blacksmithing for Ornamental Iron Works Certificate Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math .

			Class	Lab	Clinic	Work	Credit
			Exp.				
Required Major Courses							
PCJ	262	Hand Wrought Metals	1	3	0	0	2
PCJ	263	Advanced Wrought Metals	1	3	0	0	2
PCJ	267	Hand Wrought Joinery	1	3	0	0	2
PCS	110	Intro to Metal Sculpture	2	9	0	0	5
PCS	114	Advanced Metal Sculpture	2	9	0	0	5
WLD	112	Basic Welding Processes	1	3	0	0	2

Total Semester Hours in Program..... 18

Academic Programs Course Descriptions

ACADEMIC RELATED

ACA 115 Success & Study Skills 0 2 0 0 1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. This course must be completed as a prerequisite or co-requisite of ENG 111.

ACCOUNTING

ACC 120 Principles of Financial Accounting 3 2 0 0 4

This course introduces business decision-making 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ACC 121 Principles of Managerial Accounting 3 2 0 0 4
Prerequisite: ACC 120

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or

elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ACC 131 Federal Income Taxes 2 2 0 0 3

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting 1 2 0 0 2

Prerequisite: ACC 120

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. This course is also available through the Virtual Learning Community (VLC).

ACC 150 Acct Software Appl 1 2 0 0 2

Prerequisites: ACC 115 or ACC 120

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. This course is also available through the Virtual Learning Community (VLC).

AIR CONDITIONING, HEATING, and REFRIGERATION

AHR 110 Introduction to Refrigeration 2 6 0 0 5

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2 2 0 0 3

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2 4 0 0 4

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 2 4 0 0 4

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2 4 0 0 4

Prerequisite: AHR 110 or AHR 113

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system

performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 Refrigeration Systems 1 3 0 0 2
Prerequisite: AHR 110

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120 HVACR Maintenance 1 3 0 0 2

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 125 HVAC Electronics 1 3 0 0 2
Co-requisite: AHR 111 or ELC 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 130 HVAC Controls 2 2 0 0 3
Prerequisite: AHR 111 or ELC 111

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 1 0 0 0 1

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high-pressure systems, and low-pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 210 Residential Building Code 1 2 0 0 2

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 212 Advanced Comfort Systems 2 6 0 0 4
Prerequisite: AHR 114

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 235 Refrigeration Design 2 2 0 0 3
Prerequisites: AHR 110

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon

completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system.

ANTHROPOLOGY

ANT 210 **General Anthropology** 3 0 0 0 3

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 220 **Cultural Anthropology** 3 0 0 0 3

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

AUTOMOTIVE RESTORATION

ARS 101 **Intro to Automotive Restoration** 2 0 0 0 2

This course introduces the automotive restoration industry. Emphasis is placed on the research of the evolution of the automobile from steam to the internal combustion engine in the United States and Europe. Upon completion, students should be able to describe the process of automotive restoration and note the worldwide impact of the automobile.

ARS 102 **Auto Restoration Research** 3 0 0 0 3

This course covers identification and collection of information needed to restore classic automobiles. Emphasis is placed on using books, numbers, emblems, titles, bills of sale, and other documents as resources. Upon completion, students should be able to use reference materials in the area of auto restoration to restore classic vehicles.

ARS 103 **Automobile Upholstery** 2 4 0 0 4

This course covers automobile upholstery work used in restoration of classic automobiles. Emphasis is placed on removing, repairing, or reconstructing worn/damaged upholstery material in classic automobiles. Upon completion, students should be able to disassemble, repair/reconstruct, or replace the seats, headliners, door panels, and other components in the interior of vehicles.

ARS 104 **Restoration Skills I** 2 4 0 0 4

Co-requisite: AUT 131 and AUT 161 and ARS 103 and ARS 107

This course covers mechanical, electrical, and upholstery restoration. Emphasis is placed on engines, transmissions, brakes, starters, generators, distributors, and replacement or fabrication of upholstery. Upon completion, students should be able to restore, rebuild, or replace specific components in a wide range of classic vehicles.

ARS 105 **Restoration Skills II** 2 4 0 0 4

This course covers advanced mechanical, electrical, and upholstery restoration. Emphasis is placed on advanced techniques applied to engines, transmissions, brakes, starters, generators, distributors, and replacement or fabrication of upholstery. Upon completion, students should be able to apply advanced techniques to restore, rebuild, or replace specific components of a wide range of classic vehicles.

ARS 107 **Automotive Engines** 1 3 0 0 2

This course covers the repair, rebuilding, and troubleshooting of internal combustion engines. Emphasis is placed on use of tools and equipment to measure reconditioning tolerances of the internal combustion engine. Upon completion, students should be able to disassemble, repair and/or replace, and reassemble an internal combustion engine.

ARS 108 **Wood & Metal Restoration** 2 2 0 0 3

This course introduces various wood materials used in early automobile construction including a general overview of woodworking techniques. Emphasis is placed on wood material, metal behavior, and trim construction. Upon completion, students should be able to perform simple woodworking techniques, attach and remove trim, and be familiar with basic hardware techniques.

ARS 131 Chassis and Drive Trains 2 3 0 0 3

This course introduces principles of operation of automotive drive trains, perimeter/ladder/full-framed vehicles, and related restoration processes. Emphasis is placed on the technology related to manual and automatic transmissions, transaxles, and final drive components used on vehicles. Upon completion, students should be able to describe, diagnose, and determine needed service and repairs in the restoration vehicle industry.

ARS 134 Auto Restoration Welding 1 4 0 0 3

This course introduces welding and cutting techniques used in automotive restoration with emphasis on personal and environmental safety. Topics include safe operation of MIG welding equipment, metal identification, metal cutting using plasma and oxy-fuel techniques, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding and cutting operations and safety procedures according to industry standards.

ARS 161 Electrical Systems Fund 2 6 0 0 4

This course covers six/twelve volt electrical theory, wiring diagrams, test equipment, diagnosis/repair/replacement of batteries, starters, accessories, and AC/DC generators. Topics include diagnosis, repair, and/or modification of conventional battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair, the basic electrical components on vehicles in the restoration industry.

ART

ART 111 Art Appreciation 3 0 0 0 3

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114 Art History Survey I 3 0 0 0 3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ART 115 Art History Survey II 3 0 0 0 3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ART 121 Design I 0 6 0 0 3

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional

Co-requisite: ASL 112

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ASL 211 Intermediate ASL I 3 0 0 0 3

Prerequisite: ASL 112

Co-requisite: ASL 281

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ASL 212 Intermediate ASL II 3 0 0 0 3

Prerequisite: ASL 211

Co-requisite: ASL 282

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ASL 281 ASL Lab 3 0 2 0 0 1

Prerequisite: ASL 182

Co-requisite: ASL 211

This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of representative literacy and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ASL 282 ASL Lab 4 0 2 0 0 1

Prerequisite: ASL 281

Co-requisite: ASL 212

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literacy and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ASTRONOMY

AST 111 Descriptive Astronomy 3 0 0 0 3

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

AST 111A Descriptive Astronomy Lab 0 2 0 0 1

Co-requisite: AST 111

This 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AUTOMOTIVE BODY REPAIR

AUB 111 Painting and Refinishing I 2 6 0 0 4

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 and Refinishing II 2 6 0 0 4

Prerequisite: AUB 111

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 1 2 0 0 2

Prerequisite: AUB 111

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 1 4 0 0 3

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 2 6 0 0 4

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 2 4 0 0 4

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 that has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 0 0 4

Prerequisite: AUB 131

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 134 Autobody MIG Welding 1 4 0 0 3

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics and Adhesives 1 4 0 0 3

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 Mech & Elec Components I 2 2 0 0 3

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.

AUTOMOTIVE SYSTEMS

AUT 110 Intro to Auto Technology 2 2 0 0 3

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 116 Engine Repair 2 3 0 0 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab 0 3 0 0 1
Corequisites: AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering Sys 2 3 0 0 3

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension & Steering Lab 0 3 0 0 1
Corequisites: AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems 2 3 0 0 3

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab 0 3 0 0 1
Corequisites: AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 161 Basic Auto Electricity 4 3 0 0 5

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AUT 163 Adv Auto Electricity 2 3 0 0 3
Prerequisites: AUT 161

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Adv Auto Electricity Lab 0 3 0 0 1
Corequisites: AUT 163

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171 Auto Climate Control 2 4 0 0 4

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance 1 2 3 0 0 3

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A Engine Performance 1 Lab 0 3 0 0 1
Corequisites: AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students

should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2 2 0 6 4

Prerequisites: AUT 181

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 186 PC Skills for Auto Techs 2 2 0 0 3

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the automotive 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 automotive technology and perform word processing.

AUT 221 Auto Transm/Transaxles 2 3 0 0 3

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A Auto Transm/Transax Lab 0 3 0 0 1

Corequisites: AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains 2 4 0 0 4

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.

