

Beaufort County Community College



College Catalog
2006-2008

Beaufort County Community College

Post Office Box 1069
Washington, NC 27889
Telephone 252-946-6194
www.beaufortccc.edu

Beaufort County Community College
is accredited by the Commission on Colleges of the
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone number 404-679-4501
to award associate degrees, diplomas, and certificates

Member of

American Association of Community Colleges
North Carolina Community College System

General Catalog
2006 - 2008
Volume 28

Beaufort County Community College is an Affirmative Action, Equal Opportunity, Section 504 Institution, and does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap.

If you believe you have been discriminated against, contact the following:

504 and Americans with Disabilities Act (ADA) Coordinator

Phillip Price
 Building 1, Room 208
 252-940-6213

Affirmative Action Officer

Wesley Beddard
 Building 1, Room 1B
 252-940-6226

Title IX Coordinator

Sandra Sauvé
 Building 9, Room 919
 252-940-6216

Students may also contact the Dean of Student Services.

Specific institutional policies pertaining to alcohol and drug usage, communicable diseases, copyright (including computer software), sexual harassment, and smoking may be reviewed in the President’s Office and the Office of Student Services.

Graduation/Completion rates are available in the Office of the Registrar.

This catalog supersedes all previous catalogs. Information about programs, fees, and regulations contained in earlier issues is now obsolete. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Beaufort County Community College. The College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary. Every effort will be made to minimize the inconvenience such changes might create for students.

Though accurate at the time of publication, information is subject to change. Please contact College personnel if you have any questions.

Portions of this catalog were written by the North Carolina Community College System (NCCCS) staff.

Revision History:
 Version Number: 27.0
 Version Date: July 1, 2005, June 15, 2006, January 24, 2007

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Academic Calendar 2006 - 2008

Fall Semester 2006

August 14, 2006	Fall Late Registration
August 15, 2006	Semester Begins
September 4, 2006	Labor Day Holiday
October 9 - 10, 2006	Faculty Work Days
October 30, 2006	Last Day to Drop/No Penalty
November 8, 2006	Spring Registration/FWD
November 22, 2006	Student/Faculty Vacation
November 23 - 24, 2006	Thanksgiving Holiday
December 12 - 15, 2006	Exams
December 15, 2006	Semester Ends

Spring Semester 2007

January 3, 2007	Spring Late Registration
January 4, 2007	Semester Begins
January 15, 2007	Holiday
March 12 - 16, 2007	Spring Break for Student/Faculty
March 26, 2007	Last Day to Drop/No Penalty
April 6, 2007	Easter Holiday
April 19, 2007	Summer Registration/FWD
May 4 - 9, 2007	Exams
May 9, 2007	Semester Ends
May 11, 2007	Graduation

Summer Term 2007

May 15, 2007	Summer Late Registration
May 16, 2007	Term Begins
June 29, 2007	Exams
June 29, 2007	Term Ends

Fall Semester 2007

August 13 - 14, 2007	Fall Late Registration
August 15, 2007	Semester Begins
September 3, 2007	Labor Day Holiday
October 8, 2007	Faculty Work Day
October 26, 2007	Last Day to Drop/No Penalty
November 13, 2007	Spring Registration/FWD
November 21, 2007	Student/Faculty Vacation
November 22 - 23, 2007	Thanksgiving Holiday
December 11 - 14, 2007	Exams
December 14, 2007	Semester Ends

Spring Semester 2008

January 3 - 4, 2008	Spring Late Registration
January 7, 2008	Semester Begins
January 21, 2008	Holiday
March 18, 2008	Last Day to Drop/No Penalty
April 24 - 28, 2008	Easter Holiday/Spring Break
May 2 - 7, 2008	Exams
May 7, 2008	Semester Ends
May 9, 2008	Graduation

Summer Term 2008

May 15, 2008	Summer Late Registration
May 16, 2008	Term Begins
June 13, 2008	Last Day to Drop/No Penalty
June 30, 2008	Exams/Term Ends

General Information

History of Beaufort County Community College

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

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

BCCC Vision

Beaufort County Community College will be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

Mission Statement

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

Long-Range Goals

- Provide a comprehensive education program focused on student learning and excellence in teaching.
- Maintain a positive learning environment for a diverse population.
- Provide support services which enhance and encourage the potential for personal and educational growth.
- Offer opportunities for adults to master basic skills.
- Promote the development of work force training and retraining.
- Offer services to business and industry designed to enhance economic development.
- Develop opportunities and services to enrich the quality of community life.
- Seek and develop additional resources necessary to achieve the goals and objectives of the College.
- Utilize current technology in instructional and support areas.
- Improve the services of the College through a continuous evaluation and revision of goals and objectives, instruction, programs, and administrative organization.

Curriculum Programs

•Associate Degree Programs

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in General Education (A.G.E.)
- Associate in Applied Science (A.A.S.)
 - Accounting
 - Associate Degree Nursing
 - Automotive Systems Technology
 - Business Administration
 - Computer Information Technology
 - Computer Programming
 - Criminal Justice Technology
 - Early Childhood Associate
 - Early Childhood Associate/Teacher Associate
 - Electrical Engineering Technology
 - Electronics Engineering Technology
 - General Occupational Technology
 - Heavy Equipment and Transport Technology/Construction Equipment
 - Human Services Technology/Social Services
 - Mechanical Engineering Technology
 - Mechanical Engineering Technology/Drafting & Design
 - Medical Laboratory Technology
 - Medical Office Administration
 - Networking Technology
 - Office Systems Technology
 - Welding Technology

•Diploma Programs

- Applied Electrical Principles
- Applied Electronic Principles
- Automotive Technology
- Cosmetology
- Early Childhood
- Human Services Technology
- Industrial Maintenance
- Machinist
- Mechanical Drafting and Design
- Practical Nursing
- Welding Technology

•Certificate Programs

- Automotive Technology
- Automotive Technology (Engines and Brakes)
- Basic Drafting Technology
- Basic Electrical Wiring Methods
- Basic Electronics
- Basic Law Enforcement Training

- Basic Maintenance
- Basic Medical Office
- Basic Office Skills
- Business Administration
- C++ Programming
- CAD Operator
- Community Spanish Facilitator
- Computer Hardware Repair & Troubleshooting
- Cosmetology Instructor
- Early Childhood
- Early Childhood Administration
- Esthetics Technology
- Federal Income Tax
- General Accounting
- Human Services Technology
- Industrial Maintenance
- Industrial Maintenance (Electrical)
- Industrial Maintenance (Mechanical)
- Industrial Technology
- Infant and Toddler
- Machinist
- Machinist (Advanced)
- Manicuring/Nail Technology
- Mechanical Drafting and Design
- Networking Support
- Nursing Assistant
- Plastics Technology
- School Age
- Software Applications Specialist
- Special Education
- Visual Basic Programming
- Welding Technology
- Welding – Basic MIG/TIG
- Welding – Basic Pipe
- Welding – GTAW TIG (Plate/Pipe)
- Welding – Stick and MIG
- Welding – SMAW (Stick Plate/Pipe)
- Word Processing Specialist

Admissions

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

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate (GED). Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the Basic Skills Office in the Division of Continuing Education. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must submit a completed application for admission to the BCCC Admissions Office.
3. Each applicant must request that official copies of transcripts of all previous high school and college (if any) work be submitted directly to the BCCC Admissions Office. Applicants who have a GED should request that official scores be submitted.
4. All applicants, unless exempt, must take a placement examination.
5. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

B. Exceptions to Requirements for General Admission:

1. A student may enroll as a special credit student without specifying an educational objective. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or Veteran's benefits, and must meet all prerequisite requirements for each course enrolled.
2. A student may enroll in associate degree courses under special admission without meeting all requirements for general admission. However, no more than 12 credit hours may be earned without complying with the appropriate admission requirements.
3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate. However, admission into the program will be based upon the individual's performance on the placement examination and/or prior experience in the field. In all cases, the

final entrance eligibility of the applicant will be determined by the chair of the division in question.

4. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:
 - (a) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.
 - (b) That the application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
 - (c) That such admission will not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
5. Selected high school students may be admitted under specific conditions:
 - (a) Be at least 16 years of age,
 - (b) Obtain written approval from his/her principal and superintendent, and
 - (c) Be enrolled in at least three courses at the high school or one-half of the school day.
6. Exceptions not addressed in items 2-5 must be considered on a case-by-case basis by the Admissions Committee. High school students should discuss their interest in enrolling in the College with their principal before contacting the College.

C. Requirements for Home School Graduates

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

1. The home school administrator must show and provide proof that the home school was certified by the North Carolina Department of Non-Public Instruction. This means that the administrator must have a school approval number, a charter for the school, or anything that denotes approval from the NC Department of Non-Public Instruction and provide copies of this information with the application; and,
2. The home school administrator must submit an official transcript from the home school.
3. If the home school administrator and/or student does not have the proper certification, the student cannot apply and register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the GED. The student may arrange to take the GED examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education.

D. Requirements for Transfer Students

1. Complete general admission and graduation procedures.
2. Refer to “Advanced Standing” for instructions on transferring credit from other institutions.

BCCC does not penalize a transfer student who is on probation from another institution nor does the College practice provisional admission.

E. Additional Requirements for Allied Health Programs

Allied health programs have additional admission requirements. This is necessary because these programs are limited in the number of students that can be admitted each year.

Note: A clinical site may require a criminal background check and/or drug testing prior to your participation in clinical training. If denied access to a clinical site, progress to graduation may be limited due to the inability to complete the clinical portion of the program.

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

Minimum Requirements for Applicant Evaluation

1. Complete the Computerized Placement Test (CPT) with scores meeting the minimums for the college or qualify for testing waiver as outlined in the college catalog under *Placement Testing*. Applicants may test twice within the twelve-month period, which runs between January 1 and December 31. There is a 60-day waiting period between retests. (Successful completion of the recommended developmental courses will satisfy this requirement.) *It is the responsibility of the student to submit verification of test scores, written approval of testing waiver, or transcript of developmental coursework to the Admissions Office.*
2. ****Take the Health Occupations Basic Entrance Test (HOBET)**
3. ***Have completed a high school chemistry course with a grade of C or better within the past eight years.** Applicants not meeting this requirement must complete a basic chemistry course at Beaufort County Community College or an equivalent course at another institution with a grade of C or better. Written approval is required for an equivalent course.
4. Have high school transcripts or official GED report sent to BCCC (college transcripts, if applicable.)

***Not required for Practical Nursing (PN)**

****Not required for Medical Laboratory Technology (MLT)**

Post Evaluation Requirements

These requirements are completed after a student has been evaluated for the program and is notified by the Admission’s Office.

1. Attend a mandatory information session with the nursing faculty and the Allied Health Admissions Counselor. Notification of available sessions will be based on weighted ranking of candidates that have completed all the above requirements.
2. Submit a physical examination report. (Use BCCC Physical Form) A physical examination will be required on completion of the interview.
3. Submit required documentation of screening and vaccines related to communicable diseases. (BCCC Physical Form)
4. Submit proof of current CPR (cardiopulmonary resuscitation) certification. (Not required for MLT)

Application Deadlines

To be considered for each evaluation date, all general college applications designating the allied health program of your choice must be postmarked or in the Admissions Office as follows:

General College Application Deadline	Evaluation Date
NURSING PROGRAMS	
January 31	March 15
MLT	
Last day of Spring Semester	End of Spring Semester

Applicants are only accepted each year for the following fall. Students may reapply by updating their application in the Admissions Office. Beaufort County Community College does not utilize a “waiting list” for allied health programs.

F. Additional Requirements For Basic Law Enforcement Training (BLET)

Enrollment is restricted to applicants who meet the following criteria:

1. Be at least 20 years of age;
2. Possess a high school diploma or equivalency (GED);
3. Have a valid North Carolina driver’s license;
4. Pass a medical examination (form will be provided);
5. Obtain recommendation from a local law enforcement agency;
6. Schedule an appointment with the Director of Basic Law Enforcement Training for interview and registration.

G. Readmission

Curriculum students who have withdrawn in good academic standing may apply for readmission through normal registration procedures. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply. There are specific additional guidelines for reentry into the health curriculums. These guidelines may be obtained from the Admissions Office.

To be eligible for registration, the student must meet the following requirements:

- (a) Update their application
- (b) Participate in an interview with an admissions counselor.

- (c) Be assigned a faculty advisor.
- (d) Satisfy all outstanding obligations to the College.

Readmission applications for students who have been suspended for disciplinary reasons will not be considered until the period of suspension has been completed. After the suspension period, readmission will be secured as stated above in requirements (a) through (d).

Huskins Bill Classes

Beaufort County Community College offers Huskins Bill classes to qualified students at participating area high schools. The objectives of these programs are:

1. To provide a program for the benefit of selected high school students by providing college level educational opportunities not otherwise available;
2. To enhance the motivation and achievement of students who participate in the program; and
3. To improve the equalization of opportunities among high schools throughout the state by offering advanced and special courses, which are both college level and for college credit.

Huskins Bill classes may be offered only under a specific agreement between the Board of Trustees of the College and the local Board of Education. All such agreements must be approved by the North Carolina State Board of Community Colleges.

The Huskins Bill authorizes programs for “qualified high school students.” For the purpose of developing cooperative program agreements between high schools and community colleges, the wording “qualified high school students” is defined as students in grades nine through twelve who have achieved a level of academic and social maturity necessary to perform successfully in college credit courses and who have also been recommended by their principal for enrollment. There must also be mutual agreement between the two systems to define the criteria for student selection.

Students seeking to enroll in Huskins Bill classes must satisfy college prerequisites and take all placement tests.

Major and general education courses from the Common Course Library (CCL) of the North Carolina Community College System are eligible for inclusion in Cooperative Program Agreements between community college boards of trustees and local boards of education.

College credit will be awarded upon successful completion of course work. High school credit may be awarded upon successful completion and will be based on credit hour equivalencies determined by the L.E.A.

No courses which are specifically required for high school graduation (Minimum Admission Requirements [MAR]) are eligible to be offered under the Huskins Bill.

Students enrolled in Huskins Bill classes may be required to purchase textbooks but are not required to pay tuition.

Final examinations are required by the College. Local high school policies on exemptions from final examinations will not apply.

Dual Enrollment

For many years, high school students have participated in community college courses through “dual” or “concurrent” enrollment. Such enrollments are used as vehicles for the enrollment of advanced high school students in college level courses while still in high school.

Junior and senior public, private, and home-schooled high school students who are at least 16 years of age, may enroll in college courses tuition free if official written permission is obtained from their high school principal and chief administrative school officer (superintendent).

For home schooled students, the home school administrator must show and provide proof that the home school was certified by the North Carolina Department of Non-Public Instruction. This means that the administrator must have a school approval number, a charter for the school, or anything that denotes approval from the NC Department of Non-Public Instruction and provide copies of this information with the application and dual enrollment form. If the home school administrator and/or student does not have the proper certification, the student cannot apply and register for dual enrollment classes at BCCC.

Students can obtain a petition for dual enrollment from their guidance counselor or the BCCC Admissions Office. This permission must be forwarded to the Admissions Office. Curriculum work may apply to graduation at BCCC. Courses taken in the College Transfer Associate in Arts or Associate in Science degree curriculums are transferable to most four-year senior colleges and universities in North Carolina. High school students may also enroll concurrently in continuing education courses. However, applicable registration fees may be required.

The State Board of Community Colleges’ policy regarding dual enrollment as cited in NCAC 2C.0301 permits high school students to enroll in a community college course under the following conditions.

1. must be at least 16 years of age, and,
2. must be recommended by the chief administrative public school officer and approved by the president of the community college; and,
3. must obtain certification from the principal that the student while enrolled at the college, is also enrolled at the high school, is taking the equivalent of at least one-half of a full-time schedule and is making appropriate progress toward high school graduation, or is attending one-half of the school day, and is making appropriate progress toward graduation; or (in the case of courses offered in the summer) must

certify that such student took at least three (3) high school courses or attended one-half of the school day during the preceding year and made appropriate progress toward graduation.

4. must achieve required placement scores.

Dual enrollment provides for “mainstreaming” advanced high school students into existing community college courses. This program is in addition to the Huskins Bill program. Dual enrollment should be used by local school and college officials to provide for any cooperative programming which does not require establishing a separate course section for high school students. The enrollment of high school students cannot displace adult college students.

While the community college should not be used to supplant any regular high school programs, including summer school, it is reasonable and appropriate to permit dual enrollment of selected high school students, as long as the coursework is college level, non-remedial, and not regularly offered by the high school.