AUT 231A Man Trans/Ax/Drtrains Lab 0 3 0 0 1

Corequisites: AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 284 Emerging Auto Tech 2 6 0 0 4

This course covers emerging technologies in the automotive industry and the diagnostics associated with those technologies. Topics include exploring new technologies, diagnostic tools and methods, and repairs. Upon completion, students should be able to understand emerging automotive technologies.

BIOLOGY

BIO 090 Foundations of Biology 3 2 0 0 4

Co-requisite: RED 090

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate

approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 163 Basic Anatomy and Physiology 4 2 0 0 5

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 165 Anatomy and Physiology I 3 3 0 0 4

Prerequisites: RED 090; CHM 092 or High School chemistry;
and BIO 090 or High School biology

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 166 Anatomy and Physiology II 3 3 0 0 4

Prerequisite: BIO 165

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 175 General Microbiology 2 2 0 0 3

Prerequisites: BIO 111 or BIO 163 or BIO 165

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

BIO 176 Adv General Microbiology 1 2 0 0 2

Prerequisites: BIO 175

This course is a continuation of BIO 175. Emphasis is placed on microbial metabolism, genetics, and environmental and food microbiology. Upon completion, students should be able to identify unknown microbes and demonstrate an understanding of the fundamentals of molecular biology and microbial ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

BIO 240 Waste Management 3 0 0 0 3

Prerequisites: BIO 110 or BIO 111

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been

approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

BLUEPRINT READING

BPR 130 **Blueprint Reading/Const** **1** **2** **0** **0** **2**
 This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BUSINESS

BUS 110 **Introduction to Business** **3** **0** **0** **0** **3**
 This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BUS 115 **Business Law I** **3** **0** **0** **0** **3**
 This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BUS 116 **Business Law II** **3** **0** **0** **0** **3**
 Prerequisites: BUS 115
 This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course is also available through the Virtual Learning Community (VLC).

BUS 125 **Personal Finance** **3** **0** **0** **0** **3**
 This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 **Principles of Management** **3** **0** **3** **0** **3**
 This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course is also available through the Virtual Learning Community (VLC).

BUS 153 **Human Resource Management** **3** **0** **0** **0** **3**
 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. This course is also available through the Virtual Learning Community (VLC).

BUS 225 **Business Finance** **2** **2** **0** **0** **3**
 Prerequisites: ACC 120
 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. This course is also available through the Virtual Learning Community (VLC).

BUS 228 Business Statistics 2 2 0 0 3

Prerequisites: MAT 115, MAT 140, or MAT 161

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

BUS 239 Bus Applications Seminar 1 2 0 0 2

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251 or ECO 252

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. This course is also available through the Virtual Learning Community (VLC).

BUS 240 Business Ethics 3 0 0 0 3

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 261 Diversity in Mgmt 3 0 0 0 3

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

BUS 270 Professional Development 3 0 0 0 3

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 280 REAL Small Business 4 0 0 0 4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CHEMISTRY

CHM 092 Fundamentals of Chemistry 3 2 0 0 4

Prerequisite: MAT 070

This course covers fundamentals of chemistry with laboratory applications. 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 and demonstrate basic laboratory skills necessary for success in college-

level science courses. A student must earn a "C" or better to progress to the next class; lab fee required.

CHM 131 **Introduction to Chemistry** **3** **0** **0** **0** **3**
 Prerequisites: High School chemistry or CHM 092; MAT 080
 Co-requisite: CHM 131A

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 131A **Introduction to Chemistry Lab** **0** **3** **0** **0** **1**
 Co-requisite: CHM 131

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 **Organic and Biochemistry** **3** **3** **0** **0** **4**
 Prerequisite: CHM 131

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 151 **General Chemistry I** **3** **3** **0** **0** **4**
 Prerequisites: High school chemistry or CHM 092; and MAT 080

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 152 **General Chemistry II** **3** **3** **0** **0** **4**
 Prerequisite: CHM 151

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 251 **Organic Chemistry I** **3** **3** **0** **0** **4**
 Prerequisites: CHM 152

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 to satisfy the Comprehensive

Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

CHM 252 Organic Chemistry II 3 3 0 0 4

Prerequisites: CHM 251

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

COMPUTER INFORMATION SYSTEMS

CIS 110 Introduction to Computers 2 2 0 0 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CIS 115 Intro to Programming and Logic 2 3 0 0 3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CRIMINAL JUSTICE

CJC 111 Intro to Criminal Justice 3 0 0 0 3

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CJC 112 Criminology 3 0 0 0 3

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. This course is also available through the Virtual Learning Community (VLC).

CJC 113 Juvenile Justice 3 0 0 0 3

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of

juvenile agencies, processing/detention of juveniles, and case disposition. This course is also available through the Virtual Learning Community (VLC).

CJC 120 Interviews/Interrogations 1 2 0 0 2

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 3 0 0 0 3

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CJC 122 Community Policing 3 0 0 0 3

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law 3 0 0 0 3

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. This course is also available through the Virtual Learning Community (VLC).

CJC 132 Court Procedure & Evidence 3 0 0 0 3

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. This course is also available through the Virtual Learning Community (VLC).

CJC 141 Corrections 3 0 0 0 3

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CJC 151 Intro to Loss Prevention 3 0 0 0 3

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 170 Critical Incident Management
for Public Safety 3 0 0 0 3**

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 3 0 0 0 3

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. This course is also available through the Virtual Learning Community (VLC).

CJC 213 Substance Abuse 3 0 0 0 3

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 215 Organization & Administration 3 0 0 0 3

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 0 0 4

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. This course is also available through the Virtual Learning Community (VLC).

CJC 231 Constitutional Law 3 0 0 0 3

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. This course is also available through the Virtual Learning Community (VLC).

CJC 244 Footwear and Tire Imprints 2 3 0 0 3

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.

COOPERATIVE EDUCATION

COE 111 Co-op Work Experience I 0 0 0 10 1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I 0 0 0 20 2

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate

career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113 **Co-op Work Experience I** 0 0 0 30 3

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 114 **Co-op Work Experience I** 0 0 0 40 4

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 **Work Exp Seminar I** 1 0 0 0 1
Co-requisite: COE111

This course must be taken in conjunction with COE 111 in Travel and Tourism, Community Spanish Interpreter and Interpreter Education. It provides the opportunity to discuss work experiences with peers and faculty. Emphasis is placed on planning, integrating, and evaluating work experiences.

COE 121 **Co-op Work Experience II** 0 0 0 10 1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 **Co-op Work Experience II** 0 0 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 123 **Co-op Work Experience II** 0 0 0 30 3

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 124 **Co-op Work Experience II** 0 0 0 40 4

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 131 **Co-op Work Experience III** 0 0 0 10 1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132 **Co-op Work Experience III** 0 0 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate

career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 211 Co-op Work Experience IV 0 0 0 10 1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212 Co-op Work Experience IV 0 0 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COMMUNICATION

COM 231 Public Speaking 3 0 0 0 3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.

COSMETOLOGY

COS 111 Cosmetology Concepts I 4 0 0 0 4

Co-requisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0 24 0 0 8

Co-requisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 4 0 0 0 4

Co-requisite: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0 24 0 0 8

Co-requisite: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III 4 0 0 0 4

Co-requisite: COS 116

students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4 6 0 0 6
Prerequisite: COS 121

This course covers advanced techniques of nail technology, hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements and decorations.

COS 240 Contemporary Design 1 3 0 0 2
Prerequisites: COS 111 and COS 112

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 250 Computerized Salon Ops 1 0 0 0 1

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 251 Manicure Instructor Concepts 8 0 0 0 8

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instructor Practicum 0 15 0 0 5

Prerequisites: NC Cosmetology or Manicurist License
and six months work experience in a cosmetic arts salon
Co-requisite: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 253 Esthetics Instructor Concepts I 6 15 0 0 11

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetics Instructor Concepts II 6 15 0 0 11

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing examination and meet program requirements.

COS 271 Instructor Concepts I 5 0 0 0 5

Prerequisites: Cosmetology License and six months experience
as a licensed cosmetologist

Co-requisite: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon

completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 **Instructor Practicum I** **0** **21** **0** **0** **7**
Prerequisites: Cosmetology License and six months experience
 as a licensed cosmetologist

Co-requisite: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 **Instructor Concepts II** **5** **0** **0** **0** **5**
Prerequisites: COS 271 and COS 272
Co-requisite: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 **Instructor Practicum II** **0** **21** **0** **0** **7**
Prerequisites: COS 271 and COS 272
Co-requisite: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

COMPUTER SCIENCE

CSC 134 **C++ Programming** **2** **3** **0** **0** **3**

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CSC 135 **COBOL Programming** **2** **3** **0** **0** **3**

This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 139 **Visual BASIC Programming** **2** **3** **0** **0** **3**

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course is also available through the Virtual Learning Community (VLC).