Fees and Expenses

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

Tuition

All students are charged tuition according to the following schedule.

N.C. Resident

1 to 15 Semester Credit Hours	\$39.50 per semester hour
16 Semester Credit Hours and Over	\$632.00 per semester

Out-of-State

1 to 15 Semester Credit Hours	\$219.50 per semester hour
16 Semester Credit Hours and Over	\$3,512.00 per semester

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

Student Activity Fee

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

Technology Fee

The Curriculum technology fee is based upon the number of credit hours for which a student is enrolled (\$1.00 per credit hour) with a maximum of \$16.00 per semester. The Continuing Education Technology fee is based upon a flat fee of \$5.00 per Occupational Extension computer course. The funds collected by the technology fee are used to support the cost associated with technology initiatives on our campus including computer labs, student email, and other related student technology initiatives.

Graduation Fee

A graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before paying, but the fee must be paid prior to graduation. The fee covers the cost of the diploma or degree, cap and gown, and other graduation expenses. Each graduating student must pay a graduation fee.

Textbooks and Supplies

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

Uniforms

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

Malpractice Insurance

Students enrolled in Associate Degree Nursing, Practical Nursing, Nursing Assistant, or Medical Laboratory Technology must purchase malpractice insurance. The Student Liability Insurance Program provides coverage at a minimum cost and is available through the College.

Refund Policy

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

2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
4. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.
5. Student activity fees are not refundable unless a course or curriculum fails to materialize due to no fault of the student.

College Expenses Paid by Outside Agencies

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

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

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

Resident Status of Out-of-State Students

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

I. General

To qualify for in-state tuition a legal resident must have maintained living quarters in North Carolina for at least twelve months immediately prior to classification as a resident for tuition purposes. G.S. 116-143.1 of the N.C. State Statutes covers the requirements for determining resident status for tuition purposes. In order to be eligible for such classification, the individual must establish that presence in the state during the twelve-month period was for the purpose of maintaining or establishing a home. The establishment of a residence solely for tuition purposes is unacceptable. The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant. Decisions by school officials will be based on the requirements of the General Statutes of North Carolina and the regulations specified in a *Manual to Assist the*

Public Higher Education Institutions for North Carolina in the Matter of Student Residence Classification for Tuition Purposes. The residency status form is part of the application; however, applicants will be required to complete a more in-depth form if additional information is needed.

II. Burden of Proof

The burden of establishing facts which justify classification of a minor student as a resident entitled to in-state tuition is on the individual seeking enrollment. Proof is controlled by two laws:

- A. If the parents or guardians of the minor student are not legal residents, the student will likewise be considered a non-resident. The student must assume the burden of proving otherwise by showing evidence that he/she independently established a residence in North Carolina.
- B. If the parents of the minor student are legal residents of North Carolina, such fact shall be sufficient proof of residence. If the student has neither parents nor legal guardians, this clause does not apply.

III. Military Personnel

The residence of a person employed by the federal government is not necessarily affected by assignment in or out of North Carolina. No person shall lose his/her in-state status by serving the armed forces outside North Carolina.

IV. Change of Status

A student admitted to initial enrollment in an institution will be classified by that institution for tuition purposes before actual enrollment. A residence classification once assigned may be changed thereafter only at intervals corresponding with the primary divisions of the academic calendar. The same is true if the student re-enrolls following an absence from the college program which involved a formal withdrawal from enrollment.

V. Property and Taxes

Ownership of property in or payments of taxes to the State of North Carolina apart from legal residence will not qualify one for in-state tuition.

VI. Responsibility of Student

Any student or prospective student who is in doubt as to his/her residence classification bears the responsibility of securing a ruling by stating his/her case in writing to the Admissions Officer. A student who secures a change in residency status bears the responsibility of immediately informing the Office of Admissions.

VII. Appeals of Ruling of Admissions Office

A student appeal of a classification decision may be filed in writing by the student with the Admissions Officer. The appeal will be transmitted to the Admissions Committee by that officer who will not vote in that committee on the appeal. The student will be notified of the date set for consideration of the appeal and, on request of the student, he/she will be afforded an opportunity to appear and be heard. The student may appeal the committee's decision to the State Residence Committee by filing his/her appeal in writing to the chairperson of the Admissions Committee within ten days.

International Students

International students with visas are considered for admission through the normal admissions procedures. International students are defined as students for whom I-20 (student visa) forms must be issued. Students seeking admission with the use of I-20 need to discuss their admission with the designated admissions staff.

All international students must meet all admissions requirements and are required to observe the regulations of the United States Immigration and Nationalization Service, as well as the College. Persons holding student visas cannot be classified as North Carolina residents for tuition purposes and will be required to pay out-of-state tuition. Legal residents with permanent visas (Alien Registration card holders) are admitted to BCCC under the same residency criteria and burden of proof required of United States citizens.

International applicants are responsible for completing the admissions procedures listed below:

1. Each applicant must submit a completed application for admission to the BCCC Admissions Office.
2. Each applicant must request that official copies of transcripts of all previous high school and college (if any) work be submitted directly to the BCCC Admissions Office. (A certified English translation is required.)
3. Each applicant must submit a certified Test of English as a Foreign Language (TOEFL). The applicant must present at least a 500 TOEFL score on the paper-based TOEFL or a 213 on the computer-based TOEFL, or must demonstrate English language proficiency.
4. Each applicant must submit verifiable proof of satisfactory financial resources to cover estimated academic and living expenses for their educational program. (Funds for financial assistance to international students are not available.)
5. Each applicant, unless exempt, must take a placement examination.
6. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

Learning Resources

The Learning Resources Center (LRC) at BCCC includes Media/Graphics, Audiovisuals/Electronic Distance Learning, and the Library. The purpose of the Learning Resources Center is to enrich the teaching/learning process of the College and the community by providing resources, instructional support, equipment, and qualified staff.

Library

The Library, located in Building 5, provides resources and services that support, facilitate, and enhance the information and learning needs of the college community. The collection consists of print and non-print materials in diverse formats. These resources include books, periodicals, newspapers, audiovisual materials, CD-ROMs, microforms, and online access.

Services Available in the Library

- **CCLINC**-an online access to a combined collection of several North Carolina community college library holdings totaling over 1 million.
- **NCLIVE** (North Carolina Libraries in Virtual Education)-a statewide electronic library project that provides access to multiple resources including:

E-Books & Audiobooks	Encyclopedias
Newspapers	Images & Maps
Primary Source Documents	Kids
Test Preparation	Magazines & Journals
Tools for Readers	

- **Assistive Technology** is available for the hearing and visually impaired.
- **Internet**-a global information network
- **ILL** (Interlibrary Loan) – via computers and electronic transmissions, BCCC Library has the capability to borrow from and lend to various libraries throughout the United States. Materials available through this service include books and periodicals.
- **Video Collection** – more than 700 curriculum and popular videos can be checked out from the library.
- **Computer Lab** and full Internet access
- **A copy machine, a fax machine, and a scanner** are available for patron use.
- Wireless laptops are available for use in the library.

Patrons using the BCCC library must complete application cards and present proper identification before using the computers and checking out materials. Reference materials, newspapers, magazines, journals, and microfilm may be used in the library.

Library Hours

Monday – Thursday	8 a.m.-9:30 p.m.
Friday	8 a.m.-4 p.m.
Saturday	9 a.m.-2 p.m.

Library hours are subject to change during holidays or summer term. For additional information call 252-940-6282 or Fax 252-946-9575.

Media Graphics Department

The Media/Graphics Department provides support for faculty, staff, and students. Desktop publishing, presentations, signs, brochures, flyers, transparencies, digital photography, videography, and web page development are some of the many services offered in this area. Training for instructors in multi-media presentations and online course design is available upon request.

Audiovisual Department/Electronic Distance Learning

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

- audiovisual equipment needs for the instructional classroom.
- computer/data projection devices for instruction.
- technical and AV equipment needs/services for functions held at the College.
- satellite telecommunication needs as appropriate.

Distance Learning

Distance Learning at BCCC includes the North Carolina Information Highway (NCIH), web-based courses (online, web-enhanced, and hybrid), and online courses in Continuing Education. Beaufort County Community College provides courses for those people who want to continue their education, but who cannot attend classes on a traditional schedule. The admissions requirements, placement scores, methods of evaluations and other conditions of eligibility are consistent with the state requirements for curriculum courses.

- **NCIH (North Carolina Information Highway) Classroom** – The NCIH is an interactive, two-way video network that connects universities, colleges, secondary schools, medical centers, and other agencies throughout the state. BCCC uses this technology to provide courses to high schools in the service area and for teleconferencing.
- **Online Courses** – BCCC offers curriculum online courses via the Internet. Curriculum distance learning courses are equivalent to the on campus sections of the same courses in terms of objectives, contact hours, rigor, and transferability.
- **Hybrid Courses** – The classes can be defined as instruction that mixes face-to-face classroom learning with distance education methods. Students taking hybrid courses will be required to spend time on campus and will be required to access their course online. A textbook and/or specific course material may be required. A computer lab in the Library is available for online courses.
- **Telecourses** – Comprehensive instructional packages that include TV-based courses or videocassette programs. This format provides an opportunity for students who do not have computers to take distance education classes. TV/VCR, textbooks and/or specific course material and a library card are needed. TV/VCRs are available in the Library for student use.
- **Email** -Student email is available to registered curriculum students while enrolled at BCCC.

The goals of distance education at BCCC include:

- Making educational opportunities more flexible
- Increasing student access by making courses easily available
- Increasing student access by making courses available in alternative formats
- Increasing independence in student learning
- Meeting the needs of local employers
- Increasing access to new audiences
- Reducing college per-student costs

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

Bookstore

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

Campus Police

The BCCC Campus Police is a sanctioned, full-service law enforcement agency. Campus police officers have full powers of arrest within the jurisdictional area of the campus. They receive their agency commission status and authority via General Statute (G.S. 115D.21.1). Campus Police officers provide many services to the campus community that promote safety and security awareness. The Campus Police office is located in Building 1, Room 210, and can be reached by phone at 252-940-6444 or 252-943-8721.

Academic Policies

Grading System

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

Letter		Grade Points
A	Excellent	4
B	Very Good	3
C	Satisfactory	2
D	Poor	1
F	Failing	0
AU	Audit	
CE	Credit by Examination	
I	Incomplete	
P	Pass	
R	Re-enroll	
W	Withdrawal	
IP	In Progress	
WF	Withdrawal Failing	

Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next term becomes an *F*. **The *IP*, *R*, and *WF* grades are used only for developmental classes.**

Computation of Grade Point Average (GPA)

The letter grade in each subject will be converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points are then divided by the total hours to give the grade point average. Example:

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

Divide: $33/11 = 3.00$ (GPA)

Audit Credit

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

Catalog of Record

A student who is in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on the date of entry, or choose the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under provisions of the catalog in effect on the last re-entry date, or a subsequent issue.

Cooperative Education

Cooperative education is designed to enable students to earn college credit for working on a job that is a learning experience and that is related to the curriculum in which they are enrolled. The on-the-job training is a vital component to the total learning experience, supplementing theory learned in the classroom. Job sites become laboratories where classroom concepts can be utilized and tested. Cooperative education is open to students in certain programs. College personnel will assist the student in securing a job that meets the criteria for eligibility. A student may also use the job in which he/she is presently employed if this job meets specified criteria. Numerous advantages accrue from such an approach to learning: career direction and financial assistance for participating students, a source of manpower for employers, and an avenue to better relate the College to the community. A student may earn cooperative education credit according to approved curriculum standards for his/her curriculum. Students should check with their advisor and/or the cooperative education coordinator for information on those guidelines.

Course Substitution

Students may substitute comparable higher level general education courses in A.A.S. degree programs if the faculty advisor and placement tests indicate success potential. Students desiring to substitute higher level general education courses should inform their advisor at the time of registration.

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

Credit Hour Load Policy

Students registering for more than 21 credit hours (more than 16 credit hours for summer term) must have a cumulative GPA of 2.5 or higher and the permission of their advisor and the Dean of Instruction. Any student enrolled in two or more colleges concurrently during a semester shall give each college complete enrollment information including the name of each college enrolled, the number of credit hours taken, the class 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.

Repeating Course Work

A student who has previously audited or passed a curriculum course with a grade of C or better may repeat that course once within five years. Additional repeats of courses must be approved by the appropriate chairperson and the Dean of Instruction. No course may be counted more than once in determining the total number of semester hours credit for graduation. In all cases of repeated courses, the final grade becomes the grade for the course. Any required course in which an F is received must be repeated and passed before the student can graduate.

Advanced Standing

Transfer Credit from Other Institutions

All requests for transfer credit should be made before enrolling at Beaufort County Community College.

All students desiring to have credits transferred from another post secondary institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other post secondary institutions should be submitted no later than six weeks into the term in which they are enrolled. Only those courses with a grade of C or higher will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from accredited institutions will be reviewed and transfer credit recommended by the appropriate faculty. The decision as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed and how such transfer credit will be applied, are discretionary on the part of the College.

In order to obtain transfer credit evaluations, the student must supply the College with the appropriate transcripts as well as course descriptions or catalogs if the College requests them. The transcript will then be evaluated by the faculty and Dean of Instruction. Upon completion of the process, the student will be provided with a copy of the evaluation. Any transfer student who holds a bachelors degree from a regionally accredited college will have satisfied the General Education and student success/orientation requirements for all Associate in Applied Science degree programs.

Credit by Examination

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

A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use Request for Special Examination form).
2. Obtain approval of instructor and division chair.
3. Register and pay fees for the course.
4. Take the examination within the first two weeks of the semester.

The course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is non-refundable.

A student who has registered for a course (including for audit) and has been a member of the class for more than two weeks will no longer be eligible for credit by examination for that course.

Military Credit

The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Registrar to determine the appropriate military document required. Upon receipt of the required document, the Registrar will forward the information to the appropriate faculty for evaluation. Questions concerning credit for military schools should be directed to the Registrar.

Any student who has completed Basic Training may present certification by DD 214 or DD 295 and receive credit for HEA 110 Personal Health/Wellness and PED 111 Physical Fitness. Certification must be presented to the Chairperson of the Arts and Sciences Division.

College Level Examination Program (CLEP) Credit

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. Contact the Admissions Office for information regarding the CLEP Testing Program.

Advanced Placement (AP) Credit

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

Tech Prep Advanced Placement

Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors. Details concerning specific requirements are available from counselors at the high school or the Office of Admissions at Beaufort County Community College.

Change in Course Study

Students who wish to change their program of study must secure permission from the Office of Student Services and the chairperson of the division to which the student desires to transfer. The chairperson of the receiving division has the prerogative to stipulate conditions for approving change. These will be communicated to the student and Dean of Student Services.

Withdrawal from the College

Prior to the published last date to withdraw without penalty, a student may withdraw from school and receive the grade of W for courses in which he/she is enrolled. After that date, a student withdrawing from school shall receive a grade of F for all classes unless, in the judgment of the student's instructors and academic advisor, the need to withdraw was caused by circumstances beyond the student's control.

Drop-Add Policy

Class Entry

Students who have registered and paid their fees must enter class during the designated drop-add period. Any student who has not registered or attended class before the drop/add period ends will have to obtain the instructor's written permission to enter class.

Drop/Add/Withdrawal

Courses may be added only during the period designated in the College calendar. After the drop-add period, no course may be added without the instructor's approval. Students who find it necessary to add or drop a course or to withdraw completely from the college should secure a drop/add form from the Registrar's Office. Students who register early for classes with pre-requisites must withdraw from those classes if they do not meet the pre-requisites (i.e. students must pass BIO 165 in order to remain in BIO 166). Students who do not withdraw will be dropped from the class.

In order to add a course, a student must complete the following steps:

1. Complete all required information on the drop/add form.
2. Have the instructor initial the completed form.
3. Have the academic advisor sign the completed form.
4. Return the form to the Registrar's Office for final processing.

In order to drop a course, a student must complete the following steps*:

1. Complete all required information on the drop/add form.
2. Have the instructor initial the completed form.
3. Have the academic advisor sign the completed form.
4. Return the form to the Registrar's Office for final processing.

In order to withdraw from school, a student must complete the following steps:

1. Complete all required information on the drop/add form.
2. Have the advisor and a member of the counseling staff sign the completed form. (Students receiving financial aid must see the Financial Aid Officer.)
3. Have a member of the Library staff check for outstanding material and, when cleared, sign the form.
4. Return the completed form to the Registrar's Office for final processing.

The Registrar's Office will notify all instructors as necessary when a student drops a course or withdraws from school.

*A student may not drop a class after the published last day to drop without penalty for reasons other than those of documented medical or other emergency. The student must also obtain the permission of both the academic advisor and appropriate course instructor(s).

Academic Probation Policy

The policy governing academic performance at Beaufort County Community College is intended to assist the student in successfully completing a chosen program of study. Since a 2.00 grade point average is required for graduation in all programs, a student is expected to maintain this average in order to be considered in good academic standing. Any student who falls below the graduation requirements of a 2.00 grade point average will be required to have periodic counseling. A period of adjustment is sometimes necessary for entering students. In recognition of this adjustment period, the following scale will be used to determine satisfactory progress toward an acceptable academic standing:

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

Any student who fails to achieve the necessary grade point average as prescribed above will be placed on academic probation for the following semester. During the drop-add period, the student will meet with his/her faculty advisor and a counselor to review the student’s program of study. The faculty advisor and a counselor will recommend a reduced course load, remedial work, or a solution in keeping with the problem which caused the academic deficiency.

Students who fail to raise their cumulative grade point average to the prescribed average at the end of the semester of academic probation will be asked to leave the College for one semester, register as a part-time student, and/or change to an alternate curriculum. A change to an alternate curriculum requires the approval of the Office of Student Services and the chairperson of the division to which the student is transferring.

Some curriculums and students receiving financial aid require academic standards in addition to the above. The standards are published and distributed to students upon entry into that curriculum. It is the student’s responsibility to become familiar with written policy.

Grade (quality) point calculations for probation are made at the end of each semester and each summer term. A student shall be placed on academic probation if the minimum scholarship requirements are not met.

Attendance Policy

Students are expected to attend all classes, laboratories, and shop sessions. They have full responsibility for accounting to their instructors for absences. Instructors have authority to drop students who have missed 10% of the classes as well as the authority to determine whether students shall be reinstated. If a student is dropped from a course he/she must file a completed drop-add form in the Registrar’s Office on or before the last day to drop without penalty in order to avoid receiving a failing grade for that course. Attendance for distance learning students is calculated according to required assignments and a specified level of contact as determined by the instructor.

Student Classification

Full-time Student	One who is registered for 12 or more credit hours (9 hours during summer).
Part-time Student	One who is registered for less than 12 credit hours (9 hours during summer)
Special Student	Any student who is not seeking a certificate, diploma, or degree. This classification includes those who audit.
Freshman	One who has completed less than 38 credit hours in a two-year program or one who is enrolled in a one-year program
Sophomore	One who has completed 38 or more credit hours in a two-year program.

Licensing of Graduates

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

Graduation Requirements

Students should apply for graduation one semester prior to the semester in which they expect to complete their work. Application should be made through the Registrar’s Office.

In order to be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum cumulative grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student’s curriculum outline as minimum requirements and any additional courses approved by the appropriate division chairperson.

Students must complete a minimum of 25 percent of hours required for a degree, diploma, or certificate in residence at Beaufort County Community College.

In order to graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees are to be paid at the time of registration for the semester in which graduation requirements will be completed.

Usage of Standard English

BCCC places value in recognizing and preserving communication styles that reflect the unique heritage of the people in this region, state, and nation. In the competitive job market, however, business and industry have repeatedly stressed the fact that standard English will be required in communications. Because the primary mission of the College is to prepare students for careers and career changes, it is imperative that the use of standard English be required in each of its programs. The standard English that is taught in English classes must be reinforced in all courses taught throughout the institution.

Writing-Intensive Courses

Some universities require that students enrolling after the fall of 1995 fulfill a writing across the curriculum requirement prior to graduation. Beaufort County Community College has designated certain courses as writing intensive. In addition to ENG 111, 112, 113, and 114, students may choose from the writing-intensive courses identified by WI each semester in the course schedule. Writing-intensive courses (ANT 210, 221, 230, ENG 125, 131, 231, 232, 241, 242, 272, 273, HIS 111, 112, 117, 131, 132, 162, 164, 225, 236, HUM 120, 160, PSY 211, 255) will be identified in the course descriptions.

Developmental Education

The purpose of developmental education is to support the open door policy of Beaufort County Community College by providing a comprehensive education program with a commitment to excellence, a positive learning environment for a diverse population, opportunities for adults to master basic skills, and opportunities and services to enrich the quality of community life. The main objective is to provide students with the knowledge and skills needed to attain their personal, academic, and career goals. Courses provide students with special assistance in mathematics, English, reading, study skills, and personal development. Math, English, and reading courses are recommended based on placement test scores. Students needing two or more developmental courses are also advised to take ACA 115, Success & Study Skills or ACA 118, College Study Skills, in lieu of ACA 111, College Student Success.

Courses

English

ENG 060	Speaking English Well
ENG 070	Basic Language Skills
ENG 080	Writing Foundations
ENG 090	Composition Strategies

Mathematics

MAT 050	Basic Math Skills
MAT 060	Essential Mathematics
MAT 070	Introductory Algebra
MAT 080	Intermediate Algebra

Reading

RED 070	Essential Reading Skills
RED 080	Introduction to College Reading
RED 090	Improved College Reading

Orientation

ACA 115	Success & Study Skills
ACA 118	College Study Skills

Academic Support Center (ASC)

The Academic Support Center (ASC) is available to students enrolled in related developmental or curriculum courses. Students are referred on an individual basis for assistance and/or additional practice in specified areas.

The ASC consists of two major components:

- **Instructional Assistance** in English, reading, mathematics, and study skills
- **Computer-Assisted Instruction** in a variety of subject areas

The coordinator of the ASC is available throughout the day to assist students with additional instructional time in grammar, writing, reading, and study skills. Mathematics instruction is available on a limited basis each day.

Computer-assisted instruction is available during all hours of operation. The ASC offers word processing, Internet access, and a variety of software related to developmental and curriculum courses. The coordinator is available to assist with all technical questions and needs.

The Academic Support Center is located in Building 1, Room 115, and the phone number is 252-940-6338.

Tutoring

A part-time reading tutor is available to assist students with all skills related to improving college reading.

Placement Testing

1. Placement testing is mandatory for all students taking curriculum level courses with a developmental prerequisite. Placement testing may be waived under the following conditions:
 - The student receives transfer credit for appropriate developmental course work.
 - The student receives transfer credit for ENG 111 and the first required curriculum mathematics course.
 - The student has taken the SAT with verbal and math scores at or above 450 each or the ACT with a composite score of 18 or higher.
 - The student holds an associate's degree or higher from a regionally accredited institution in which English was the language of instruction.
2. Placement test, SAT, and ACT scores are valid for five (5) years from the date of the test.
3. Students may retest twice within a calendar year on all or part of the placement tests.

Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement (CAA) addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina. The general education core transfer component described in the Associate in Arts and Associate in Science degree programs is included in the CAA.

The associate in arts and associate in science degree programs in the North Carolina Community College System require a total of 64-65 semester hours credit for graduation.

Within the overall total, the community college system and the university have developed a general education core transfer component. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower division, general education

requirements for the baccalaureate degree. The general education transfer core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

The general education core transfer component, if completed successfully by a student with a grade of C or better in each course, shall be portable and transferable as a block across the North Carolina Community College System and from that system to UNC institutions, whether or not the transferring student has earned the associate degree.

Transfer of Graduates of Associate in Arts and Associate in Science Degree Programs in the Community College System

The CAA may enable North Carolina community college graduates of two-year associate in arts and associate in science degree programs to transfer to constituent institutions of the University of North Carolina with junior status.

To be considered for junior status at one of the UNC institutions, community college transfer students must meet the same requirements set for native students in that university with respect to such things as grade point average and credit hours accumulated.

Community college graduates of associate in arts and science degree programs who have completed the general education transfer core will be considered to have fulfilled the institution-wide, lower division, general education requirements of the receiving institution.

Community college graduates of these programs will normally receive 64 semester hours of academic credit upon admission to a university. Under special circumstances, a university may choose to accept additional credit hours.

Admission to a university will not constitute admission to a professional school or a specific program.

Requirements for admission to some major programs may require additional specialty courses beyond the general education transfer core course taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

Transfer of General Education Core Courses for Non-graduates

Upon admission to another public two-year institution or to a constituent institution of the University of North Carolina, students who have completed the general education core with the proper distribution of hours, but who have not completed the associate degree, will be considered to have fulfilled the institution-wide, lower-division, general education requirements of the receiving institution. To be eligible for inclusion in this policy, a

student must have an overall grade point average (GPA) of 2.00 on a 4.00 scale at the time of transfer and a grade of C or better on all general education core courses. Upon transfer at the sophomore level, a non-graduate who has completed the general education core should be advised at the university to take pre-major or cognate courses based on the chosen major.

The transcripts of students who transfer before completing the general education core will be evaluated on a course-by-course basis by the receiving universities.

Transfer of Associate in Applied Science Degree Course Credits

Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an associate in applied science degree program and who completed all or part of the general education transfer core will receive credit for those general education courses which have been satisfactorily completed with a grade of C or better.

Private Institutions Endorsing the Comprehensive Articulation Agreement

To date, the eighteen private colleges and universities that have agreed to participate in the Comprehensive Articulation Agreement with the North Carolina Community College System are:

Barber-Scotia College	Livingstone College
Barton College	Louisburg College
Belmont Abbey College	Mars Hill College
Bennett College	Mount Olive College
Brevard College	Pfeiffer University
Campbell University	Queens College
Catawba College	St. Andrews College
Chowan College	Warren Wilson College
Johnson C. Smith University	Wingate University

Student Services

Registration

Beaufort County Community College offers two semesters and one summer term of work during each school year. Students must register at the beginning of each semester in which they plan to attend. Registration dates for each semester are announced (refer to academic calendar). Registration is permitted only on announced registration days except in programs which operate under open registration.

Registration is normally held several weeks before the semester begins. Registration allows the students and the advisors to evaluate progress and plan the courses to be taken during the following semester.

Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved the situation.

Late Registration

A student may register after the registration period if the following conditions exist:

1. The class is not canceled or closed.
2. The new student who has not previously attended the College has completed all admission procedures.
3. The class is noted as having open registration.
4. The instructor gives permission.

Counseling Service

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

Services for Students With Special Needs

Beaufort County Community College has a Special Populations Coordinator (SPC) available on a part-time basis to provide consulting and planning strategies for students who have documented special needs. The SPC will coordinate special services such as interpreters for the hearing impaired, note takers, auxiliary aids, testing modifications, and academic planning. A written plan with strategies for students to share with instructors will be developed. Students who feel that they are in need of these services should make an appointment and bring a copy of current psychological testing (usually from school records). The office is located in Building 9, Room 923 or call 252-940-6351.

Academic Advising

The Dean of Student Services will appoint faculty advisors in conjunction with the division chairperson. Changes in assignments may be made when (1) the advisee or advisor requests a change through the division chairperson or counselor; (2) the advisor leaves the College; or (3) the student changes curriculums. The Office of Student Services will provide placement test scores, when applicable, and other pertinent information to advisors.

Testing Service

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

High School Equivalency Tests

Beaufort County Community College is an official testing center for the Tests of General Educational Development (GED) of the American Council on Education. Students who successfully complete the battery of tests receive a Certificate of High School Equivalency issued by the State Department of Public Instruction. In order to successfully complete the battery, persons must do the following:

1. Complete the application blank.
2. (a) Be eighteen years of age, or their high school class must have graduated; or
(b) Sixteen years of age, out of the public schools for at least six months and submit a notarized petition from their legal guardian requesting service; or
(c) Sixteen years old, submit a notarized petition from their legal guardian, and receive written permission from the appropriate Superintendent of Public Schools.
3. Pay a \$7.50 testing fee as required by the North Carolina Community College System. There will be a charge of \$2.50 for each retest of the Writing Skills Test.
4. Make a standard score of at least 410 on each of the five tests and a total score of 2250.

The GED is given by the chief GED examiner. Applicants should request a testing schedule from the Office of Student Services. The test requires approximately six hours for completion. A person who wishes to study prior to taking the test may enroll, at no cost, in the Learning Laboratory where needs are assessed and an individualized plan of study is developed for the student's background and convenience.

Student Records and Privacy Rights

The Family Education Rights and Privacy Act (PL 93-380), commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted *Policy 3.20 Access to Student Records*:

Student records are maintained for academic purposes. The materials therein allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student's written permission to review a student's record. (*Beaufort County Community College Faculty and Staff Manual E 23.*)

All records are generated in response to student needs. Students have access to their records upon written request. Records commonly maintained are in the student's permanent file, a financial aid file, a placement file, and an advisee file. Except for the latter, all are located in the Office of Student Services. The advisee file is maintained by the faculty advisor.

Students desiring a detailed explanation of the General Education Act, Section 438 should refer to the Federal Register Part II, published Monday, April 11, 1988. Copies are available in the library and the Office of Student Services.

Transfer to Senior Institutions

Beaufort County Community College offers college transfer programs and selected technical programs with transferability to senior institutions.

The student planning to transfer to a four-year college or university will receive assistance from his/her faculty advisor or counselor in planning a transfer program; however, it is the responsibility of the student to become acquainted with the courses and credits that will transfer to the receiving institution.

The acceptance of individual courses from Beaufort County Community College is determined solely by the institution to which the student plans to transfer. The Comprehensive Articulation Agreement (see page 26) addresses the transfer of students between institutions in the North Carolina Community College System and to constituent institutions of the University of North Carolina.

The student who wishes to transfer should follow these steps:

1. Make an early decision as to which institution to attend and contact the Admissions Office of that institution for recommendations concerning transferable courses.
2. Obtain a current copy of the catalog of the receiving institution and become familiar with the entrance requirements.
3. Meet with a faculty advisor and/or counselor at Beaufort County Community College to discuss transfer plans.
4. One or two semesters before time of transfer, check to see that all necessary steps are being taken to complete the transfer process.

By following these steps, the student should have little or no difficulty in completing the transfer process.

Policy on Posting Grades

It is the policy of the College that each instructor will post final grades for each course upon completion of the course. To protect the right of privacy of the student, the last four digits of the student's identification number without an accompanying identifying name should be used to identify the individual course grades. In compliance with the Family Education Rights and Privacy Act (PL 93-380), a student who does not want grades posted must notify the Registrar's Office of that fact no later than 21 calendar days prior to the last day of classes for that given semester or summer term. Once such notification has been made, that student's grades will not be posted in any course unless the request not to post the grade is withdrawn by the student.

Transcripts

Students may obtain copies of their transcript upon written request to the Registrar's Office. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student.

The first three (3) transcripts are free. Additional copies are \$2.00 each.

Grade Reports

A report of grades is sent to the student at his/her permanent home address as soon as they are determined at the end of each semester or summer term.

Student Support Services Project

Student Support Services (Triple "S") is a federally-funded program designed to prepare qualifying students for post-secondary education and to provide special supportive services for them while they pursue programs of learning.

Through Triple "S", the student's regular program of study can be enriched by the following:

- Counseling (academic, personal, and vocational)
- Basic skills instruction
- Tutors (peer tutors and academic specialists)
- Center for Career Choice
- College Transfer Assistance program

These services are available at no cost to all students who are accepted by the College and meet the eligibility requirements established by the U.S. Department of Education. Additional information and a program application may be obtained from the Department of Student Support Services in the Learning Resources Building (Building 5).

Career Center

The Career Center assists students and graduates in finding meaningful employment within the service area of the College and throughout the state. In addition, the Career Center serves the local business and industrial community through a referral service for part-time and full-time positions.

All students are encouraged to seek guidance on problems of employment and career planning. There is no charge for any of the services of the Career Center. The Center is located in Building 9, Room 902 and the phone number is 252-940-6353.

Graduation Exercises

Graduation exercises are held once a year (see calendar). Students should be present at graduation. If it is impossible for a student to be present, the student should request (in writing) graduation in *absentia*. Such requests should be made to the Dean of Student Services at least ten days prior to graduation.

Housing

The College does not provide housing facilities for students. The Office of Student Services will provide a list of local apartment rental agencies.

Health

Beaufort County Community College provides no health services other than first aid. Emergency treatment is available at Beaufort County Hospital.

First Aid Stations are located in the following areas:

Building 1	Room 118 & switchboard
Building 2	Room 103 (copier room)
Building 3	Room 111 (copier room)
Building 4	Room 101
Building 5	Learning Resources Center (main desk)
Building 6	Maintenance Shop (non-academic and non-instructional)
Building 7	Room 700 (wall to right of entrance door)
Building 8	Room 804
Building 8A	South Classroom
Building 9	Room 918
Building 10	Room 18 (Breakroom)
Building 11	Room 1105 (Conference Room)

For additional sites or information, contact the Office of Student Services.