CSC 151 **JAVA Programming** **2** **3** **0** **0** **3**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy

Prerequisites: CIS 110 or CIS 111 or OST 137

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 135 **Integrated Software Intro** **2** **4** **0** **0** **4**

Prerequisites: CIS 110 or CIS 111

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

CTS 235 **Integrated Software Adv** **2** **4** **0** **0** **4**

Prerequisites: CTS 135

This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies.

CTS 285 **Systems Analysis & Design** **3** **0** **0** **0** **3**

Prerequisites: CIS 115

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 289 **System Support Project** **1** **4** **0** **0** **3**

Prerequisites: CTS 285

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.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 **Database Concepts** **2** **3** **0** **0** **3**

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** **2** **2** **0** **0** **3**

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DRAFTING

DFT 111 **Technical Drafting I** **1** **3** **0** **0** **2**

Co-requisite: DFT 111A

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 111A **Technical Drafting I Lab** **0** **3** **0** **0** **1**

Co-requisite: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

DFT 151 CAD I 2 3 0 0 3

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 152 CAD II 2 3 0 0 3

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 153 CAD III 2 3 0 0 3

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DRAMA/THEATRE

DRA 111 Theatre Appreciation 3 0 0 0 3

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 112 Literature of the Theatre 3 0 0 0 3

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 115 Theatre Criticism 3 0 0 0 3

Prerequisites: DRA 111

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 120 Voice for Performance 3 0 0 0 3

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 122 Oral Interpretation 3 0 0 0 3

This course introduces the dramatist study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 128 Children's Theatre 3 0 0 0 3

techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 150 Stage Management 3 0 0 0 3

Prerequisite: DRA 140

This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel, paperwork, and organization. Upon completion, students should be able to effectively stage-manage productions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 160 Box Office and Publicity 1 3 0 0 2

This course covers the creation of a publicity program and the setup and operation of the theatre box office. Emphasis is placed on the use of an effective play marketing scheme and the smooth operation of the box office. Upon completion, students should be able to set up and run a marketing system and box office. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

DRA 170 Play Production I 0 9 0 0 3

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 171 Play Production II 0 9 0 0 3

Prerequisite: DRA 170

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 211 Theatre History I 3 0 0 0 3

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 212 Theatre History II 3 0 0 0 3

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 240 Lighting for the Theatre 2 2 0 0 3

Prerequisite: DRA 140

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. This course

economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

EDUCATION

EDU 118 Teach Assoc Princ & Prac 3 0 0 0 3

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.

EDU 119 Intro to Early Child Educ 4 0 0 0 4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities. This course is also available through the Virtual Learning Community (VLC).

EDU 126 Early Childhood Seminar I 2 0 0 0 2

Prerequisites: EDU 119 or EDU 111 and EDU 112; or EDU 111 and EDU 113

Corequisites: COE 111, COE 112, COE 113, or COE 114

This course will introduce the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observations of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula.

EDU 131 Child, Family, & Commun 3 0 0 0 3

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children. This course is also available through the Virtual Learning Community (VLC).

EDU 144 Child Development I 3 0 0 0 3

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 145 Child Development II 3 0 0 0 3

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe

appropriate interaction techniques and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 146 Child Guidance 3 0 0 0 3

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children. This course is also available through the Virtual Learning Community (VLC).

EDU 147 Behavior Disorders 3 0 0 0 3

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 148 Learning Disabilities 4 2 0 0 5

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 151 Creative Activities 3 0 0 0 3

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 153 Health, Safety, & Nutrition 3 0 0 0 3

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations. This course is also available through the Virtual Learning Community (VLC).

EDU 186 Reading & Writing Methods 3 0 0 0 3

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program. This course is also available through the Virtual Learning Community (VLC).

EDU 216 Foundations of Education 3 2 0 0 4

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom

observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

EDU 221 Children with Exceptional 3 0 0 0 3

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies. This course is also available through the Virtual Learning Community (VLC).

EDU 226 Early Childhood Seminar II 2 0 0 0 2

Prerequisites: COE 111; EDU 144 or EDU 145; EDU 146

Corequisites: COE 121, COE 122, COE 123, or COE 124

This course is designed to expand students' knowledge of the early childhood classroom and the roles professional play in that setting. Emphasis is placed on creating child portfolios that enhance planning and implementation of curriculum for all children and the development of individual professional portfolios. Upon completion, students should be able to develop child portfolios and create individual professional development plans.

EDU 234 Infants, Toddlers, & Twos 3 0 0 0 3

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Dev & Program 2 0 0 0 2

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 247 Physical Disabilities 3 0 0 0 3

Prerequisites: EDU 144 or PSY 244

This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 248 Mental Retardation 2 2 0 0 3

Prerequisites: EDU 221

This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 259 Curriculum Planning 3 0 0 0 3

Prerequisites: EDU 112 or EDU 113, or EDU 119

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should

be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 **Early Childhood Admin I** **3** **0** **0** **0** **3**

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. This course is also available through the Virtual Learning Community (VLC).

EDU 262 **Early Childhood Admin II** **3** **0** **0** **0** **3**

Prerequisites: EDU 261

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. This course is also available through the Virtual Learning Community (VLC).

EDU 271 **Educational Technology** **2** **2** **0** **0** **3**

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 275 **Effective Teach Train** **2** **0** **0** **0** **2**

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280 **Language & Literacy Exp** **3** **0** **0** **0** **3**

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. This course is also available through the Virtual Learning Community (VLC).

EDU 285 **Internship Exp-School Age** **1** **0** **0** **0** **1**

Prerequisites: ENG 111

Corequisites: COE 121 or COE 122

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.

ELECTRONIC COMMERCE

ECM 168 **Electronic Business** **2** **2** **0** **0** **3**

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate

an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.

ECM 210 Intro to Electronic Commerce 2 2 0 0 3

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site. Discussions of various business strategies, business model, managerial issues, and current research in e-commerce will be included.

ECM 220 Electronic Commerce Planning & Implementation 2 2 0 0 3

This course builds on currently accepted business practices to develop a business plan and implementation model for Electronic Commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for Electronic Commerce in a small to medium size business.

ECM 230 Capstone Project 1 6 0 0 3
Prerequisites: ECM 220

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an Electronic Commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for Electronic Commerce in a small to medium size business.

ENGINEERING

EGR 131 Intro To Electronics Tech 1 2 0 0 2

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety 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 285 Design Project 0 4 0 0 2

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.

ENVIRONMENTAL HEALTH AND SAFETY

EHS 114 OSHA Regulations 4 0 0 0 4

This course emphasizes application of OSHA performance-oriented standards for workplace safety and health. Topics include hazard communication, bloodborne pathogens, and the laboratory standard. Upon completion, students should be able to implement written plans required for compliance.

EHS 215 Incident Management 3 2 0 0 4

This course introduces management of hazardous materials and incidents. Topics include analysis and application of the Incident Command System from the discovery of a hazardous substance release to decontamination and termination procedures. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of hazardous materials team members.

ELECTRICITY

ELC 112 DC/AC Electricity 3 6 0 0 5

measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A **DC/AC Circuit Analysis Lab** 0 3 0 0 1
Co-requisite: ELC 131

This course introduces provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELECTRONICS

ELN 131 **Electronic Devices** 3 3 0 0 4

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 **Linear IC Applications** 3 3 0 0 4

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 **Digital Electronics** 3 3 0 0 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, 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 229 **Industrial Electronics** 3 3 0 0 4

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232 **Intro to Microprocessors** 3 3 0 0 4

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234 **Communication Systems** 3 3 0 0 4

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 275 **Troubleshooting** 1 3 0 0 2

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGLISH

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the College placement test (ASSET).

ENG 080 **Writing Foundations** 3 2 0 0 4
Prerequisites: Learning Center referral or satisfactory pre-enrollment placement test scores

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing prerequisite for ENG 111. A student must earn a "C" or better to progress to the next class.

ENG 090 **Composition Strategies** 3 0 0 0 3
Prerequisite: ENG 080

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing prerequisite for ENG 111. A student must earn a "C" or better to progress to the next class.

ENG 102 **Applied Communications II** 3 0 0 0 3
Prerequisites: Learning Center referral or satisfactory pre-enrollment placement test scores

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. This is a diploma-level course.

ENG 111 **Expository Writing** 3 0 0 0 3
Prerequisites: ENG 090 and RED 090
Corequisite: ACA 115

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

Note: The second level curriculum English (ENG 112, ENG 113, or ENG 114) should be carefully selected with input from the student's faculty advisor to ensure proper program credit. This course should be selected based on the requirements of the student's program of study.

ENG 113 **Literature-Based Research** 3 0 0 0 3
Prerequisite: ENG 111

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course also requires students to participate in an oral communications process in the development of class presentations.

ENG 114 **Prof Research and Reporting** 3 0 0 0 3
Prerequisite: ENG 111

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 231 American Literature I 3 0 0 0 3

Prerequisite: ENG 112, ENG 113, or ENG 114

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American Literature II 3 0 0 0 3

Prerequisite: ENG 112, ENG 113, or ENG 114

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 233 Major American Writers 3 0 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 241 British Literature I 3 0 0 0 3

Prerequisite: ENG 112, ENG 113, or ENG 114

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 242 British Literature II 3 0 0 0 3

Prerequisite: ENG 112, ENG 113, or ENG 114

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 262 World Literature II 3 0 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 272 Southern Literature 3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

This course provides an analytical study of the works of several Southern authors. Emphasis

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II 3 0 0 0 3

Prerequisite: FRE 111

Co-requisite: FRE 182

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 141 Culture and Civilization 3 0 0 0 3

This course, taught in English, provides an opportunity to explore issues related to the Francophone world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Francophone world. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 151 Francophone Literature 3 0 0 0 3

Prerequisites: ENG 111

This course, in English, includes selected readings by Francophone writers. Topics include fictional and non-fictional works by representative authors from a variety of genres and literary periods. Upon completion, students should be able to analyze and discuss selected texts within relevant cultural and historical contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 161 Cultural Immersion 2 3 0 0 3

Prerequisite: FRE 111

This course explores Francophone culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 181 French Lab 1 0 2 0 0 1

Co-requisite: FRE 111

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 182 French Lab 2 0 2 0 0 1

Prerequisite: FRE 181

Co-requisite: FRE 112

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 211 Intermediate French I 3 0 0 0 3

Prerequisites: FRE 112

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II 3 0 0 0 3

Prerequisites: FRE 211

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 221 French Conversation 3 0 0 0 3

Prerequisites: FRE 212

This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 231 Reading and Composition 3 0 0 0 3

Prerequisites: FRE 212

This course provides an opportunity for intensive reading and composition in French. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 281 French Lab 3 0 2 0 0 1

Prerequisites: FRE 182

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 282 French Lab 4 0 2 0 0 1

Prerequisites: FRE 281

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

GEOLOGY

GEL 120 Physical Geology 3 2 0 0 4

This course provides a study of the structure and composition of the earth's crust. Emphasis

is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEOGRAPHY

GEO 111 World Regional Geography 3 0 0 0 3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 130 General Physical Geography 3 0 0 0 3

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GERMAN

GER 110 Introduction to German 2 0 0 0 2

This course provides an introduction to understanding, speaking, reading, and writing German. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in German.

GER 111 Elementary German I 3 0 0 0 3

Prerequisite: GER 110 or high school German

Co-requisite: GER 181

This course introduces the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 112 Elementary German II 3 0 0 0 3

Prerequisite: GER 111

Co-requisite: GER 182

This course is a continuation of GER 111 focusing on the fundamental elements of the German 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 German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 181 German Lab 1 0 2 0 0 1

Co-requisite: GER 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 182	German Lab 2	0	2	0	0	1
Prerequisite:	GER 181					
Co-requisite:	GER 112					

This course provides an opportunity to enhance acquisition of the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 211	Intermediate German I	3	0	0	0	3
Prerequisites:	GER 112					

This course provides a review and expansion of the essential skills of the German 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 212	Intermediate German II	3	0	0	0	3
Prerequisites:	GER 211					

This course provides a continuation of GER 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 281	German Lab 3	0	2	1		
Prerequisites:	GER 182					

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

GER 282	German Lab 4	0	2	0	0	1
Prerequisites:	GER 281					

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

GEOGRAPHICAL INFORMATION SYSTEMS

GIS 111	Introduction to GIS	2	2	0	0	3
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This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware

approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 221 African-American History 3 0 0 0 3

This course is a survey of African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 227 Native American History 3 0 0 0 3

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 231 Recent American History 3 0 0 0 3

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 233 History of Appalachia 3 0 0 0 3

This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 234 Cherokee History 3 0 0 0 3

This course is a survey of the history and culture of the Cherokees. Topics include origins, belief systems, contact and conflict with European settlers, removals, and contemporary problems faced by the Cherokees. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Cherokee history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 236 North Carolina History 3 0 0 0 3

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HORTICULTURE

HOR 112 Landscape Design I 2 3 0 0 3

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction 2 2 0 0 3

This course introduces the design and fabrication of landscape structures/features. Emphasis

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

HOR 251 Insects and Diseases 2 2 0 0 3

This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

HOR 253 Horticulture Turfgrass 2 2 0 0 3

Prerequisites: HOR 162 or HOR 166

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 260 Plant Materials II 2 2 0 0 3

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 273 Hor Mgmt and Marketing 3 0 0 0 3

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HOTEL AND RESTAURANT MANAGEMENT

HRM 110 Introduction to Hospitality 2 0 0 0 2

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 120 Front Office Procedures 3 0 0 0 3

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

HRM 145 Hospitality Supervision 3 0 0 0 3

This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry.

HEALTH UNIT COORDINATOR

HUC 100 HUC Procedures 5 2 0 0 6

Prerequisites: Exemption from or completion of developmental course requirements

This course introduces the responsibilities involved in the coordination of the non-clinical aspects of the nursing unit or medical facility. Emphasis is placed on transcription of doctors' orders, filing systems, and communication techniques through the use of supplementary skills practice. Upon completion, students should be able to facilitate unit communications

and demonstrate an understanding of unit coordinating skills, including chart assembly from admission to discharge. This is a certificate-level course.

HUMANITIES

HUM 110 Technology and Society 3 0 0 0 3

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 123 Appalachian Culture 3 0 0 0 3

This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 211 Humanities I 3 0 0 0 3

Prerequisite: ENG 111

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 212 Humanities II 3 0 0 0 3

Prerequisite: ENG 111

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HYDRAULICS

HYD 110 Hydraulics/Pneumatics I 2 3 0 0 3

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INTERPRETER EDUCATION

IPP 111 Intro to Interpretation 2 0 0 0 2

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion,

students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

IPP 112 Comparative Cultures 4 0 0 0 4

This course introduces observable attributes of deaf and non-deaf individuals and the social, political, educational, vocational, and historical issues faced by each. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how prejudices are reflected in and impact on communication interactions.

IPP 113 Orientation to Deafness 2 0 0 0 2

This course provides an overview of issues related to deaf people. Emphasis is placed on the history of deaf people, causes and measurements of deafness, communication modes, and attitudes toward deaf people in the United States. Upon completion, students should be able to discuss significant aspects related to deafness.

IPP150 Linguistics of ASL 2 0 0 0 2
Prerequisite: ASL 111

This course expands skills in generating appropriate ASL. Emphasis is placed on applying grammatical and syntactical features of ASL to a variety of technical and non-technical topics. Upon completion, students should be able to comprehend and respond with increasing fluency in ASL.

IPP 151 ASL Numbers & Fingerspell 0 2 0 0 1
Prerequisite: ASL 111

This course provides an in-depth study of number systems and fingerspelling techniques in ASL. Emphasis is placed on generating and receiving numbers and fingerspelling in context. Upon completion, students should be able to accurately express and receive numbers and fingerspelling.

IPP 152 ASL/English Translation 3 0 0 0 3
Prerequisite: ASL 112

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts. Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities.

IPP 161 Consecutive Interpreting 2 6 0 0 5
Prerequisite: IPP 152

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting.

IPP 193 Selected Topics in Interpreter Ed 3 0 0 0 3

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

IPP 221 Simultaneous Interpret I 2 6 0 0 5
Prerequisite: IPP 161

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in-group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages.

IPP 224 ASL to English Interpret 1 3 0 0 2
Prerequisite: IPP 152

This course is designed to improve skills in ASL to English interpretation. Emphasis is placed

on receptive skills, equivalent messages, grammatically correct English, and appropriate content, mood, and register. Upon completion, students should be able to generate appropriate English equivalents and apply appropriate linguistic and/or cultural adjustments.

IPP 240 **Ethical Standards & Practices** 3 0 0 0 3
Co-requisite: IPP 221

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Topics include a model of ethical/intellectual development and the application of the model to interpreting practices. Upon completion, students should be able to discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process.

IPP 243 **Religious Interpreting** 1 2 0 0 2
Prerequisite: IPP 152

This course introduces various denominational philosophies to determine proper interpreting. Topics include ministries, music, sign selection, denominational programming, environmental setup, and ethical standards. Upon completion, students should be able to apply knowledge of various denominations to determine appropriate ASL/English equivalence in interpretation.

IPP 245 **Educational Interpreting Issues** 2 0 0 0 2
Prerequisites: IPP 111

This course provides an overview of educational interpreting in the US and discusses recent trends in the education of deaf students. Topics include history of deaf education, interpreter roles, and current employment practices for educational interpreters. Upon completion, students should be able to discuss current issues, apply professional/ethical standards to conflict resolution, and delineate interpreting roles in the educational setting.

INDUSTRIAL SCIENCE

ISC 112 **Industrial Safety** 2 0 0 0 2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. This course is also available through the Virtual Learning Community (VLC).

JOURNALISM

JOU 110 **Introduction to Journalism** 3 0 0 0 3

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

JOU 111 **Publication Workshop I** 1 3 0 0 2

This course introduces the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. Students enrolled in this course will work on the literary magazine for the college, the Ridge Writer.