Communicable Disease Policy

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

ADN	Associate Degree Nursing
PN	Practical Nursing
MLT	Medical Laboratory Technology
NA	Nursing Assistant
EMT	Emergency Medical Technician
COS	Cosmetology

5. Students in the above curriculums are required to receive the hepatitis vaccine series or sign a declination form which will be kept in the student’s record. **Additional communicable disease screening and vaccines are required for the ADN, PN, and MLT programs.**

Note – Communicable diseases may include, but are not limited to:

- Chicken Pox
- Hepatitis
- Measles
- Tuberculosis
- Meningitis
- Mononucleosis
- Whooping Cough
- AIDS (Acquired Immune Deficiency Syndrome)
- AIDS-Related Complex
- Sero-positive to AIDS and other sexually transmitted diseases

Student Center and Food Service

The Student Center is located in the Student Services/Science Building (Building 9). It offers ping-pong, foosball, TV, and other activities. A food service facility is located in Building 5.

Awards

Each year awards are presented at graduation to recognize those students who have outstanding achievements in the areas of scholarship, service to the school and community, and extracurricular activities.

The awards are presented by local businesses, state and national organizations, and the College. The present list of awards to be given includes the following:

1. Highest academic average in a degree program,
2. Highest academic average in a diploma program,
3. Highest academic average in a certificate program,
4. Wall Street Journal Award — outstanding academic achievement in a business curriculum,
5. “Who’s Who Among Students in American Junior Colleges” National award for outstanding students,
6. Beaufort County Community College Outstanding Cosmetology Student — outstanding achievement in Cosmetology.

All A’s and Dean’s List

Beaufort County Community College encourages academic excellence by publicly recognizing those students who excel in their studies.

Full-time students who achieve a 4.00 grade point average for the semester are placed on the All A's List for that semester. All full-time students who achieve between a 3.50 and 3.99 grade point average with no grade lower than a C are placed on the Dean's List.

Students who receive an incomplete are not eligible for either the All A's List or the Dean's List. The All A's List and the Dean's List are mailed to area newspapers at the end of each semester.

Change of Name or Address

Students are responsible for notifying the Registrar's Office immediately of any change of name or address.

Guided Tours

Visitors are always welcome to the Beaufort County Community College campus. Tours are available Monday through Friday from 9 a.m. through 4 p.m. Interested persons should contact the Office of Admissions.

Information Service

Information pertaining to occupations, educational opportunities, and social issues is available in the library and the Office of Student Services.

Student Activities

Student Government Association

The Student Government Association provides an organized avenue of student involvement in the College. The SGA implements and plans activities that provide students with social and service projects, which interest them. The SGA is located in the Student Services Center (Building 9).

Each curriculum/club elects or selects senators to serve in the SGA. Officers are elected by the student body in a general election during spring semester. An advisor, appointed by the Dean of Student Services, serves as a representative of the administration and as a liaison for the SGA and the administration.

Beaufort County Community College Student Government Association Constitution

Preamble

We, the students of Beaufort County Community College, in order to foster a spirit of cooperation among students, staff, and faculty; to coordinate and regulate student activities; to maintain a high standard for the College by upholding high standards of personal conduct to promote and encourage activities for the best interests of the college; and to develop good citizens through experience in government; do hereby establish this constitution for the Student Government of Beaufort County Community College.

Article I — Name

This organization shall be named the Student Government Association of Beaufort County Community College. The membership shall consist of all enrolled students.

Article II — Purpose

The purpose of the Student Government Association shall be to promote good citizenship throughout the College. Also, to plan and initiate, with the advice of the SGA Advisor, activities sponsored by the Student Government Association. It shall be the purpose of this organization also, to stimulate interest in college life both on campus and in the community.

Article III — Membership

The Student Government Association shall be composed of seven executive council members, one senator and an alternate from each club/organization recognized or chartered by the SGA. One senator and an alternate from each curriculum are members, too. The faculty head from each curriculum shall submit the names of the senators to the SGA Advisor by the second full week of classes in the fall semester. It is up to the faculty head to notify the SGA Advisor of any changes.

The Student Government Association does not discriminate on the basis of race, color, sex, national origin, religion, or handicap concerning its purpose, membership, or activities.

Article IV — Membership Qualifications of the Student Government Association

Section I. Qualifications for all Executive Council Officers

In order for a student to hold an Executive Office in the SGA, he/she must maintain a 2.50 grade point average each semester and maintain full-time status.

Freshman senators must be full-time students and have a 2.00 overall grade point average at the end of fall semester.

Section II. Qualifications for Club or Curriculum Senators

Each club or curriculum senator who is a returning senator must have a minimum 2.00 grade point average, be a full-time student at the time of election, and maintain the GPA and full-time status during their tenure. Club senators who are freshmen must have a minimum 2.00 GPA after fall semester and must maintain that minimum GPA and full-time status.

Article V — Meetings

Meetings of the Student Government Association may be called by the President at any time or upon request of the student body or by two-thirds of the Student Government Association. The number of meetings is not hereby specified; however, they shall be scheduled on the second and/or fourth Tuesdays of each month at 12:00 p.m.. The Student Government meeting shall be open to all students. Groups wishing to present business before the SGA should present a written notice of their business to the President or Parliamentarian. This to be done by Thursday of the week before the meeting they wish to attend. The Parliamentarian will then schedule said business on the agenda for the next meeting.

Article VI — Officers

Section I. Executive Council

The Officers of the Student Government Association shall be as follows:

President	Treasurer	Special Populations
Vice President	Historian	Chairperson
Secretary	Parliamentarian	

Section II.

The specific duties of the Executive Council officers shall be as follows:

A. President - It shall be the duty of the President to preside at all SGA meetings and to appoint chairpersons to various committees to provide cooperation between the student body and the SGA. The President shall have authority to schedule exact time, date, and place of all meetings and to cancel meetings. He/she also has authority to grant excused absences to students who are absent from meetings, to appoint the chairpersons of all standing committees, and to require reports from them.

B. Vice President - It shall be the duty of the Vice President to assume the duties of the President in his/her absence. He/she will supervise all elections and assist the President in fulfilling the executive functions of the SGA.

C. Secretary - It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He/she shall serve as Recording Secretary and Corresponding Secretary. In addition, the secretary is required to have minutes typed and distributed to the executive officers and SGA advisor within four class days following each meeting.

D. Treasurer - It shall be the duty of the Treasurer to handle, with assistance of the SGA advisor, all financial affairs concerning the SGA. The Treasurer and SGA Advisor will sign all authorizations for the expenditures of SGA funds.

E. Parliamentarian - It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Government Association meetings. It shall be his/her responsibility to have a workable knowledge of Robert’s Rules of Order. He/she shall also be responsible for holding a parliamentary procedure workshop twice yearly.

F. Historian - It shall be the duty of the Historian to keep accurate records of all activities performed by the SGA.

G. Special Populations Chairperson - It shall be the duty of the Special Populations Chairperson to represent the needs and concerns of students who have special needs.

Section III. Absences

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

Section IV. Election or Appointment of Senators

The chartered clubs and organizations shall elect their senators. The club advisor shall submit the names of the SGA senators by the second week of classes in fall semester. Senators will also be elected/selected by curriculum lead instructors to ensure representation from all students. These senators will meet the same qualifications.

Article VIII — Committees

Section I.

The chairperson of standing committees shall be appointed from the elected SGA senators by the President, with approval of the association. The committee members are appointed by the chairperson of each committee.

Section II.

The Committee chairperson and committee members shall be appointed at the beginning of fall semester but no later than the first week of November.

Article VIII — Temporary Appointments

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

Article IX — Absences of Senators

Attendance at SGA meeting of designated senators is required. If an appointee does not attend, the absence will be credited to the SGA senator.

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

Article X — Elections

Section I. Election Procedure

Elections for officers will take place the last Tuesday and Wednesday in April, spring semester. Requirements for office will be read at the March general meeting. Students from each club or curriculum will have an opportunity to run for SGA executive office. Students desiring to run must have been enrolled the previous semester and have earned a minimum 2.50 GPA from Beaufort County Community College. Letters of Intent to run for SGA office are turned in by the first Tuesday in April to the SGA Advisor.

Election of SGA Executive Council will take place by vote of the student body the last Tuesday and Wednesday in April. The Vice-president will be responsible for elections. New officers are installed at the May general meeting. Any offices not filled are filled by a majority vote of SGA senators and alternates at the first fall general meeting.

Section II. Procedures for Replacement

In the event the President, after being elected, cannot serve his/her term, the vice-president shall become the President and another vice-president shall be elected from the existing senators. Any other vacancy created in the Executive Council shall be filled by the senators electing from themselves a replacement for the position.

Section III. Procedures for replacement of any office in the Executive Council

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

Section IV. Temporary Replacements

If an office in the Executive Council becomes vacant, then the advisor reserves the right to appoint a temporary replacement to the office until the office can be filled by a permanent replacement.

Article XI — Tuition Assistance

The SGA President and the Vice-President will receive a tuition stipend at the end of each semester they serve as Executive Officers. Officers must maintain full-time status and meet the academic requirements as stated in Article IV, Section I.

Article XII — Amendments

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

SGA Constitution revised Winter, 1996 — Adopted Spring, 1996

Intramural Sports

The Student Government Association provides students with the opportunity to participate in intramural sports. Equipment and space are provided for volleyball, touch-football, softball, basketball, and other sports on request.

Publications

Student publications are encouraged and developed with assistance from advisors. *Life on the Pamlico*, a cultural journal, is published each semester as a part of HUM 120.

Organizations

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

1. Student Government Association
2. Beaufort County Association of Nursing Students (BCANS).
3. Gamma Beta Phi
4. W.A.V.E.S.
5. HOPE Club
6. Phi Beta Lambda
7. MLT Club

College Standing Committees

Standing committees recommend policies and procedures that affect the institution and the students we serve. The committees are composed of faculty, staff, and students. Any student interested in serving on one of these committees should contact the Dean of Student Services in Building 9. The standing committees include the following:

Admissions	Purpose Review
Evaluation	Student Appeals
Health and Safety	Student Retention/Special Needs
Marketing	Technology

In addition to student involvement in these committees, the Student Government Association president serves as a member of the Administrative Council and the Board of Trustees (nonvoting).

Social Life

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

Campus Watch

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

College Colors

The official school colors are blue and white.

Campus Regulations**Conduct**

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

1. Interruption of or interference with normal operations of the College,
2. Destruction, damage, or misuse of College property,
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons,
4. Physical abuse of another person,
5. Abusive language,
6. Theft of another's property, and
7. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals requiring assistance in personal matters should contact members of the counseling staff at 252-940-6217.

Alcohol/Drug Abuse Policy**Education****Group:**

1. Information will be provided during the "Health" segment of ACA 115, ACA 118, and ACA 111.
2. Workshops will be offered each semester.

Individual:

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

Weapons

The possession and concealment of weapons on College property is against North Carolina law and campus policy. The following items are classified as weapons: guns (to include shotguns and rifles), stun guns, most knives, bow and arrow, dagger, dirk, throwing star, air rifle and air pistol, slingshot, leaded cane, blackjack, brass knuckles, and crossbow. It is important to remember that possession in any form is illegal. Hunting rifles and shotguns in plain view or concealed are still illegal on College property. The concealed handgun law that was passed in 1995 does not apply to college campuses or any educational institutions. Concealing a handgun under the legal provisions of this law but on educational property constitutes a felony.

Cheating and Plagiarism

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

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

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

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

The student will receive a penalty of no less than zero on the work.

The instructor will submit a written report of the incident to the Dean of Student Services.

The Dean of Student Services will determine whether further disciplinary action will be taken.

All decisions may be appealed for review by the Appeals Committee.

Smoking, Eating, Drinking

Smoking is prohibited in all buildings. Eating and drinking is prohibited in classrooms and labs with carpet or computers. Eating and drinking may be permitted in other classrooms, labs, and shops at the discretion of the instructor. Effective July 1, 2006, no smoking will be allowed within 50 feet of all campus buildings. Exceptions to the 50-foot policy will be certain areas that will have signs posted for smoking, and in private vehicles.

Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written warning for the second offense. The written warning shall be filed with the Dean of Student Services. The record shall be purged three years from the date of the last attendance. If a student is observed in violation of the policy a third time, he/she may be disciplined by the Dean of Student Services as a violation of the student conduct code.

Phone Calls

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

Lost and Found

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

Inclement Weather

A decision to close the College or to consider a delayed schedule will be announced by 6 a.m. on local radio and television stations. The decision to cancel evening classes will be made by 4 p.m. Students are urged not to call College administrators or other College officials to obtain this information. No mention of BCCC operating schedules by the media means that all classes will meet on the normal schedule.

All curriculum class time missed due to inclement weather must be made up during the term by means established and announced by the College administration.

Traffic Regulations

The student, faculty, or staff member in whose name a vehicle is registered will be held responsible and accountable for any liability or damage claims (including violation of

campus traffic rules and regulations) arising in connection with the possession or operation of motor vehicles on campus. Any person violating these regulations shall be guilty of a violation of school administrative parking and traffic policy as well as the appropriate

law as stated in Chapter 20 of the General Statutes of North Carolina. The campus police officer has the option to charge an individual either on a campus citation or a uniform state citation. The following is a list of chargeable traffic offenses which are violations of both school policy and state law:

1. Driving wrong direction on one-way streets.
2. Blocking/impeding traffic.
3. Reckless driving.
4. Parking in fire lanes.
5. Unauthorized utilization of handicapped parking space.
6. Exceeding safe speed or exceeding posted speed limit (15 MPH).
7. Expired vehicle inspection.
8. Expired vehicle registration.
9. Failure to stop at a duly erected stop sign.
10. Seat belt violations.
11. Moving or removing barricades.
12. Failure to obey officer's signal.
13. Operating a motor vehicle without being properly licensed by the State of North Carolina.
14. Operating a motor vehicle while under the influence of an impairing substance.
15. Hit and run.

Please be aware that these are the most commonly charged offenses. All of the laws regarding traffic offenses in North Carolina (Chapter 20) will be enforced on campus. Offenses 13, 14, and 15 (above) can only be charged as a violation of law on a uniform state citation.

The regulations listed below are violations of the campus parking and traffic policy only:

1. Failure to display a valid BCCC parking decal.
2. Parking in the wrong parking lot.
3. Parking on the grass.
4. Parking on the shoulder of the road.
5. Parking in designated "No Parking Areas/Loading Zones."
6. Exceeding safe speed or exceeding posted speed limit (15 mph) (parking lots 5 mph).
7. Riding skateboards, roller skating, or in-line skating on any campus property (non-instructional or non-college sanctioned).

The fine for each offense is \$5.00 except for handicapped parking and moving violations which are \$15.00 per offense.

Emergency Evacuation

All academic buildings are equipped with an emergency overhead public address system. The following standardized message will be broadcast over this system if evacuation becomes necessary:

"May I have your attention please!
May I have your attention please!
We are now under emergency evacuation procedures!
We are now under emergency evacuation procedures!
Please leave the building now by the nearest exit!"

This entire message would be repeated in 30 seconds.

You would not re-enter any of the buildings until you were told to do so by a campus police officer.

If only specific buildings need to be evacuated, the following message will be broadcast:

"May I have your attention please!
May I have your attention please!
We are now under emergency evacuation procedures for (building *Number* / building *Numbers*)!
We are now under emergency evacuation procedures for (building *Number* / building *Numbers*)!
Please leave (the building / these buildings) now by the nearest exit!
All other buildings continue normal business!"

This entire message would be repeated in approximately 30 seconds.

You would not re-enter your particular building until you were told to do so by a campus police officer.