JOU 112 **Publication Workshop II** 1 3 0 0 2

This course is a continuation of the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. Students enrolled in this course will work on the college newspaper, The Connection.

LANDSCAPE GARDENING

LSG 123 **Summer Gardening Lab** 0 6 0 0 2

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation,

turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

MACHINING

MAC 111	Machining Technology I	2	12	0	0	6
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.						
MAC 112	Machining Technology II	2	12	0	0	6
Prerequisite:	MAC 111					
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.						
MAC 113	Machining Technology III	2	12	0	0	6
Prerequisite:	MAC 112					
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.						
MAC 114	Intro to Metrology	2	0	0	0	2
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 121	Intro to CNC	2	0	0	0	2
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.						
MAC 122	CNC Turning	1	3	0	0	2
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	1	3	0	0	2
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.						
MAC 131	Blueprint Reading/Mach I	1	2	0	0	2
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.						
MAC 132	Blueprint Reading/Mach II	1	2	0	0	2
Prerequisite:	MAC 131					
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD and T,						

and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 151 Machining Calculations 1 2 0 0 2

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc 1 2 0 0 2

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 214 Machining Technology IV 2 12 0 0 6

Prerequisite: MAC 112

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC 215 Machining Technology V 2 12 0 0 6

Prerequisite: MAC 214

This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

MAC 222 Advanced CNC Turning 1 3 0 0 2

Prerequisite: MAC 122

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 1 3 0 0 2

Prerequisite: MAC 124

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.

MATHEMATICS

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.

MAT 060 Essential Mathematics 3 2 0 0 4

Prerequisites: Learning Center referral or satisfactory pre-enrollment placement test scores

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. A student must earn a "C" or better to progress to the next class.

MAT 070 Introductory Algebra 3 2 0 0 4

Prerequisite: MAT 060

Co-requisite: RED 080

This course establishes a foundation in algebraic concepts and problem solving. Topics

include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A student must earn a "C" or better to progress to the next class.

MAT 080 **Intermediate Algebra** **3** **2** **0** **0** **4**
 Prerequisite: MAT 070
 Co-requisite: RED 080

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A student must earn a "C" or better to progress to the next class.

MAT 101 **Applied Mathematics I** **2** **2** **0** **0** **3**
 Prerequisite: MAT 060

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

MAT 121 **Algebra and Trigonometry I** **2** **2** **0** **0** **3**
 Prerequisite: MAT 070

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 simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 **Algebra/Trigonometry II** **2** **2** **0** **0** **3**
 Prerequisite: MAT 121

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 **Survey of Mathematics** **3** **0** **0** **0** **3**
 Prerequisite: MAT 070
 Co-requisite: MAT 140A (same section must be taken with MAT 140)

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 140A **Survey of Mathematics Lab** **0** **2** **0** **0** **1**
 Prerequisite: MAT 070
 Co-requisite: MAT 140 (same section must be taken with MAT 140A)

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 140.

MAT 141 **Mathematical Concepts I** **3** **0** **0** **0** **3**
 Prerequisite: MAT 080

Co-requisite: MAT 141A (same section must be taken with MAT 141)

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 141A Mathematical Concepts I Lab 0 2 0 0 1

Prerequisite: MAT 080

Co-requisite: MAT 141 (same section must be taken with MAT 141A)

This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MAT 142 Mathematical Concepts II 3 0 0 0 3

Prerequisite: MAT 141

Co-requisite: MAT 142A (same section must be taken with MAT 142)

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.

MAT 142A Mathematical Concepts II Lab 0 2 0 0 1

Prerequisite: MAT 141

Co-requisite: MAT 142 (same section must be taken with MAT 142A)

This course is a laboratory for MAT 142. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MAT 151 Statistics I 3 0 0 0 3

Prerequisite: MAT 080

Co-requisite: MAT 151A (same section must be taken with MAT 151)

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision-making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151A Statistics I Lab 0 2 0 0 1

Prerequisite: MAT 080

Co-requisite: MAT 151 (same section must be taken with MAT 151A)

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 151.

MAT 161 College Algebra 3 0 0 0 3

Prerequisite: MAT 080

Co-requisite: MAT 161A (same section must be taken with MAT 161)

appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 175A **Pre-Calculus Lab** 0 2 0 0 1

Co-requisite: MAT 175 (same section must be taken with MAT 175A)

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 175.

MAT 252 **Statistics II** 3 0 0 0 3

Prerequisites: MAT 151 and
either MAT 121 or MAT 161

Co-requisite: MAT 252A (same section must be taken with MAT 252)

This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences on multiple sample data taken from business and health, and social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MAT 252A **Statistics II Lab** 0 2 0 0 1

Prerequisites: MAT 151 and
either MAT 121 or MAT 161

Co-requisite: MAT 252 (same section must be taken with MAT 252A)

This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MAT 271 **Calculus I** 3 2 0 0 4

Prerequisite: MAT 172 or MAT 175

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272 **Calculus II** 3 2 0 0 4

Prerequisite: MAT 271

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 273 **Calculus III** 3 2 0 0 4

Prerequisite: MAT 272

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

MKT 123 Fundamentals of Selling 3 0 0 0 3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotion 3 0 0 0 3

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 222 Credit Procedures 3 0 0 0 3

This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.

MKT 223 Customer Service 3 0 0 0 3

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 225 Marketing Research 3 0 0 0 3

Prerequisite: MKT 120

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision-making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

MKT 226 Retail Applications 3 0 0 0 3

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application.

MAINTENANCE

MNT 110 Intro to Maintenance Procedures 1 3 0 0 2

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111 Maintenance Practices 2 2 0 0 3

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MUSIC

Suffixes may be added to some music courses to denote the following instrument designations:

A - Voice	L - Clarinet
B - Piano	M- Saxophone
C - Organ	N - Violin
D - Trumpet	P - Viola
E - French Horn	R - Cello
F - Trombone	S - Double Bass
G - Tuba/Baritone	T - Percussion
H - Flute	U - Guitar
J - Oboe	V - Harp
K - Bassoon	

MUS 110 **Music Appreciation** **3** **0** **0** **0** **3**

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 121 **Music Theory I** **3** **2** **0** **0** **4**

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 122 **Music Theory II** **3** **2** **0** **0** **4**

Prerequisite: MUS 121

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part writing, ear training, and sight singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 141 **Ensemble I** **0** **2** **0** **0** **1**

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors.

MUS 142 **Ensemble II** **0** **2** **0** **0** **1**

Prerequisite: MUS 141

Co-requisite: MUS 162

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors.

MUS 151 **Class Music I** **0** **2** **0** **0** **1**

This course provides group instruction in skills and techniques of the particular instrument or

completion, students should be able to complete a project from the definition phase through implementation.

NETWORKING OPERATION SYSTEMS

NOS 110 **Operating System Concepts** 2 3 0 0 3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 **Linux/UNIX Single User** 2 2 0 0 3

Prerequisites: NOS 110

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** 2 2 0 0 3

Prerequisites: NOS 110

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 220 **Linux/UNIX Admin I** 2 2 0 0 3

Prerequisites: NOS 120

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 221 **Linux/UNIX Admin II** 2 2 0 0 3

Prerequisites: NOS 220

This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.

NOS 230 **Windows Admin I** 2 2 0 0 3

Prerequisites: NOS 130

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING

NUR 115 **Fundamentals of Nursing** 2 3 6 0 5

Prerequisite: Admission to the Associate Degree Nursing program

Co-requisites: BIO 165, NUR 117 and NUR 133

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

NUR 255 **Professional Issues** 3 0 0 0 3
 Prerequisites: NUR 125 and NUR 188
 Co-requisite: NUR 235

This course explores basic concepts of practice in the management of patient care in a complex health care system. Emphasis is placed on professional, legal, ethical, and political issues and management concepts. Upon completion, students should be able to articulate professional and management concepts.

OFFICE SYSTEMS TECHNOLOGY

OST 131 **Keyboarding** 1 2 0 0 2
 This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. This course is considered developmental for a student with a typing speed of less than 20 wpm.

OST 134 **Text Entry and Formatting** 2 2 0 0 3
 Prerequisite: OST 131 or typing speed of 20 wpm

This course is designed to provide the 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 mailable documents and key timed writings at speeds commensurate with employability.

OST 136 **Word Processing** 1 2 0 0 2

This course introduces 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 137 **Office Software Applications** 1 2 0 0 2

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

OST 141 **Med Terms I-Med Office** 3 0 0 0 3

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 **Med Coding Billing & Insu** 3 0 0 0 3

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

OST 164 **Text Editing Applications** 3 0 0 0 3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 **Intro to Office Systems** 2 2 0 0 3

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management 1 2 0 0 2

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Machine Transcription I 1 2 0 0 2

Prerequisites: OST 134, OST 136, and OST 164

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 233 Office Publications Design 2 2 0 0 3

Prerequisite: OST 136

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Adv Word/Information Proc 2 2 0 0 3

Prerequisite: OST 136

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 241 Med Ofc Transcription I 1 2 0 0 2

Prerequisites: MED 121 or OST 141

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 284 Emerging Technologies 1 2 0 0 2

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 289 Office Systems Management 2 2 0 0 3

Prerequisites: OST 164 and OST 134 or OST 136

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PROFESSIONAL CRAFTS: JEWELRY

PCJ 262 Hand Wrought Metals 1 3 0 0 2

This course covers the fundamental processes, techniques and tools for heating and forging ferrous and non-ferrous metals. Topics include fire control, use of hammers, tools and

traditional techniques for metal shaping. Upon completion, students should be able to heat and use a variety of metals to create tools and shape basic metal projects.

PCJ 263 **Advanced Wrought Metals** 1 3 0 0 2

Prerequisites: PCJ 262

This course covers ideas and techniques for designing, heating and shaping metals. Topics include hammer control, use of power tools and advanced techniques such as metal lamination. Upon completion, students should be able to use traditional and contemporary techniques to make objects such as buckles, vessels, pendants, and blades.

PCJ 267 **Hand Wrought Joinery** 1 3 0 0 2

Prerequisites: PCJ 262

This course introduces the use of traditional joinery techniques used in the hand wrought metal profession. Emphasis is placed on the history and processes of the traditional joinery using tenons, mortises, collars, rivets, and forge welded joints. Upon completion, students should be able to create joints for hand wrought metal work using mortise and tenon, collars, and hot wraps.

PROFESSIONAL CRAFTS: SCULPTURE

PCS 110 **Intro to Metal Sculpture** 2 9 0 0 5

Prerequisites: PCS 112

This course introduces the process and design of metal sculpture for the craftsman. Topics include design of metal sculpture, layout, construction, and finishing. Upon completion, students should be able to demonstrate the ability to design and construct metal sculptures.

PCS 112 **Beg. Welding for Artists** 1 4 0 0 3

This course is an introduction to the proper equipment and tools of the metal shop and welding methods for the artist. Topics include welding, cutting, forging, fabricating and finishing, and studio safety. Upon completion, students will be able to demonstrate efficient and safe use of metal shop tools and equipment.

PCS 114 **Advanced Metal Sculpture** 2 9 0 0 5

Prerequisites: PCS 110

This course is designed to introduce advanced techniques of metal sculpture. Topics include forging, fabricating, and casting, with emphasis placed on the design and construction of artistic sculpture. Upon completion, students will demonstrate advanced skills in the techniques of welding, forging, and casting metal sculpture.

PHYSICAL EDUCATION

PED 110 **Fit and Well for Life** 1 2 0 0 2

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 111 **Physical Fitness I** 0 3 0 0 1

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 117 **Weight Training I** 0 3 0 0 1

This course introduces the basics of weight training. Emphasis is placed on developing

This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Participation in off-campus activities required in the course may result in additional costs to the student.

PED 181 Snow Skiing-Beginning 0 2 0 0 1

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski down a slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Participation in off-campus activities required in the course may result in additional costs to the student.

PED 254 Coaching Basketball 1 2 0 0 2

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 256 Coaching Baseball 1 2 0 0 2

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 259 Prev & Care Ath Injuries 1 2 0 0 2

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PHILOSOPHY

PHI 210 History of Philosophy 3 0 0 0 3

Prerequisite: ENG 111

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 230 Introduction to Logic 3 0 0 0 3

Prerequisites: ENG 111

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.

PHI 240 Introduction to Ethics 3 0 0 0 3

Prerequisite: ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion,

approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 251	General Physics I	3	3	0	0	4
Prerequisites:	MAT 271					
Corequisites:	MAT 272					

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 252	General Physics II	3	3	0	0	4
Prerequisites:	MAT 272 and PHY 251					

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PLUMBING

PLU 110	Modern Plumbing	4	15	0	0	9
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This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 150	Plumbing Diagrams	1	2	0	0	2
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This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

PLU 160	Plumbing Estimates	1	2	0	0	2
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This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

POLITICAL SCIENCE

POL 120	American Government	3	0	0	0	3
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This course is a study of the origins, development, structure, and functions of American national 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 formation. 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130	State and Local Government	3	0	0	0	3
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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,

growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.

PSY 281 **Abnormal Psychology** **3** **0** **0** **0** **3**
Prerequisite: PSY 150

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

READING

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.

RED 080 **Introduction to College Reading** **3** **2** **0** **0** **4**
Prerequisite: Learning Center referral or satisfactory
pre-enrollment placement test scores

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111. A student must earn a "C" or better and pass a standardized exit reading test to progress to the next class.

RED 090 **Improved College Reading** **3** **2** **0** **0** **4**
Prerequisite: RED 080

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111. A student must earn a "C" or better and pass a standardized exit reading test to progress to the next class.

REAL ESTATE

RLS 112 **Broker Prelicensing** **5** **0** **0** **0** **5**

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RELIGION

REL 110 **World Religions** **3** **0** **0** **0** **3**

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

INFORMATION SYSTEMS SECURITY

SEC 110 **Security Concepts** **3** **0** **0** **0** **3**

identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

SPA 111 Elementary Spanish I 3 0 0 0 3

Prerequisite: SPA 110 or high school Spanish

Co-requisite: SPA 181

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II 3 0 0 0 3

Prerequisite: SPA 111

Co-requisite: SPA 182

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120 Spanish for the Workplace 3 0 0 0 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture and Civilization 3 0 0 0 3

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 161 Cultural Immersion 2 3 0 0 3

Prerequisite: SPA 111

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 181 Spanish Lab 1 0 2 0 0 1

Co-requisite: SPA 111

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 182 Spanish Lab 2 0 2 0 0 1

Prerequisite: SPA 181

Co-requisite: SPA 112

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 211 **Intermediate Spanish I** **3** **0** **0** **0** **3**
Prerequisite: SPA 112

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212 **Intermediate Spanish II** **3** **0** **0** **0** **3**
Prerequisite: SPA 211

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 215 **Spanish Phonetics/Structure** **3** **0** **0** **0** **3**

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 **Spanish Conversation** **3** **0** **0** **0** **3**
Prerequisites: SPA 212

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 231 **Reading and Composition** **3** **0** **0** **0** **3**
Prerequisites: SPA 212

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 281 **Spanish Lab 3** **0** **2** **0** **0** **1**
Prerequisites: SPA 182
Corequisites: SPA 211

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 282 **Spanish Lab 4** **0** **2** **0** **0** **1**
Prerequisites: SPA 281
Corequisites: SPA 212

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPANISH INTERPRETING

SPI 113 **Intro. to Spanish Inter.** **3** **0** **0** **0** **3**

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114 **Analytical Skills Spanish Inter.** **3** **0** **0** **0** **3**

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpreting-technical, interactive messages between Spanish and English.

SPI 213 **Review of Grammar** **3** **0** **0** **0** **3**

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 **Introduction to Translation** **3** **0** **0** **0** **3**

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

CENTRAL STERILE PROCESSING

STP 101 **STP Clinic I** **0** **0** **21** **0** **7**

Prerequisites: SUR 110, SUR 111, and BIO 163

Co-requisite: SUR 122 and BIO 175

This course is designed to introduce the primary responsibilities of a central sterile technician including practical application of learned concepts and procedures. Topics include preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate and apply principles of sterilization/disinfection, as well as distribution of instruments/supplies/equipment following established protocols. This is a diploma-level course.

STP 102 **STP Clinic II** **0** **0** **12** **0** **4**

Prerequisites: STP 101 and SUR 122

Co-requisites: STP 103 and SUR 134

This course is designed to enhance clinical skills of STP 101 by a variety of experiences in specialty areas. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in central processing areas. Upon completion, students should be able to function in the role of an entry-level central processing technician. This is a diploma-level course.

STP 103 **Prof Success Prep** **1** **0** **0** **0** **1**

Prerequisites: STP 101 and SUR 122

Co-requisites: STP 102 and SUR 134

This course provides job-seeking skills and an overview of theoretical knowledge in

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Prof Success Prep 1 0 0 0 1

Prerequisites: SUR 122 and SUR 123

Co-requisites: SUR 134 and SUR 135

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Adv SUR Clinical Practice 0 0 6 0 2

Prerequisites: SUR 134, SUR 135, and SUR 137

Co-requisite: SUR 211

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Adv Theoretical Concepts 2 0 0 0 2

Prerequisites: SUR 134, SUR 135, and SUR 137

Co-requisite: SUR 210

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

TRAVEL AND TOURISM

TAT 110 Intro to Travel and Tourism 3 0 0 0 3

This course provides an overview of the travel and tourism industry. Topics include the history, career opportunities, economic impact, and terminology associated with the travel industry and the roles of travel agencies and suppliers. Upon completion, students should be able to demonstrate a basic understanding of the travel and tourism industry.