Student Rights and Due Process

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

Such appeals are to be heard and determined as follows:

1. The Student Appeals Committee (SAC) has original jurisdiction over student appeals. The SAC will (a) conduct hearings upon appeal by students from determinations affecting their grades, eligibility to take courses, or participation

- in curricula or extra-curricula programs and events; (b) provide at such hearing an opportunity to explain and justify their determinations; and (c) decide each appeal upon its merits.
2. The Dean of Student Services (DSS) will be responsible for the coordination of the appeals procedure. The DSS shall provide each student with a copy thereof.
 3. A student wishing to appeal an action or determination affecting him/her, as above provided, shall file notice of such appeal with the DSS no later than three business days after the student has received actual notice of the action or determination appealed.
 4. The DSS, upon receipt of a notice of appeal, shall immediately notify the chairperson of the SAC of receipt of the Notice of Appeal. The chairperson of the SAC shall set a hearing date which shall be no later than ten business days from the date of receipt of the notice of appeal by the DSS. The chairperson of the SAC shall provide notice of such hearing and time, place, and date to the student; to any person named in the Notice of Appeal; to the DSS; and to all members of the SAC, in writing, at least five days prior to the hearing date.
 5. Upon hearing of the appeal by the SAC, the following should occur or be considered:
 - A. A tape or stenographic recording of all proceedings (other than deliberations of the SAC which shall be in private) before the SAC shall be made.
 - B. The student may appear and may be represented by counsel. The student or the student's counsel may introduce evidence and the testimony of witnesses, may present arguments, and may cross-examine witnesses or BCCC.
 - C. BCCC, or any officer or employee of BCCC whose action or determination is being appealed, may appear and may be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments, and cross-examine witnesses for the student.
 - D. The members of the SAC may address questions to any party or witness.
 - E. The SAC will decide the appeal within two business days after adjournment of the hearing by majority vote of the members of the SAC attending the hearing.
 - F. The SAC will immediately provide the DSS with a summary of its decision and the DSS will immediately notify all parties to the appeal.
 6. A student may appeal an adverse decision of the SAC to the Administrative Council (the Council) by giving notice of such appeal to the DSS within five business days after receipt of notification of the decision of the SAC. The DSS will immediately notify the President of such appeal and provide a transcript of the former hearing to the President, together with any material introduced into evidence at the former hearing.

7. Within ten business days after the President has received the Notice of Appeal and transcript, the Council shall meet and consider whether to entertain the appeal. If the Council decides not to entertain the appeal, it shall so notify the DSS who shall immediately notify the student. In such event the student may, within five business days after receipt of such notification, request the Board of Trustees of the College, by letter to the President, to entertain such appeal. The President will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Board of Trustees of BCCC. The Board of Trustees of BCCC (the Board) shall decide whether to entertain such appeal within twenty business days after receipt of the student's letter requesting Board review by the President. If the Board declines to hear such appeal, the President will immediately notify the student and the student's extrajudicial remedies shall have been exhausted. If the Board decides to hear such appeal, it will set a time, date, and place for such hearing (which shall be within the next twenty business days), and the President will immediately so notify the student and all other parties named in the Notice of Appeal.
8. If the Council decides to entertain the student's appeal from the SAC, it will set a time, date, and place for such hearing (which shall be within the next ten class days), and the President shall immediately notify the student and all other parties named in the Notice of Appeal.
9. An appeal entertained by the Council shall be decided by majority vote (after private deliberation) of the members of the Council present at the hearing. The decision of the Council shall be made within two business days after the hearing, and the President will immediately provide the student with a summary of such decision.
10. A student may appeal an adverse decision of the Council to the Board by giving a "Notice of Appeal" to the President within five business days after notice to the decision of the Council. Thereafter, proceedings before the Board shall be as specified in Section 7 hereof. Upon the decision of the Board not to entertain a student's appeal from the Council, or upon its adverse decision upon hearing such an appeal, the student's extrajudicial remedies shall have been exhausted.
11. Any hearing of an appeal before the Council or the Board shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present and represented by Council and may address arguments to the hearing body. No party to the appeal at such hearing may then introduce evidence or testimony unless the presiding member of the hearing body determines that such evidence or testimony was previously unavailable or could not have reasonably been produced at the hearing before SAC. In the event such evidence or testimony is admitted, the parties or their counsel shall have the right to examine and cross-examine witnesses only with regard to such new evidence or testimony and shall state the student's desire to so appeal.

12. A “Notice of Appeal” to the SAC shall contain a concise statement of the action or determination appealed and the reasons the student feels such action or determination was wrongful. It shall name all persons known to the student who participated in such action or determination and shall state the student’s desire to appeal the SAC.
13. A “Notice of Appeal” from decisions of the SAC or Council shall identify the student appealing, the decision being appealed, and shall state the student’s desire to so appeal.
 “Transcript” is a written summarization of all evidence and testimony presented upon hearing. Arguments of parties or their counsel shall not be a part of the “transcript” unless they are submitted to the hearing body appealed from in writing.
 A “business day” is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session.
 All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC.

Financial Aid

Beaufort County Community College (BCCC) provides assistance to students who are in need of financial aid to meet their educational expenses. The financial aid program consists of three major types of aid: grants, loans, and student employment. An eligible student may receive one or more of these types of financial aid. Interested students should contact the Financial Aid Office.

In making award decisions, the Financial Aid Officer first determines the student’s financial need for college attendance. The need is the difference between the resources of the student (and his or her parents if a dependent) and the costs of attending the school. Any student who has completed the financial aid application procedure is considered for all types of financial aid without regard to the student’s sex, race, age, religion, national origin, or handicap. In all financial aid awards, the student has the right to accept, reject, or appeal the aid offered.

To receive financial aid, a student must be enrolled as a regular student in an eligible program. Federal financial aid will not pay for courses that are not program requirements as listed in the College Catalog. Students must have a high school diploma or G.E.D. certificate, be a U.S. citizen or an eligible non-citizen, show need, be making satisfactory progress in the course of study, not be in default on an educational loan, not owe a refund on a federal grant, and be registered with the selective service if required to do so. The student must certify that he/she will use the money only for expenses related to attending school.

Applying for Financial Aid

Students should first apply for admission to BCCC. Then, to be considered for all need-based aid, including institutionally administered scholarships, students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA requires listing an institutional code for the school that the student plans to attend. BCCC’s school code is 008558. Students may also apply electronically on the internet at www.fafsa.ed.gov. The application process is completed when the Financial Aid Office receives a Student Aid Report (SAR) for the student. Electronic SARs are transmitted to the Financial Aid Office from the Federal processor for students who list BCCC on their aid application.

Because of the time involved in processing applications, a student must have a completed file in the Financial Aid Office by July 1 to be assured of receiving financial aid by the beginning of Fall Semester. Awards for students starting in the spring, require a completed file by December 1.

Award Decisions

In developing a financial aid program for a student who has a completed application on file, the financial aid officer will derive the financial need of the student by:

1. Selecting a reasonable budget for the student;
2. Subtracting the expected family contribution;
3. Subtracting assistance awarded to the applicant by other agencies, organizations, and private donors.

This procedure will generate a financial need picture for the student, and the financial aid officer will make every effort to help meet that need by utilizing the various aid programs for which the applicant qualifies.

The table below lists approximate budgets that have been established by the Financial Aid Office as reasonable budgets for typical students. When the financial aid officer deems it necessary to make adjustments, a budget will be established on an individual basis.

Campus-Based Student Financial Aid Budgets 2006 - 2008

Dependent Without dependents living with parents	Dependent Not living at home <i>or</i>
Independent Without dependents living with parents	Independent Other <i>or</i>

Student Services

Tuition & Fees	\$1328	\$1328
Books	920	920
Room & Board	2250	6930
Transportation	1500	1500
Misc. Expenses	2122	2122
	\$8120	\$12800

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

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

In the event that the College has not received its allocation or that the Payment Schedule has not been published by the time the SAR is submitted to the Financial Aid Office, the student will be notified after its receipt.

Award Disbursements & Book Purchases

After you have returned your signed award letter and registered for classes, your Federal Pell Grant and/or Federal SEOG should appear on the Beaufort County Community College Cashier's Office computer records. Tuition and fees will be deducted from your student aid account.

Students receiving Pell Grants may charge tuition and fees to their Pell account during the early registration or regular registration period. Books and supplies may be charged in the Bookstore the first week of classes after registration day. Bookstore vouchers may be obtained from the financial aid office and may be used only once. Therefore, we suggest that students attend the first day of classes before charging books. The balance of the Pell Grant will be disbursed by check from the Business Office within 14 days from the first day of class. A voucher received from the Financial Aid Office must be presented to receive this check.

Required books and supplies may be purchased from the campus bookstore on the first day of class. If purchasing books from an alternative source is more convenient, the College offers a service allowing students to buy books and supplies with grant money at off-campus locations. However, the student is limited to one vendor each semester (i.e., the student will not be allowed to purchase books and supplies at the BCCC Bookstore and an off-campus location). The following conditions apply:

Student Services

- The student must notify the Financial Aid Office in writing one week prior to the first day of class if grant monies are to be used at an off-campus location.
- The student must provide the Financial Aid Office with a written statement (on letterhead) from the off-campus vendor that indicates that the vendor will (1) allow the student to make a charge against the student's grant account, and (2) will bill the College within the sever-day period after the first day of the semester.

After tuition/fees and bookstore purchases, NCCCG, NCSIG, Pell Grant, and SEOG checks will be mailed to students on the following dates approximately four weeks after the beginning of the term.

(Usually Pell Grant does NOT cover Summer Semester, however, if a student does not enroll full-time during all and/or spring semesters, they may have funds available for summer semester.)

Federal Subsidized and Unsubsidized Stafford Loan checks(s) are mailed to Beaufort County Community College by the lender. Disbursement dates are indicated on the student's loan confirmation mailed to them from their lender. Students who are borrowing Federal Subsidized/Unsubsidized Stafford Loan funds for the first time may not receive their checks until after the 30th day of the semester. The lender will mail checks to Beaufort County Community College according to that schedule.

Students who are participating in the College Work-Study Program will be paid the last working day of the month. The checks will cover the hours the students worked during the respective pay period.

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

Withdrawals, Refunds, and Repayments

All Federal Financial Aid recipients must attend classes to remain eligible for assistance. Students never attending, withdrawing from school, or dropping to a part-time schedule during the Drop/Add period, will have their award adjusted accordingly. As a result, students may be required to repay some or all of their financial aid.

If a student **never attends** any classes, the full amount of the tuition and fees charged to the Title IV (Pell, SEOG) funds will be refunded to the appropriate account. All bookstore charges and cash payments to the student must be repaid to the College to be returned to the appropriate Title IV account.

When a student recipient of Title IV aid **stops attending class** prior to the 60% point of the semester, the institution must determine if the student received an overpayment of any cash disbursements from such funds. These amounts are calculated according to a federal formula provided by the U. S. Department of Education. Failure to repay an overpayment will result in the loss of future aid eligibility.

Grants

Pell Grant

The Pell Grant is a federal aid program providing funds for qualified students enrolling in an eligible program in an eligible institution of higher education. The law requires that financial need for Pell Grants be assessed by a formula, which is reviewed by Congress each year and is applied uniformly to all applicants. This formula takes into account such indicators of family financial strength as income, assets, family size, and family educational expenses. The maximum grant is approximately \$4000 per year. Students with bachelor's degrees are not eligible.

Federal Supplementary Educational Opportunity Grant (SEOG)

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

North Carolina Student Incentive Grant

This grant is offered to legal residents of North Carolina who are full-time undergraduate students (12 credit hours or more) and who have demonstrated need. The size of the grant will vary depending on need. The maximum value of the grant is \$700 a year for community college students. Recipients are selected by College Foundation; Inc. based on the federal student aid application.

North Carolina Community College Grant

The North Carolina Legislature has established a need-based grant to help meet the educational costs of North Carolina residents attending a community college. Annual awards will vary based on financial need and enrollment status. To be eligible, students must meet the following criteria: (a) be admitted to a curriculum program and be enrolled for at least six credit hours per semester; (b) be a North Carolina resident; (c) have completed and submitted the Free Application for Federal Student Aid (FAFSA). Fall application deadline is mid-July, and spring application deadline is mid-November. (d) qualify for the grants based upon a valid Expected Family Contribution (EFC) calculation under Federal Methodology and the program's recognized "required educational expenses" for attending a North Carolina community college; and (e) meet all other eligibility requirements for Federal Pell Grant.

Scholarships

Nurse Education Scholarship Loan (NESLP)

NESLP awards are funded by the North Carolina General assembly and are available to students pursuing a degree or diploma in Practical Nursing (PN) or Associate Degree Nursing (ADN). Awards are based upon financial need and other factors such as academic performance and may range from \$400 to \$3000 for the ADN and PN programs. Repayment may be made in practice service in North Carolina or in cash. Students have up to seven years to repay the loan.

Nursing Scholars Program (NSP)

The NSP is a competitive scholarship loan program initiated by the N.C. General Assembly for ADN students. Financial need is not a criterion. An eleven-member Nursing Scholars Commission was created to develop the selection criteria, method of selection, and to select recipients on a statewide basis. Scholarships are valued at \$3000. Students must be enrolled full-time. Applications must be received by the Commission by May 1.

Prospective Teachers Scholarship Loans

Any resident of N.C. who is interested in preparing to teach in the public schools of the state is eligible to apply. The criteria for Awarding scholarship loans are measures of academic performance and recommendations of guidance counselors. A minimum cumulative grade point average of 3.0 is required of applicants. Applications may be obtained in November of each year from high school principals and guidance counselors of public and private schools of N.C. and from financial aid officers at public and private postsecondary schools in N.C. The application deadline is February 9 of each year.

Students may receive a maximum of \$900 per academic year when enrolled full-time in a teacher education program at BCCC. Recipients must execute a promissory note provided by the State Board of Education. One year will be forgiven for each full year the recipient teaches in a N.C. public school.

Sprint Scholarships

Sprint Telephone Company has established a scholarship program for students who are attending institutions which are located in its service area. A \$750 scholarship is awarded by BCCC to a North Carolina resident students enrolled or intending to enroll in a course of study leading to an associate in applied science degree or vocational diploma. Priority in awarding the scholarships will be to minorities and “displaced workers.” Other factors to be considered in the selection process will include, but will not be limited to, scholastic achievement, individual financial need and participation in outside activities.

Wachovia Technical Scholarship

Wachovia Bank has made available to students enrolled at BCCC two scholarships annually in the amount of \$500 each. To qualify as a candidate for these scholarships, a person would have to meet the following criteria: be a full-time student enrolled in the second year of an associate in appliedscience program, demonstrate financial need, demonstrate scholastic promise, and use the scholarship to pay for books, tuition, and transportation.

BCCC Scholarships

Several students are assisted each year with funds contributed to the College by friends, corporations, and organizations and the BCCC Foundation. Awards are usually based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (residence, field of study, etc.) A scholarship selection committee selects recipients. Additional information may be obtained from the BCCC web site at www.beaufortccc.edu. To be considered, students must complete a BCCC Foundation Scholarship Application in addition to the Free Application for Federal Student Aid. An application is enclosed for your convenience. **The deadline for receipt of scholarship applications is June 1 preceding the award year.**

Loans

Loan assistance is available from eligible lenders in the home states of students. However, College Foundation, Inc., located in Raleigh, North Carolina acts as the preferred lender of most BCCC students. Availability of these loans may be subject to measures outlined in the Default Reduction Regulations as enforced by the U.S. Department of Education or voluntarily applied by BCCC. In addition to meeting the general Title IV eligibility requirements, students must be enrolled at least half time. Loan proceeds may not be disbursed to a first-year undergraduate student who has not previously received a loan until 30 days after the first day of the student’s program of study.

Stafford Student Loan

A student showing need, as determined by the national needs analysis system may borrow up to \$2625 the first year and \$3500 the second year for undergraduate work. Repayment begins six months after the borrower terminates at least half-time student status, and the federal government pays the interest on the loan while the student is in school. The loan is insured by the state or by the federal government.

***Unsubsidized
Staff or Student
Loan***

Eligibility requirements and loan amounts are similar to those of a Stafford Student Loan. Students may borrow the maximum amount that can be borrowed under the Stafford loan less any amount already borrowed under that program. Unsubsidized loans also may be used to finance (replace) the estimated family contribution. The federal government does not pay the interest on the loan while the student is in school. The interest must be paid or accrued and capitalized. A grace period of six months applies to the payment of principal only.

***Plus Loans for
Parents***

Parents of dependent undergraduate students may borrow for each eligible dependent son or daughter through the PLUS Loan Program. Under this program there are no income restrictions, and the parent does not have to demonstrate “need” through an analysis of a family’s financial statement. However, the loan may not exceed the cost of attendance minus estimated financial assistance.

***North Carolina
Student Loan
Program for Health,
Science and
Mathematics***

Legal residents of North Carolina accepted as full-time students in accredited programs leading to an associate degree are eligible for this program. Studies must be in Nursing, Medical Technology, Computer and Information Sciences, Engineering and Engineering Related Technologies, Computer Technology, Electrical Technology and Electronic Technology. Award recipients are chosen according to major, academic capabilities, and financial need. Students should request information and applications as soon as possible after January 15 from the North Carolina Student Loan Program for Health, Science and Mathematics, P. O. Box 20549, Raleigh, NC 27619-0549 919-571-4182. Applications must be received by June 1. Maximum loans are \$3000 a year. Loans are renewable annually based on satisfactory academic progress. Loans must be supported by a promissory note with notarized signatures from the recipient and two sureties. Cash repayment on an installment basis begins 90 days or less after completion of coursework or training. Under specified conditions, certain loan recipients in qualifying disciplines may have their loans canceled through practice service in North Carolina.

Student Employment

Part-time jobs on campus are available for students who wish to earn money for part of their college expenses. Employment includes jobs in the library, laboratories, supply room, and offices. Funds for these student jobs are provided by the federal government through its College Work-Study Program and the rate of pay is regulated by the federal minimum

wage law. The average student job requires about 12 hours per week, and average yearly earnings are approximately \$2300. Priority is given to students with the greatest financial need and jobs are awarded according to application date. Students should consider academic responsibilities before assuming the obligation of part-time work.

Workforce Investment Act (WIA)

Services offered by the enactment of the Workforce Investment Act (WIA) 1998 are being implemented through JobLink, a One-Stop Career Center, located at 1385 John Small Avenue. Beaufort County Community College is a partner agency with JobLink. Financial assistance for specialized training may be obtained provided eligibility factors are met. All services through the JobLink are free to the public. Individuals seeking WIA services should report to the JobLink or call 252-946-3116 to speak to a representative.

Vocational Rehabilitation

In order to qualify, a student must have mental or physical disability, which is a handicap to employment. There must also be a reasonable expectation that as a result of vocational rehabilitation services, the person may become gainfully employed. Each program is designed individually with the student. The amount of the award is based on need and the type of program in which the individual is enrolled. It generally pays for tuition and fees and for some books and supplies, and in some cases, for supportive services such as interpreter services, attendant services, and transportation.

Additional information may be obtained by contacting the Vocational Rehabilitation Office nearest the student’s home, or contact the NC Division of Vocational Rehabilitation Services, P.O. Box 26053, 805 Ruggles Drive, Raleigh, NC 27611-6053 or call 919-733-3364.

North Carolina Division of Services for the Blind

Services may be provided for those who are legally blind or have a progressive eye condition, which may lead to blindness. The amount of the grant varies according to need, but may contribute to tuition, fees, reader service, and, in some cases, room and board. Eligibility is determined by an interview with a rehabilitation counselor.

Additional information may be obtained by writing to Visually Handicapped, Deputy Chief of Rehabilitation, Division of Services for the Blind, 309 Ashe Avenue, Raleigh, NC 27602.

Verification Process

Federal Regulations stipulate that certain SARs as selected by the Pell Processing Center be verified. BCCC verifies only the required Pell SARs (and corrected SARs if necessary) as per the Department of Education verification regulations.

Applicants are responsible for providing requested documentation within two weeks of notification. Students are notified by personal interview. When an interview is not feasible, any additional information needed is requested by mail.

Should information on an application need correcting, the corrections are made on forms provided by the Pell Grant Processing Center and will then be returned for reprocessing. The Financial Aid Office also may make corrections electronically.

Students are notified by personal interview if an award changes due to verification. No financial aid awards are made until all verification procedures required by federal guidelines are met, and no Stafford Student Loan certifications are made until verification is completed.

Special Circumstances

If a student has experienced a change in financial circumstances since completing a financial aid application an appeal may be made to BCCC's Financial Aid Office. The student must submit a written request for reconsideration explaining the circumstances affecting the student and/or family's contribution towards college expenses for the current academic year. The student's application will be reevaluated and additional aid awarded if the Financial Aid Office deems the circumstances warrant additional aid.

Financial Aid Satisfactory Progress Standards Policy

Eligibility for financial aid is based on the maintenance of satisfactory progress in a course of study and **is not** affected by whether or not the student previously received such aid. In order to initially receive or to continue to receive aid, all financial aid recipients are required to maintain satisfactory progress toward completing a degree, diploma, or certificate. The following standards are applicable to all financial aid programs including the federally sponsored Title IV programs.

A probationary period of one semester (with financial aid) is given to students that reenter the college if their only period of enrollment was prior to the effective date of the policy (September 1, 1984). A probationary period of one semester may also be granted to Huskins Bill and dual enrolled students.

Grade Point Average

Students must maintain the required cumulative grade point average of 2.0 in order to be eligible to receive assistance.

Completion Rate

Students must show progress toward completion of their degree requirements to continue financial aid eligibility. Every financial aid recipient must pass at least 67% of credit hours attempted. The cumulative number of hours completed will be evaluated at the end of each

semester. Completed credit hours include: A, B, C, D, P (passing), CE (credit by exam). Grades with W (withdrawal), I (incomplete), AU (audit), R (re-enroll) and IP (in progress) are **not** considered a successful completion of coursework. Federal regulations also require completion of a program of study within a maximum time frame not to exceed 150% of the published length of the program. For example, if your degree requires 64 credit hours to graduate, you are eligible to receive financial assistance until you have attempted 98 credit hours. Additional time needed to complete the degree beyond the maximum stipulated must be entirely at the student's expense.

The time frame for determining a student's completion rate begins when the student first attends the college and continues until that student successfully completes a program of study regardless of the number of years that may elapse between enrollment periods. Since the time frame is cumulative, students may lose financial aid eligibility by switching programs before successfully completing the initial program. Once a student completes a program successfully, the student becomes eligible for a new time frame if he/she plans to pursue a second certificate, diploma, or degree. The hours attempted for the completed program are counted toward the time frame for a new course of study.

Credit hours for course incompletes, withdrawals or repeated courses and transfer credits will be counted as hours attempted toward the time frame. The student is responsible for planning class schedules carefully with the guidance of the student's academic advisor. **Registering for more courses than a student is capable of completing, having to withdraw from classes, registering for courses for which the student has already received credit, taking courses in error, etc., all impact the time frame and could result in losing financial aid eligibility before completing a program of study. Developmental coursework as determined by placement testing is not counted toward the maximum time frame. However, developmental coursework in excess of 30 semester hours cannot be paid with Federal Student Aid funds according to the Department of Education regulations.**

Probation & Suspension

At the end of each semester the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured.

Financial aid recipients will be granted a one semester probationary period following their first semester of failure to make satisfactory progress. During the probationary period, students can continue to receive financial aid provided they are otherwise eligible. Students have this period to re-establish satisfactory academic progress. If, at the end of the financial aid probation period, the student is able to re-establish satisfactory academic progress, the probation is lifted.

Students who fail to make satisfactory progress during the probationary semester will become ineligible for aid until their progress is again satisfactory.

A student who does not meet the academic requirements for aid eligibility at the end of the probationary period may attend the next semester(s), without financial aid in order to make up the deficiencies (grade-point average and/or hours).

Appeal Process

Students with mitigating circumstances are encouraged to use the appeals process. The circumstances being appealed must be properly documented and will be evaluated by the Director of Financial Aid. The Director of Financial Aid shall inform the student in writing of financial aid termination.

If the student desires to appeal the termination of financial aid, a written request must be submitted to the Director of Financial Aid within ten (10) school days of the date of the letter informing the student of the termination. The student must give the reasons why he/she did not make satisfactory progress and why financial aid should not be terminated (examples: extended illness, hospitalization, accident, death of immediate family member). Documentation to support the appeal is required.

A student wishing to appeal the decision of the Director of Financial Aid may do so by writing to the Financial Aid Committee, c/o the Financial Aid Office within five (5) school days or receipt of the decision. Subsequent appeals may be made to the Dean of Student Services and finally through the Student Due Process Procedure.

Also certain scholarships and aid programs may have academic requirements in addition to the above. These standards are published and distributed to students upon entry into those programs. It is the student's responsibility to become familiar with written policy.

Student Rights

1. You have the right to know what financial aid programs are available at Beaufort County Community College.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition, fees, room, board, transportation, books, supplies, and personal and miscellaneous expenses are considered in your budget.
5. You have the right to know what resources such as parental contribution; other financial aid, your assets, etc. were considered in the calculation of your need.

6. You have the right to know how much of your financial need as determined by the Financial Aid Office has been met.
7. You have the right to request an explanation of various programs in your student aid package.
8. You have the right to know what portion of the financial aid you received must be repaid, the payment procedures, the length of time you have to repay the loan, and when repayment is to begin.
9. You have the right to know the refund policy of the College.
10. You have the right to know how the Financial Aid Office determines whether or not you are making satisfactory progress and what happens if you are not.

Student Responsibilities

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

Veteran Affairs

The Veterans Administration provides assistance to veterans discharged under conditions other than dishonorable in any branch of the United States Armed Forces.

When a veteran enrolls in a program approved for training, he/she must pursue the exact curriculum outlined in the College catalog. Veterans will not be certified until all academic transcripts have been received and evaluated. The veteran must provide the Office of Veteran Affairs with exact records of attendance in all classes and maintain satisfactory academic progress.

Records of progress are kept by the College on both veteran and non-veteran students. Progress records are furnished all students at the end of each scheduled college term.

Veterans Educational Programs

**Chapter 35:
Eligible Dependent
Benefits**

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

**Chapter 30:
Montgomery GI Bill**

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

**Chapter 1606: Educa-
tional Assistance for
Members of Selected
Reserve and
National Guard Units**

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

**North Carolina Na-
tional Guard Tuition
Assistance Program**

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

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

The North Carolina Division of Veterans Affairs provides scholarships for the children of certain categories of deceased or severely disabled war veterans. For additional information and an application, write to N.C. Division of Veterans Affairs, Department of Military and Veterans Affairs, Raleigh, NC 27602.

Curriculum Programs

Associate in Arts A10100

The **Associate in Arts (AA)** is part of the Comprehensive Articulation Agreement (CAA) developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in the programs of study leading to the AA are courses drawn from the CAA approved course list.

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

In addition to the sixteen public universities in North Carolina, numerous private colleges and universities honor the Comprehensive Articulation Agreement. Completion of the AA degree prepares the student to transfer from Beaufort County Community College with junior standing to a baccalaureate program at a four-year college or university; however, transfer requirements for senior colleges or universities vary.

The transfer courses in the model shown below should be regarded only as suggested courses. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student expects to transfer. A student planning to transfer the first two years from BCCC to a senior college or university should obtain a copy of that institution's catalog.

Course and Hour Requirements

General Education Requirements ¹	
English Composition	6
ENG 111 Expository Writing (required)	
ENG 112 Argument-Based Research	
or ENG 113 Literature-Based Research	
or ENG 114 Professional Research and Reporting	
Humanities/Fine Arts (Select three from at least three prefix areas)	12
ART (Art) 111; COM (Communication) 231; DRA (Drama/Theatre) 111; ENG (English) 131, 231, 232, 241, 242; FRE (French) 111, 112; HUM (Humanities) 115, 120, 121, 122, 150, 160; MUS (Music) 110; PHI (Philosophy) 215; REL (Religion) 110, 211, 212; SPA (Spanish) 111, 112, 211, 212.	

At least one course must be literature (ENG 131, 231, 232, 241, 242).

Social/Behavioral Sciences (Select three from at least three prefix areas) 12
 ANT (Anthropology) 210, 221, 230, 230A², ECO (Economics) 151, 251, 252;
 GEO (Geography) 111; HIS (History) 111, 112, 131, 132; POL (Political Science) 110, 120; 210; PSY (Psychology) 150, 239, 241, 281; SOC (Sociology) 210, 213, 220, 225, 240.

At least one course must be history (HIS 111, 112, 131, 132).

Mathematics	6
Choose one course from	
MAT (Mathematics) 161, 171+171A, 175+175A	
Another course may be chosen from	
MAT 155+155A, 172+172A, 263+263A, 271, 272, 273, CIS (Computer Science) 110 or CIS 115.	
Natural Sciences	8
Choose two courses including accompanying laboratory work, from	
BIO (Biology) 111, 112, 140+140A ³ , CHM (Chemistry) 131+131A, 132, 151+152, PHY (Physics) 110+110A, 151, 152	
	(44)

Electives and Other Required Courses

Electives	16
Choose from ACC (Accounting) 120, 121; BIO (Biology) 163, 165, 166, 173, 175; BUS (Business) 110, 115; CHM (Chemistry) 115; CSC (Computer Science) 134, 151; ENG (English) 125, 132, 272, 273; GEO (Geography) 111; HIS (History) 117, 162, 164, 221, 225, 236; MAT (Mathematics) 141+141A*, 142+142A*; PHS (Physical Science) 140; POL (Political Science) 130; PSY (Psychology) 211, 243; SPA (Spanish) 141, 161, 221.	

In addition to the electives listed above, other electives may also be chosen from general education courses that were not taken to fulfill the 44 hour general education requirement.

Health and Physical Education	4
HEA (Health) 110 required; choose from PED (Physical Education) 111, 113, 117, 125, 128, 130, 131, 143, 144, 145, 147, 148, 152, 153, 154, 155, 156, 181, 187, 260.	

Academic Related	1
ACA 111 College Student Success, ACA 115 Success & Study Skills, or ACA 118 College Study Skills required ⁵	

Students must demonstrate competence in the basic use of computers.

Total Credit Hours Required for AA Degree
65

¹ All of the courses listed under General Education Requirements have been approved to satisfy areas of the Comprehensive Articulation Agreement general education core requirement of 44 hours. Students must meet the receiving university's foreign language requirements, if applicable, prior to or after transfer to the senior institution.

² ANT 230A (Physical Anthropology Lab) optional.

³ BIO 140A (Environmental Biology Lab) is optional but must be taken for natural science credit.

⁴ recommended for prospective elementary education majors

⁵ may not transfer

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. All course work must be chosen from courses of the 110-199 and 210-299 levels. 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 a lifelong learning. Graduates are prepared for advancement within their field of interest and become better qualified for a wide range of employment opportunities.

Course and Hour Requirements

GENERAL EDUCATION CORE (15 SHC)

The general education core includes study in the areas of English/communications, humanities and fine arts, social and behavioral science, and natural sciences and mathematics.

English Composition (6 SHC)

Humanities/Fine Arts (3 SHC)

Select courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Social/Behavioral Sciences (3 SHC)

Select from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics (3 SHC)

Mathematics

Select from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

or

Natural Sciences

Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

OTHER REQUIRED HOURS (49-50 SHC)

Other required hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours. ACA 111, ACA 115, or ACA 118 required.

TOTAL CREDIT HOURS REQUIRED FOR AGE DEGREE
65

Associate in Science**A10400**

The Associate in Science (AS) degree is part of the Comprehensive Articulation Agreement (CAA) developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in the program of study leading to the AS are courses drawn from the CAA approved course list.

The Associate in Science degree is the degree appropriate for those students who wish to transfer to senior institutions to become scientists, engineers, doctors, pharmacists, etc.

In addition to the sixteen public universities in North Carolina, numerous private colleges and universities honor the Comprehensive Articulation Agreement. Completion of the AS degree prepares the student to transfer from Beaufort County Community College with junior standing to a baccalaureate program at a four-year college or university; however, transfer requirements for senior colleges or universities vary.

The transfer courses in the model shown below should be regarded only as suggested courses. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student expects to transfer. A student planning to transfer the first two years from BCCC to a senior college or university should obtain a copy of that institution's catalog.

Course and Hour Requirements**General Education Requirements¹**

English Composition	6
ENG 111 Expository Writing (required)	
ENG 112 Argument-Based Research or ENG 113 Literature-Based Research or ENG 114 Professional Research and Reporting	
Humanities/Fine Arts (Select three from at least three prefix areas)	9
ART (Art) 111; ENG (English) 131, 231, 232, 241, 242, DRA (Drama/Theatre) 111; FRE (French) 111, 112; HUM (Humanities) 115, 120, 121, 122, 150, 160; MUS (Music) 110; PHI (Philosophy) 215; REL (Religion) 110, 211, 212; SPA (Spanish) 111, 112, 211, 212.	
At least one course must be literature (ENG 131, 231, 232, 241, 242).	

¹ All of the courses listed under General Education Requirements have been approved to satisfy areas of the Comprehensive Articulation Agreement general education core requirement of 44 hours. Students must meet the receiving university's foreign language requirements, if applicable, prior to or after transfer to the senior institution.

Social/Behavioral Sciences (Select three from at least three prefix areas)	9
ANT (Anthropology) 210, 221, 230, 230A ² , ECO (Economics) 151, 251, 252; GEO (Geography) 111; HIS(History) 111, 112, 131, 132; POL (Political Science) 110, 120; 210; PSY(Psychology) 150, 239, 241, 281; SOC (Sociology) 210, 213, 220, 225, 240.	