TAT 112 Domestic Res and Ticketing 3 2 0 0 4

This course introduces the basic procedures for manual and computer-generated domestic travel documents. Topics include domestic airline scheduling and fares, industry codes, document preparation, and creation of automated reservations. Upon completion, students should be able to prepare manual documents and construct a basic passenger name record using an airline computer reservation system.

TAT 114 International Res and Tktg 3 2 0 0 4

Prerequisite: TAT 112

This course introduces the basics of international travel documentation and procedures. Topics include creating international airline reservations, entry/exit requirements, currencies, industry codes, customs regulations, and related international issues. Upon completion, students should be able to construct an international passenger name record using an airline computer reservation system and understand the intricacies of international travel.

TAT 116 World Destinations I 3 0 0 0 3

This course covers travel and tourism in the western hemisphere. Emphasis is placed on location and cultural and physical geography as it relates to destination planning. Upon completion, students should be able to counsel clients regarding western hemisphere destinations to meet identified expectations.

TAT 118 World Destinations II 3 0 0 0 3

This course covers travel and tourism in Europe. Emphasis is placed on location and cultural

and physical geography as it relates to destination planning. Upon completion, students should be able to counsel clients regarding European destinations to meet identified expectations.

TAT 120 **World Destinations III** **3** **0** **0** **0** **3**

This course covers travel and tourism in the Pacific, Asia, and Africa. Emphasis is placed on location and cultural and physical geography as it relates to destination planning. Upon completion, students should be able to counsel clients regarding Pacific, Asian, and African destinations to meet identified expectations.

TAT 122 **Cars, Rails, and Rooms** **3** **2** **0** **0** **4**

Prerequisite: TAT 112

This course covers land-based travel arrangements for domestic and international corporate and leisure travelers. Emphasis is placed on making non-airline travel arrangements that include accommodations, rental cars, and rail transportation. Upon completion, students should be able to generate manual and automated reservations.

TAT 210 **Travel Sales and Marketing** **4** **0** **0** **0** **4**

Prerequisite: TAT 110

This course introduces various marketing strategies as they relate to entities within the travel and tourism industry. Topics include basic marketing tools such as market research, market planning, advertising, customer service, image building, and sales techniques. Upon completion, students should be able to conduct primary research, develop a marketing plan, understand the role of service as a marketing tool, and demonstrate proficient sales techniques.

TAT 212 **Cruise Marketing and Sales** **3** **0** **0** **0** **3**

This course is designed to develop a thorough knowledge of the cruise product. Emphasis is placed on worldwide destination markets, the "cruise experience," differences within the cruise products, and how to use cruise brochures as a sales tool. Upon completion, students should be able to maximize agency profit potential by matching cruise products with identified client needs.

WEB TECHNOLOGIES

WEB 110 **Internet/Web Fundamentals** **2** **2** **0** **0** **3**

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to deploy a website created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other internet tools.

WEB 111 **Intro to Web Graphics** **2** **2** **0** **0** **3**

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 **Web Markup and Scripting** **2** **2** **0** **0** **3**

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

WEB 120 **Intro Internet Multimedia** **2** **2** **0** **0** **3**

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics.

Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools 2 2 0 0 3

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210 Web Design 2 2 0 0 3

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

WEB 215 Adv Markup and Scripting 2 2 0 0 3

Prerequisites: WEB 115

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

WEB 220 Advanced Multimedia 2 2 0 0 3

Prerequisites: WEB 120

This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

WEB 230 Implementing Web Serv 2 2 0 0 3

Prerequisites: NET 110 or NET 125

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250 Database Driven Websites 2 2 0 0 3

Prerequisites: DBA 110 and WEB 140

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 260 E-Commerce Infrastructure 2 2 0 0 3

Prerequisites: WEB 250

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

WEB 285 Emerging Web Technologies 2 2 0 0 3

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

WEB 289 Internet Technologies Project 1 4 0 0 3

Prerequisites: WEB 230 and WEB 250

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Continuing Education Programs

The Department of Continuing Education promotes the concept of lifelong learning as an essential component of contemporary adult life by offering courses covering a wide variety of occupational, academic and avocational subjects. It is also a goal of the College to serve area industries, businesses, and public agencies by providing training for employees.

The development of continuing education for adults is based upon the interest shown by the community, availability of competent instructors, and the limitations of available equipment, space, and funds. Whenever possible, courses are arranged as community needs or interests are indicated. Some classes constantly in demand are offered on a continuing basis, while others are started at the requests of individuals or organizations. Requests and suggestions for additional courses are welcome.

Basic Skills Programs

Basic Skills and Special Programs includes the areas of Adult Basic Education (ABE), Compensatory Education (CED), English as a Second Language (ESL), and General Education Development (GED). All classes are offered free-of-charge. There is a one-time-only nominal administrative fee for GED testing as well as for graduation for students completing their GED.

Graduation ceremonies are held each year at a date to be determined based on the end of the Spring Semester. Candidates for diplomas are eligible to participate in a commencement program by the College.

Adult Basic Education (ABE): The ABE Program at BRCC is the cornerstone upon which the overall Basic Skills Program is built. ABE is a dynamic outreach program specifically targeting non-readers and other under-educated adults. A variety of traditional and non-traditional, innovative curricula have been implemented to upgrade the academic skills of this population. Special programs offered through formal partnerships with other agencies have promoted program accessibility.

Compensatory Education (CED): Compensatory Education (CED) is designed to provide remedial academic programs to adults who have been diagnosed as being delayed learners and who can provide documentation of mental retardation. The program includes task-analyzed lessons in language arts, math, social sciences, consumer education, health and community living skills. CED classes are offered at SSEACO (Something Special Enterprises and Career Opportunities) in Henderson County and Transylvania Vocational Services in Transylvania County.

English as a Second Language (ESL): English as a Second Language (ESL) classes are designed for adults who are not native English speakers. Because individual needs vary considerably, instruction in reading, writing, speaking, and listening is tailored to meet individual needs. Three distinct levels are offered to help students acquire functional English competence: Beginning, Intermediate, and Advanced.

General Education Development (GED): GED courses are designed for adults who have not received a high school diploma. Courses prepare students for the five official GED tests: Language Arts-Writing, Social Studies, Science, Language Arts - Reading, and Mathematics. The GED diploma certifies that the graduate has achieved a level of general educational development equivalent to that of high school diploma recipients. Graduation ceremonies are held once a year.

Small Business Center

The Small Business Center (SBC) functions as a management information resource for the community of small businesses in Henderson and Transylvania counties. More than 80 percent of all businesses in the area employ less than 100 people, and more than 80 percent of all employees in the area work for small businesses. The success of small businesses is, therefore, vital to the continued prosperity of this region. Yet, the failure rate of small businesses is unusually high, especially during the first three years of operation. The mission of the SBC is to enhance the prospects of success for small businesses in the region. Management information is provided to the SBC client base in a variety of formats, all with a minimum of red tape and at little or no cost.

Seminars: The Small Business Center sponsors seminars on a regular basis. Recognized authorities in such fields as marketing, financial planning, and leadership training present these seminars. These topics are always oriented toward the needs of the small business operator.

Direct One-On-One Assistance: The Small Business Center Director is available for consultation with current or prospective small business operators. Consultations often lead to solving particular problems or enlisting advice from other small business owners. The Director can put the client in touch with the right people at the North Carolina Department of Commerce, a local Chamber of Commerce, the Service Corps of Retired Executives (SCORE), the Economic Development Agency, a financial institution, or another educational institution.

Information Center: Small Business Center clients can benefit from access to the College's well-stocked and continuously-updated Information Center. Among the many small business-related subjects documented in this facility are: effective communications, employee relations, financial management, information systems, ISO-9000 Quality Systems, marketing, sales, planning, and customer relations. Much of the written material at the Information Center is also available in video, audio, and slide formats.

Community Enrichment

Classes and programs are offered by Blue Ridge Community College to assist individuals as they endeavor to broaden their horizons or enhance their abilities and interests. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and cultural awareness.

In addition to enrichment courses, other educational programs sponsored by Community Enrichment include:

Blue Ridge Center for Lifelong Learning: The Blue Ridge Center for Lifelong Learning was established at Blue Ridge Community College in January 1991. The Center is affiliated with the Travel Learn, a national organization which provides international learning vacations for adults. In this member-directed organization, persons of diverse backgrounds come together to share a common interest in learning in an environment of sharing and fellowship. Anyone fifty years of age or older may become a lifetime member for a fee of \$35. Members can attend a variety of course offerings for a nominal fee and may also participate in travel opportunities. The College supports the Center by providing classroom and office space as well as administrative services.

Elderhostel: In the spring of 1990, Blue Ridge Community College became the first community college in the state to sponsor Elderhostel programs. Elderhostel offers thousands of people 55 years old and older an opportunity to live for a week in a community where they can take challenging and thought-provoking classes in a variety of arts, sciences and social studies subjects. The courses often focus on subjects unique to this area such as "Carl Sandburg: His Life and Literature," "The Cradle of Forestry: The U.S. Forest Service," "The Cherokee Story," "Spring Wildflowers" and "Blue Ridge Mountains: Culture and Folklore." Participants who come from all over the United States reside at a nearby conference center while participating in the program. The Elderhostel program is also open to individuals in this area who come as commuters to daytime and evening programs.

Arts and Humanities Series: This annual series presents monthly programs featuring a wide variety of performance art forms as well as presentations about humanities issues. Events include theatrical performances, poets sharing their works, musical concerts featuring many different genres, and humanities lectures.

Music by the Lake: Each summer Community Enrichment offers monthly concerts beside the College lake as a gift to the community. These free Sunday evening concerts feature a wide range of musical and vocal groups. The public is invited to bring lawn chairs and picnics to enjoy the music by the lake.

Blue Ridge Concert Series: Each year this series of six concerts is presented featuring highly-acclaimed classical artists of national renown as well as a concert by musicians from around the world who are studying at the North Carolina School of the Arts.

Summer Sampler for Young People: Every summer two weeks of hands-on enrichment classes are offered for elementary and middle school children during the last two weeks in June. A variety of fun-filled classes are scheduled in the mornings with many choices for ages 7 to 9 and for ages 10 to 13.

Celebration of Women in the Arts: This annual event was created to honor women artists by celebrating their creativity and imagination and their diverse contributions to the cultural life of our community. Scheduled in March, Women's History Month, the Celebration includes an exhibit of visual art including works from a wide range of media as well as an evening

performance showcasing performing artists from our region.

Environmental Health and Safety Institute (EHSI)

To meet the needs of industry, the Environmental Health and Safety Institute at Blue Ridge Community College can provide needs assessment and curriculum development as well as delivery of training in areas such as OSHA requirements, environmental regulations, ISO 14000, hazardous materials handling, chemical spill response, confined space entry, water and wastewater treatment operations, safety awareness, safety requirements and many others. These courses can be customized for a particular industry and can be conducted on campus or at the job site. Participants can receive certificates, and CEUs can be earned. The EHSI is also responsible for helping the fifty-eight NC community colleges comply with environmental and safety regulations.

Joblink Career Center

The Henderson County JobLink Career Center located on the BRCC Flat Rock Campus was created to link job seekers and employers, strengthen economic development, and provide clients with accessible user-friendly information to assist them in becoming self-sufficient. Agencies represented include Blue Ridge Community College, Work First Employment Services, Vocational Rehabilitation, Employment Security Commission, and Western Carolina Community Action. Services for individuals include job placement, career aptitude assessment, résumé writing software, and computers.

Human Resources Development (HRD): The HRD program provides short-term, pre-vocational training and counseling to help unemployed and under-employed adults successfully enter the work force or pursue further training for career change. The goal of HRD is to teach individuals the skills necessary for obtaining and maintaining employment and how to manage the lifestyle changes that can be associated with it. Our goal is achieved through programming which serves to develop communication skills; improve self image and self esteem; develop positive life attitudes, and explore the impact of habits and behavioral strengths and weaknesses as they relate to decision making, conflict resolution, and working as a member of a team. The program offers these services in a variety of classes tailored to meet the needs of employers and enhance the student's ability to become a qualified worker.

HRD Employability Lab: The HRD Employability Lab is designed to meet the needs of unemployed and underemployed adults in the community who are seeking employment. Clients are assessed and guided on an individualized basis developing work related and self-sufficiency skills. Individuals are provided with a computer station and resources for learning decision-making and critical thinking techniques along with basic job finding skills... completing employment applications, writing resumes and cover letters, interviewing, and using employment resources such as the Employment Security Commission, Local Newspapers, and the Internet as well as access to other community resources where necessary. Clients develop these basic self-reliance and employability skills with the guidance of a professional employability specialist to create their best opportunity for getting the hire of choice.

Corporate Training

Customized Training: Customized training is available upon request. This training may be on campus or on site at a company location and is conducted exclusively for company employees. Classes may be initiated on topics that are of special interest to the client

company, or they may be the same classes offered as Focused Industrial Training or Scheduled Courses, but will be tailored to specific company needs. Customized training may incorporate Continuing Education Credits (CEUs). The CEU is a nationally recognized unit of credit representing ten class hours of professional development instruction. Participants can receive certificates that note the training hours and the CEUs earned.

Focused Industrial Training (FIT): This program provides job-specific training for production-related employees. Often, this training might not be available through traditional continuing education programs or in a regular course format. Training under the FIT program can be offered on site at a company's location, on campus, or sometimes at another location. Training can be offered on flexible days and dates, and at times favorable to a company's production schedule. Training can be provided to a large group of employees, or to just a few employees, and can be customized to a particular company (or companies) needs. As a state-funded program, FIT training is available at a nominal registration fee, and can include both technical and soft skill training.

New and Expanding Industry Training (NEIT): This program is a customized service designed to provide training to new employees of new or expanding industries in North Carolina. Closely tied to the State's economic development incentives, this program provides a broad range of training and development services at State expense to eligible companies through each of the 58 community colleges. A representative of the College first meets with client-company personnel in order to identify the training skills and the equipment resources that will be required to satisfy the company's specific training needs. The skills and resources are then acquired, a curriculum is developed, and the training is conducted either on site or on campus as conditions warrant.

also covers the services needed to run an Internet site such as configuring DNS and Apache, and the services offered only to users on an internal network. Also covered - administering the open source operating system--including installation, initial configuration, using the bash command shell, managing files, managing software, and granting rights to users.

- CAS-8025 Starting Windows 2.4 CEU**
The course provides an introductory look at Microsoft's new XP operating system. Students will examine the component parts of Windows, the desktop, and the taskbar; study the concepts of folders and file management; and, discuss the similarities and differences in the 95/98, ME and XP operating systems.
- CAS-8038 Adobe Photoshop CS I 2.8 CEU**
Adobe Photoshop, the image-editing standard used by 99% of professionals, helps you work more efficiently, explore new creative options, and produce the highest quality images for print, the web, and anywhere else. This course will cover the basics of bitmap graphics, file sizes and formats, the color-correction of photos, and creation of art from scratch.
- CAS-8039 Adobe Photoshop CS II 2.8 CEU**
Picking up where Part 1 left off, this course covers intermediate digital imaging techniques using Adobe Photoshop, the professional image-editing standard. This course will build upon the basic skills learned in Part 1 and introduce more advanced principles and methods. Topics will include advanced layer techniques, masking, clipping masks, filters and the use of Blending Modes. Upon completion, students should have intermediate knowledge of the tools of Photoshop and have the ability to modify and create effective images for various uses.
- CAS-8040 Adobe Illustrator CS I 2.8 CEU**
This course will explore what vector graphics are and how they are used. We will use the industry standard Adobe Illustrator to open and change vector files such as clipart, create logos, design advertisements, and use these files for various digital media projects. Explore the creative tools Illustrator puts in your hands for creating your own digital illustrations.
- CAS-8042 Adobe InDesign CS I 2.8 CEU**
This course will introduce you to designing publications using InDesign, the rising standard for professional desktop publishing. InDesign gives you the flexibility to design long documents or one-page ads in a powerful and intuitive environment. Particular attention will be placed upon learning the effective use of layout, type and graphic styles, symbols, layers, and importing graphics created in Photoshop and Illustrator.
- CAS-8044 Video Editing I 2.8 CEU**
Experience the thrill of creating your own digital video clips for playback on a personal computer, videotape, CD, DVD, or the Web! This course focuses on understanding digital video and what is involved with pre-production, shooting, and editing of a DV project. This course also teaches users to quickly master the art of using one of today's most popular digital video editing tools to combine video footage, sound and digital images to create eye-catching projects.
- CAS-8056 Adobe Photoshop CS for Photographers 2.8 CEU**
This course will cover advanced Photoshop techniques, both creative and essential skills, including: creating a "master" image, hand-coloring B&W photos, advanced retouching and restoration, and pre-press requirements for high-quality printing.
- CAS-8058 Macromedia Studio MX: Dreamweaver MX 2.8 CEU**
This course will focus on the use of the industry-standard Macromedia Dreamweaver to design and develop websites. You will learn to use Dreamweaver to place text on web pages, place images, create tables, develop hyperlinks, work with site administration, upload a web page to a web server, and use of CSS for dynamic and consistent web design.
- CAS-8081 Quickbooks & Small Business Recordkeeping I 1.2 CEU**
Learn to use QuickBooks for Windows for your small business recordkeeping. This course will include payroll applications, tracking accounts receivables, income and expenses, balance sheets, and other features to allow you to maintain your business' financial records.
- CAS-8142 Introduction to Computers II 2.4 CEU**

Administration, Faculty, and Staff

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Blue Ridge Community College Educational Foundation, Inc.

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Jessie Wilson..... **Accountant**
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Aaron Case..... **Custodian**
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Johnny Constance **Carpenter**
Diploma, East Henderson High School

Charles Gilbert **Custodian**
East Henderson High School

Rick Moody **Custodian**
Diploma, Hendersonville High School

Carolyn Price **Custodian**
B.A., Florida International University

Jerry E. Price **Custodian**

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