At least one course must be history (HIS 111, 112, 131, 132).

Natural Sciences/Mathematics:	20
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Mathematics (6 SHC minimum)

One course in mathematics at the precalculus algebra level or above is required; the other course may be a high level mathematics course or may be selected from among other quantitative subjects, such as computer science and statistics.

Choose one course from

MAT (Mathematics) 171+171A, 175+175A

Another course may be chosen from

MAT 155+155A, 172+172A, 271, 272, 273, CIS (Computer Science) 110 or CIS 115.

Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education transfer courses.

Natural Sciences (8 SHC minimum)

A two-course sequence in general biology, general chemistry, or general physics is required.

BIO (Biology) 111,+112, CHM (Chemistry) 131+131A, 132, 151+152; or PHY (Physics) 151+ 152.

(44)

Electives and Other Required Courses

Electives	16
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A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, computer sciences, and or other pre-major is required. The remaining hours may be selected from general education, pre-major, or elective courses.

Choose from CHM (Chemistry) 115; ENG (English) 132; SPA (Spanish) 161

Health and Physical Education	4
HEA (Health) 110 required; choose from PED (Physical Education) 111, 113, 117, 125, 128, 130, 131, 143, 144, 145, 147, 148, 152, 153, 154, 155, 156, 181, 187, 260.	

Academic Related	1
ACA 111 College Student Success, ACA 115 Success & Study Skills, or ACA 118 College Study Skills required ³	

(21)

Students must demonstrate competence in the basic use of computers.

Total Credit Hours Required for AS Degree	65
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² ANT 230A (Physical Anthropology Lab) optional.

³ may not transfer

Accounting

Associate in Applied Science Degree
A25100

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Acct.	3	2	0	4
ACC 122	Principles of Financial Accounting II	3	0	0	3
ACC 129	Individual Income Taxes	2	2	0	3
ACC 130	Business Income Tax	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 149	Introduction to Accounting Spread-sheets	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2

ACC 220	Intermediate Accounting I	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 111	Basic PC Literacy ²	1	2	0	2
CTS 130	Spreadsheets	2	2	0	3
ECO 251	Principles of Microeconomics ³	3	0	0	3
OST 131	Keyboarding	1	2	0	2
	<i>Totals:</i>	43	24	0	55

Total Credit Hours Required for AAS Degree 71

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

² CIS 110 may be substituted.

³ ECO 151 or ECO 252 may be substituted.

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Federal Income Tax Certificate
C25100A**

The Federal Income Tax certificate is designed to provide students with the basic knowledge and skills necessary to prepare federal income tax returns.

In addition to course work in accounting principles, theories and practices, students will complete two courses in federal income taxation and a course in payroll taxes.

All courses in this certificate program may be applied toward the completion of the Associate of Applied Science degree in Accounting.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACC 120	Principles of Financial Acct	3	2	0	4
ACC 121	Principles of Managerial Acct	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 130	Business Income Tax	2	2	0	2
ACC 140	Payroll Accounting	1	2	0	2
	<i>Totals:</i>	11	10	0	15
Total Credit Hours Required for Certificate					15

**General Accounting Certificate
C25100B**

The General Accounting certificate is designed to provide students with the basic knowledge and skills necessary to record accounting transactions using general ledger accounting software or a manual accounting system. The student will also gain experience with general computer application software.

All courses in this certificate program may be applied toward the completion of the Associate of Applied Science degree in Accounting.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACC 120	Principles of Financial Acct	3	2	0	4
ACC 121	Principles of Managerial Acct	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Appl	1	2	0	2
CIS 111	Basic PC Literacy*	1	2	0	2
	<i>Totals</i>	11	12	0	17
Total Credit Hours Required for Certificate					17

* CIS 110 Introduction to Computers may be substituted.

Associate Degree Nursing

(Registered Nursing)
Associate in Applied Science Degree
A45100

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan 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, physicians' offices, industry, and community agencies.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 115	Success & Study Skills	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 110	Mathematical Measurements	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	General Elective ²	1	0	0	1
	<i>Totals:</i>	15	4	0	17

Major Courses

BIO 165	Anatomy & Physiology I	3	3	0	4
BIO 166	Anatomy & Physiology II	3	3	0	4
CIS 113	Computer Basics	0	2	0	1
NUR 110	Nursing I	5	3	6	8
NUR 120	Nursing II	5	3	6	8
NUR 130	Nursing III	4	3	6	7
NUR 210	Nursing IV	5	3	12	10

NUR 220	Nursing V	4	3	15	10
NUR 255	Professional Issues	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
	<i>Totals:</i>	35	23	45	58

Total Credit Hours Required for AAS Degree 75

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

² Select from SPA 131, Spanish for Health Providers or any course of interest with approval of advisor.

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Automotive Systems Technology
Associate in Applied Science Degree
A60160

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.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	Social/Behavioral Science Elective ²	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

AUT 112	Auto Shop Management ³	1	2	0	2
AUT 113	Automotive Servicing ⁴	2	6	0	4
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 141	Suspension & Steering System	2	4	0	4
AUT 151	Brake Systems	2	2	0	3
AUT 152	Brake Systems Lab	0	2	0	1

AUT 161	Electrical Systems	2	6	0	4
AUT 162	Chassis Electrical & Electronics	2	2	0	3
AUT 163	Chassis Electrical & Electronics Lab	0	2	0	1
AUT 164	Automotive Electronics	2	2	0	3
AUT 171	Heating & Air Conditioning	2	3	0	3
AUT 181	Engine Performance - Electrical	2	3	0	3
AUT 182	Engine Performance - Electrical Lab	0	3	0	1
AUT 183	Engine Performance - Fuels	2	3	0	3
AUT 184	Engine Performance - Fuels Lab	0	3	0	1
AUT 185	Emission Control ⁵	1	2	0	2
AUT 221	Automatic Transmissions	2	6	0	4
AUT 231	Manual Drive Trains/Axles	2	3	0	3
AUT 232	Manual Drive Trains/Axles Lab	0	3	0	1
AUT 281	Advance Engine Performance	2	2	0	3
CIS 113	Computer Basics ⁶	0	2	0	1
	<i>Totals:</i>	29	67	0	55

Total Credit Hours Required for AAS Degree 71

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

² ANT 210, ANT 221, ANT 230+230A, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

³ COE 112 may be substituted

⁴ COE 132 and COE 212 may be substituted

⁵ COE 122 may be substituted

⁶ CIS 110 or CIS 111 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Automotive Technology Diploma
D60160**

The Automotive Technology diploma provides individuals with the training to prepare them for entry-level employment as automotive technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drive trains, and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in automotive dealerships and repair shops.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in Automotive Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 141	Suspension & Steering System	2	4	0	4
AUT 151	Brake Systems	2	2	0	3
AUT 152	Brake Systems Lab	0	2	0	1
AUT 161	Electrical Systems	2	6	0	4
AUT 164	Automotive Electronics	2	2	0	3
AUT 171	Heating & Air Conditioning	2	3	0	3
AUT 181	Engine Performance-Electrical	2	3	0	3
AUT 183	Engine Performance-Fuels	2	3	0	3
AUT 184	Engine Performance-Fuels lab	0	3	0	1
AUT 231	Manual Drive Trains/Axles	2	3	0	3
ENG 102	Applied Communications I*	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
<i>Totals:</i>		24	39	0	39

Total Credit Hours Required for Diploma 39

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111 Expository Writing.

**Automotive Technology
Engines and Brakes Certificate
C60160A**

The Engines and Brakes certificate is designed to train students to troubleshoot and repair automotive engines and brakes.

Graduates should qualify for entry level employment in the automotive equipment industry.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

This certificate may be completed in one semester plus one extra course in the Spring semester.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 151	Brake Systems	2	2	0	3
AUT 164	Automotive Electronics	2	2	0	3
AUT 183	Engine Performance-Fuels	2	3	0	3
<i>Totals:</i>		9	13	0	14
Total Credit Hours Required for Certificate					14

**Automotive Technology Certificate
C60160**

The Automotive Technology certificate program is designed to train individuals in the basics of engines, brakes, and automotive electrical and electronic systems.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward the completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 151	Brake Systems	2	2	0	3
AUT 161	Electrical Systems	2	6	0	4
AUT 164	Automotive Electronics	2	2	0	3
<i>Totals:</i>		9	16	0	15
Total Credit Hours Required for Certificate					15

Basic Law Enforcement Training

**Certificate Program
C55120**

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

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

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

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
CJC 100	Basic Law Enforcement Training	9	30	0	19

Total Credit Hours Required for Certificate 19

Business Administration**Associate in Applied Science Degree
A25120**

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

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

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

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Tax	2	2	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 121	Business Math	2	2	0	3

BUS 137	Principles of Management	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
CTS 130	Spreadsheets	2	2	0	3
ECO 251	Principles of Microeconomics ²	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
OST 131	Keyboarding ³	1	2	0	2
	<i>Totals:</i>	43	16	0	51

Total Credit Hours Required for AAS Degree 67

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

² ECO 151 or ECO 252 may be substituted.

³ BUS 251 may be substituted.

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Business Administration
Certificate
C25120**

The Business Administration certificate is designed to introduce students to the basic principles and practices of contemporary business.

All courses in this certificate program may be applied toward the completion of the Associate of Applied Science degree in Business Administration.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Tax	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
MKT 120	Principles of Marketing	3	0	0	3
<i>Totals:</i>		15	6	0	18
Total Credit Hours Required for Certificate					18

Community Spanish Facilitator

**Certificate
C55370**

The Community Spanish Facilitator curriculum prepares individuals to work as entry-level professionals in basic Spanish communication skills who will provide communication access in interview and interaction settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills for education, social settings, and the workplace.

Courses 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, particularly that of Latin America; and acquisition of communication skills.

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

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	3
SPA 141	Culture and Civilization ¹	3	0	0	3
SPA 221	Spanish Conversation ²	3	0	0	3
<i>Totals:</i>		15	0	0	15

Total Credit Hours Required for Certificate 15

¹ SPA 161 may be substituted

² SPA 113 may be substituted.

Computer Information Technology

Associate in Applied Science Degree A25260

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

Course work includes computer systems terminology and operations, logic, operating systems, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ECO 251	Principles of Microeconomics ¹	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	Humanities/Fine Arts (Select One) ²	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
CIS 111	Basic PC Literacy ³	1	2	0	2
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 139	Visual BASIC Prog	2	3	0	3

CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 285	System Analysis & Design	3	0	0	3
CTS 289	System Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
	<i>Totals:</i>	40	45	0	60

Total Credit Hours Required for AAS Degree 76

¹ECO 252 may be substituted.

²ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

³CIS 110 may be substituted.

⁴CSC 134 may be substituted.

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Computer Programming

Associate in Applied Science Degree A25130

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, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ECO 251	Principles of Microeconomics ¹	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	Humanities/Fine Arts (Select One) ²	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
CIS 111	Basic PC Literacy ³	1	2	0	2
CIS 115	Intro to Prog & Logic	2	3	0	3

CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Prog	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CSC 234	Advanced C++ Programming	2	3	0	3
CSC 239	Advanced Visual BASIC Progr.	2	3	0	3
CSC 289	Programming Capstone Proj	1	4	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	System Analysis & Design	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
	<i>Totals:</i>	41	47	0	60

Total Credit Hours Required for AAS Degree

76

¹ ECO 252 may be substituted.

² ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

³ CIS 110 Introduction to Computers may be substituted.

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**C++ Programming Certificate
C25130A**

This C++ Programming certificate is designed to provide the student with the programming skills necessary to create and implement C++ programs by developing proficiency in an object-oriented programming language. Instruction in C++ programming includes techniques for storing and manipulating data internally and externally, and includes object-oriented programming topics (classes, inheritance, and polymorphism) as well as procedural programming topics (data types, control structures, functions, arrays, pointers and strings).

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Computer Programming.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
CIS 111	Basic PC Literacy*	1	2	0	2
CIS 115	Introduction to Prog & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CSC 234	Adv C++ Programming	2	3	0	3
<i>Totals:</i>		9	14	0	14
Total Credit Hours Required for Certificate					14

* CIS 110 Introduction to Computers may be substituted.

**Visual Basic Programming Certificate
C25130B**

This Visual Basic Programming certificate offers programming skills necessary to design and implement Visual BASIC programs. The student will learn how to design Visual BASIC programs using event-driven programming techniques, implement current interface design standards, create reusable code, and manipulate records in both a file-based system and a database system. Emphasis is placed on proper program design techniques.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Computer Programming.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
CIS 111	Basic PC Literacy*	1	2	0	2
CIS 115	Introduction to Prog & Logic	2	3	0	3
CSC 139	Visual BASIC Prog	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CSC 239	Advanced Visual Basic	2	3	0	3
<i>Totals:</i>		9	14	0	14
Total Credit Hours Required for Certificate					14

*CIS 110 Introduction to Computers may be substituted.

Cosmetology

**Diploma Program
D55140**

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 102	Applied Communications II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
<i>Totals:</i>		7	0	0	7

Major Courses

COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
<i>Totals:</i>		14	81	0	41

Total Credit Hours Required for Diploma 48

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Cosmetology Instructor
C55160**

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

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.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
COS 271	Instructor Concepts I	5	0	0	5
COS 272	Instructor Practicum I	0	21	0	7
COS 273	Instructor Concepts II	5	0	0	5
COS 274	Instructor Practicum II	0	21	0	7
<i>Totals:</i>		10	42	0	24

Total Credit Hours Required for Certificate 24

**Esthetics Technology
C55230**

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.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
COS 119	Esthetics Concepts I	2	0	0	2
COS 120	Esthetics Salon I	0	18	0	6
COS 125	Esthetics Concepts II	2	0	0	2
COS 126	Esthetics Salon II	0	18	0	6
<i>Totals:</i>		4	36	0	16
Total Credit Hours Required for Certificate					16

**Manicuring/Nail Technology
C55400**

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
COS 121	Manicure/Nail Technology I	4	6	0	6
COS 222	Manicure/Nail Technology II	4	6	0	6
<i>Totals:</i>		8	12	0	12
Total Credit Hours Required for Certificate					12

Criminal Justice Technology**Associate in Applied Science Degree
A55180**

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models ¹	2	2	0	3
PSY 118	Interpersonal Psychology ²	3	0	0	3
	Humanities/Fine Arts (Select One) ³	3	0	0	3
<i>Totals:</i>		15	2	0	16

Major Courses

CIS 111	Basic PC Literacy	1	2	0	2
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3

CJC 141	Corrections	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
CJC 255	Issues in Criminal Justice	3	0	0	3
HEA 110	Personal Health & Wellness	3	0	0	3
POL 130	State and Local Government	3	0	0	3
<i>Choose two of the following three</i>					
CJC 122	Community Policing	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
<i>Totals:</i>		49	4	0	51

Total Credit Hours Required for AAS Degree 67

¹ MAT 161 may be substituted

² PSY 150 or SPA 111 may be substituted

³ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

⁴ CIS 110 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Early Childhood Associate**Associate in Applied Science Degree
A55220**

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 child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SOC 213	Sociology for the Family ¹	3	0	0	3
	Humanities/Fine Arts (Select One) ²	3	0	0	3
	<i>Totals:</i>	18	2	0	19

Major Courses

CIS 111	Basic PC Literacy ³	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
EDU 119	Intro to Early Childhood Education	4	0	0	4

EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children With Special Needs	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	2
EDU 252	Math & Science Activities	3	0	0	3
EDU 252A	Math & Science Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
EDU 271	Educational Technology	3	0	0	3
EDU 280	Literacy & Language Experiences	3	0	0	3
EDU 280A	Literacy & Language Experiences Lab	0	2	0	1
	<i>Totals:</i>	49	8	10	54

Total Credit Hours Required for AAS Degree 73

¹ SOC 210 or SOC 225 may be substituted

² ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

³ CIS 110 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Students planning to transfer into a four year university, need to contact their advisor for specific courses.

**Early Childhood Diploma
D55220**

The Early Childhood Diploma prepares individuals to work in licensed child care settings, regulated home day care settings, child development centers, church play schools, after-school settings, camps, and recreational centers. Diploma graduates will have the necessary credential to be an administrator/director in a childcare setting. This diploma provides instruction in child development, behavior management, lesson planning, health and safety issues, and working with special needs children.

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

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACA 111	College Student Success	1	0	0	1
COE 111	Co-op Work Experience	0	0	10	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
PSY 150	Introduction to Psychology	3	0	0	3
<i>Totals:</i>		41	2	10	43

Total Credit Hours Required for Diploma 43

**Early Childhood Certificate
C55220**

The Early Childhood Certificate prepares individuals to work entry-level employment in licensed child care centers, regulated home day care settings, child development centers, church play schools, camps, and recreational centers. This certificate provides instruction in basic issues relating to preschool children and their families, such as child development and health and safety guidelines.

All courses in this certificate program may be applied toward a diploma in Early Childhood or the Associate of Applied Science degree in Early Childhood Associate.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education ¹	4	0	0	4
EDU 131	Child, Family, & Community ²	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
<i>Totals:</i>		17	0	0	17
Total Credit Hours Required for Certificate					17

¹ EDU 111 and EDU 112 or EDU 111 and EDU 113 may be substituted

² EDU 146 may be substituted

**Special Education Certificate
C55220A**

The Special Education certificate prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children. Employment opportunities include child care programs, regulated home day care settings, child development centers, church play schools, camps, and recreational centers.

All courses in this certificate may be applied toward a diploma in Early Childhood or the Associate of Applied Science degree in Early Childhood Associate or Early Childhood Associate/Teacher Associate.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community ¹	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
<i>Totals:</i>		17	0	0	17
Total Credit Hours Required for Certificate					17

¹ EDU 146 or EDU 153 may be substituted.

**Infant and Toddler Certificate
C55220B**

The Infant and Toddler Certificate prepares individuals to work with children from infancy to three years of age in diverse learning environments. 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.

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.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
<i>Totals:</i>		17	0	0	17
Total Credit Hours Required for Certificate					17

**School Age Certificate
C55220C**

The School Age Certificate prepares individuals to work with the school-age child. Course work includes growth and development: physical/nutritional needs of school-age children; safety issues in the care of school-age children; care and guidance; communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Employment opportunities include child care programs, private and public after-school programs, camps, and recreational programs.

All courses in this certificate may be applied to the Associate of Applied Science degree in Early Childhood Associate or Early Childhood/Teacher Associate degree.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education ¹	4	0	0	4
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	2
<i>Totals:</i>		16	0	0	16
Total Credit Hours Required for Certificate					16

**Early Childhood Administration Certificate
C55220D**

The Early Childhood Administration Certificate prepares individuals to manage early childhood programs. Course work covers policies, procedures, financial management, marketing, hiring, supervision, guidance strategies and professional development responsibilities for the management of early childhood education programs.

Employment opportunities include licensed child care settings, regulated home child care settings, child development centers, church play schools, after-school programs, camps, and recreational centers.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family & Community ¹	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Administration I	3	0	0	3
EDU 262	Administration II	3	0	0	3
<i>Totals:</i>		17	0	0	17
Total Credit Hours Required for Certificate					17

¹ EDU 159 may be substituted

Early Childhood Associate/Teacher Associate

Associate in Applied Science Degree A5522B

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success ¹	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SOC 213	Sociology of the Family ²	3	0	0	3
	Humanities/Fine Arts (Select One) ³	3	0	0	3
	<i>Totals:</i>	18	2	0	19

Major Courses

CIS 111	Basic PC Literacy ⁵	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1
EDU 118	Teacher Assoc. Practice & Principles	3	0	0	3

EDU 119	Intro to Early Childhood Education ⁶	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 186	Reading & Writing Methods	3	0	0	3
EDU 221	Children With Special Needs	3	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	2
EDU 252	Math & Science Activities	3	0	0	3
EDU 252A	Math & Science Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 275	Effective Teaching Training	2	0	0	1
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 280A	Literacy Experiences Lab	0	2	0	1
EDU 285	Internship Experiences-School Age	1	0	0	2
	<i>Totals:</i>	48	10	20	55

Total Credit Hours Required for AAS degree 74

¹ ACA 115 or ACA 118 may be substituted

² SOC 210 or SOC 225 may be substituted

³ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

⁴ CIS 110 may be substituted

* EDU 216 may be taken to satisfy EDUC 3200

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Students planning to transfer into a four year university, need to contact their advisor for specific courses.

Electrical Engineering Technology

Associate in Applied Science Degree A40180

The Electrical Engineering Technology curriculum is designed to provide training for entry-level technicians desiring a career in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment.

Beginning with electrical fundamentals, course work progressively introduces electronics, electrical machines and controls, and electrical power systems. Other course work includes the study of various fields associated with the electrical/electronic industry.

Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
	Social/Behavioral Science (Select One) ¹	3	0	0	3
	Humanities/Fine Arts (Select One) ²	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

ELC 113	Basic Wiring I	2	6	0	4
ELC 114	Basic Wiring II	2	6	0	4

ELC 115	Industrial Wiring	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 132	Electrical Drawings	1	3	0	2
ELC 135	Electrical Machines I	2	2	0	3
ELC 136	Electrical Machines II	3	3	0	4
ELC 192	Selected Topics in Electrical Eng Tech	0	6	0	2
ELC 231	Electric Power Systems	3	2	0	4
ELN 131	Electronic Devices	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
MAT 122	Algebra/Trigonometry II	2	2	0	3
PCI 162	Instrumentation Controls ³	2	3	0	3
PHY 131	Physics-Mechanics	3	2	0	4
PHY 133	Physics-Sound & Light	3	2	0	4
	<i>Totals:</i>	37	55	0	57

Total Credit Hours Required for AAS Degree 73

¹ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 131, HIS 132, POL 120, PSY 150, PSY 239, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

²ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

³COE 113 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Applied Electrical Principles Diploma
D40180**

The Applied Electrical Principles Diploma is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and commercial facilities.

Training, most of which is hands-on, will include such topics as wiring practices, motors and controls, the National Electrical Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of residential and commercial systems.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Electrical Engineering Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ELC 113	Basic Wiring I	2	6	0	4
ELC 114	Basic Wiring II	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 128	Intro. To PLC	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC135	Electrical Machines I	2	2	0	3
ELC 136	Electrical Machines II	3	3	0	4
ELC 231	Electrical Power Systems	3	2	0	4
ELC 131	Electronic Devices	3	3	0	4
ELC 133	Digital Electronics	3	3	0	4
ENG 102	Applied Communications II*	3	0	0	3
MAT 121	Algebra and Trigonometry	2	2	0	3
PCI 162	Instrumentation Controls	2	3	0	3
<i>Totals:</i>		33	42	0	48

Total Credit Hours Required for Diploma 48

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111.

**Basic Electrical Wiring Methods Certificate
C40180**

The Basic Electrical Wiring Methods Certificate is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and industrial facilities.

Training, most of which is hands-on, will include such topics as basic residential wiring practices, the National Electrical Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of electrical systems.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Electrical Engineering Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ELC 113	Basic Wiring I	2	6	0	4
ELC 114	Basic Wiring II	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 132	Electrical Drawing	1	3	0	2
ELC135	Electrical Machines I	2	2	0	3
<i>Totals:</i>		9	23	0	17

Total Credit Hours Required for Certificate 17

Electronics Engineering Technology**Associate in Applied Science Degree
A40200**

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, communication systems, and power electronic 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.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
	Social/Behavioral Science (Select One) ¹	3	0	0	3
	Humanities/Fine Arts (Select One) ²	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

EGR 285	Design Project	0	4	0	2
ELC 128	Intro to PLC	2	3	0	3

ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 132	Electrical Drawings	1	3	0	2
ELN 131	Electronic Devices	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 192	Selected Topics in Electronics Eng, Tech	0	6	0	2
ELN 232	Intro to Microprocessors	3	3	0	4
ELN 233	Microprocessor Systems	3	3	0	4
ELN 234	Communication Systems	3	3	0	4
ELN 236	Fiber Optics and Lasers	3	2	0	4
MAT 122	Algebra/Trigonometry II	2	2	0	3
PCI 162	Instrumentation Controls ³	2	3	0	3
PHY 131	Physics-Mechanics	3	2	0	4
PHY 133	Physics-Sound & Light	3	2	0	4
	<i>Totals:</i>	38	48	0	56

Total Credit Hours Required for AAS Degree 72

¹ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 131, HIS 132, POL 120, PSY 150, PSY 239, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

²ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

³COE 113 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Applied Electronic Principles Diploma
D40200**

The Applied Electronics Principles diploma provides the student with a program of study necessary for developing basic electronic skills. The student will gain an understanding of DC/AC basic circuits, digital circuits and basic electronic devices. Graduates should qualify for a variety of jobs in the electronics field as an on-the-job trainee or apprentice.

All courses in this diploma may be applied to the Associate in Applied Science degree in Electronics Engineering Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
EGR 285	Design Project	0	4	0	2
ELC 128	Intro to PLC	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 132	Electrical Drawings	1	3	0	2
ELN 131	Electronic Devices	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 192	Selected Topics in EET	0	6	0	2
ELN 232	Intro. to Microprocessors	3	3	0	4
ELN 233	Microprocessor System	3	3	0	4
ELN 236	Fiber Optics and Lasers	3	2	0	4
ENG 102	Applied Communications II*	3	0	0	3

MAT 121	Algebra and Trigonometry	2	2	0	3
PCI 162	Instrumentation Controls	2	3	0	3
<i>Totals:</i>		32	41	0	47

Total Credit Hours Required for Diploma 47

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111.

**Basic Electronics Certificate
C40200**

The Basic Electronics certificate provides the student with a program of study necessary for developing the basic electronic skills. The student will gain an understanding of DA/AC basic circuits, digital circuits and basic electronics devices. Graduates should qualify for a variety of jobs in the electronics field as an on-the-job trainee or apprentice.

All courses in this certificate program may be applied toward a diploma in Applied Electronic Principles or the Associate in Applied Science degree in Electronics Engineering Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 132	Electrical Drawings	1	3	0	2
ELN 131	Electronic Devices	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
MAT 121	Algebra and Trigonometry	2	2	0	3
<i>Totals:</i>		13	14	0	18

Total Credit Hours Required for Certificate 18

General Occupational Technology

**Associate in Applied Science Degree
A55280**

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.

Course and Hour Requirements

General Education Courses

Students take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences; natural sciences/mathematics; and a minimum of 6 semester hours of communications.

Major Courses

Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College.

Select from prefixes for major courses for curriculums approved to be offered by the College.

Minimum General Education Hours 15
Minimum Major Course Hours..... 49

ACA 111 College Student Success 1

Total Hours for AAS Degree65-76

Co-op Option: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education provided they acquire approval from their advisor and the Co-op Coordinator.

Heavy Equipment and Transport Technology/Construction Equipment

Associate in Applied Science Degree A6024B

Construction Equipment Systems is a concentration under the curriculum title of Heavy Equipment and Transport Technology. This curriculum is designed to provide individuals with the knowledge and skills needed to troubleshoot and repair construction equipment systems. Construction equipment includes dozers, scrapers, loaders, and forklifts.

The core course work includes the theory of operations, troubleshooting techniques, and repair procedures for engines and electrical and hydraulics systems. The concentration courses will include transmissions, brakes, undercarriage, and equipment repair. Other related courses will be required.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses which repair construction equipment. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	<i>Totals</i>	15	2	0	16

Major Courses

CIS 111	Basic PC Literacy	1	2	0	2
COE 112	Co-op Work Experience II	0	0	20	2
COE 122	Co-op Work Experience II	0	0	20	2
HET 110	Diesel Engines	3	9	0	6
HET 112	Diesel Electrical Systems	3	6	0	5
HET 114	Power Trains	3	6	0	5
HET 116	Air Conditioning/Diesel Equipment	1	2	0	2

HET 127	Shop Rules and Regulations	1	0	0	1
HYD 110	Hydraulics/Pneumatics	2	3	0	3
HYD 134	Hydraulic/Hydrostatic Const.	2	4	0	4
HYD 210	Advanced Hydraulics	1	3	0	2
MEC 111	Machine Process I	1	4	0	3
PME 113	Construction Equipment Repair	1	2	0	2
PME 117	Equipment Braking Systems	2	3	0	3
PME 118	Undercarriage Components	1	2	0	2
PME 211	Advanced Equipment Repair	2	6	0	4
WLD 112	Basic Welding Processes	1	3	0	2
	<i>Totals:</i>	25	55	40	50

Total Credit Hours Required for AAS Degree

66

¹ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Construction Equipment Systems Diploma
D6024B**

The Construction Equipment Systems diploma program is designed to provide individuals with knowledge and skills needed to troubleshoot and repair equipment in the construction industry.

Coursework includes diesel engine systems, power trains, air-conditioning on diesel equipment, mobile hydraulics systems, and construction equipment repair on most types of construction equipment.

Graduates should qualify for entry-level employment or advancement in the construction equipment industry.

All courses* in this diploma program may be applied toward completion of the Associate of Applied Science degree in Heavy Equipment and Transport technology/Construction Equipment Systems.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ENG 102	Applied Communications II*	3	0	0	3
HET 110	Diesel Engines	3	9	0	6
HET 112	Diesel Electrical Systems	3	6	0	5
HET 114	Power Trains	3	6	0	5
HET 116	A/C Diesel Equipment	1	2	0	2
HYD 110	Hydraulics/Pneumatics	2	3	0	3
HYD 210	Advanced Hydraulics	1	3	0	2
PME 113	Construction Equipment Repair	1	2	0	2
PME 117	Equipment Braking systems	2	3	0	3
PME 118	Undercarriage Components	1	2	0	2
	Select One ¹	3	0	0	3
<i>Totals</i>		23	36	0	36

Total Credit Hours Required for Diploma 36

¹ ART 111, ENG 114, ENG 115, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, PSY 118, REL 110, REL 211, REL 212.

*Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111

**Construction Equipment Systems Certificate
C6024B**

The Construction Equipment Systems certificate program is designed to train students to troubleshoot and repair diesel engines systems, air-conditioning systems, and construction equipment repair on construction equipment.

Graduates should qualify for entry-level employment in the construction equipment industry.

All courses in this certificate program may be applied toward completion of the Construction Equipment Systems diploma and the Associate of applied Science degree in Heavy Equipment and Transport Technology/Construction Equipment Systems.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
HET 110	Diesel Engines	3	9	0	6
HET 114	Power Trains	3	6	0	5
HET 116	A/C Diesel Equipment	1	2	0	2
PME 113	Construction Equipment Repair	1	2	0	2
<i>Totals</i>		8	19	0	15

Total Credit Hours Required for Certificate 15

Human Services Technology/Social Services

Associate in Applied Science Degree A4538D

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HIS 221	African American History	3	0	0	3
HUM 122	Southern Culture ¹	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
<i>Totals:</i>		15	2	0	16

Major Courses

CIS 113	Computer Basics ²	0	2	0	1
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
HSE 110	Introduction to Human Service	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3

HSE 210	Human Services Issues	2	0	0	2
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
HSE 240	Issues In Client Services	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
PSY 281	Abnormal Psychology ³	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SWK 110	Introduction to Social Work	3	0	0	3
SWK 113	Working With Diversity	3	0	0	3
SWK 115	Community Resources	2	2	0	3
SWK 214	Social Work Law	3	0	0	3
SWK 220	Social Work Issues in Client Services	3	0	0	3
<i>Totals:</i>		44	14	10	52

Total Credit Hours Required for AAS Degree 68

¹HUM 150 may be substituted

²CIS 110 or CIS 111 may be substituted

³PSY 255 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Human Services Technology Diploma
D4538D**

The Human Services Technology diploma program is designed to provide entry-level employment training. The program requires thirty-nine semester credit hours and can usually be completed by a full-time student within two semesters and one summer session.

All courses within this diploma program may be applied toward completion of the Associate of Applied Science degree in Human Services Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 102	Applied communications II*	3	0	0	3
HSE 110	Introduction to Human Service	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 210	Human Services Issues	2	0	0	2
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SWK 110	Introduction to Social Work	3	0	0	3
SWK 113	Working With Diversity	3	0	0	3
SWK 213	Social Work Law	3	0	0	3
SWK 220	Social Work Issues in Client Services	3	0	0	3
<i>Totals:</i>		35	8	0	39

Total Credit Hours Required for Diploma 39

**Human Services Technology Certificate
C4538D**

The Human Services Technology certificate program is designed to provide short-term focused entry-level employment training. The program requires fifteen semester credit hours and can usually be completed in two semesters by a full-time student.

All courses in this certificate program may be applied toward a diploma in Human Services Technology or the Associate of Applied Science degree in Human Services Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
HSE 110	Introduction to Human Service	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SWK 113	Working With Diversity	3	0	0	3
SWK 220	Social Work Issues in Client Services	3	0	0	3
<i>Totals:</i>		14	2	0	15

Total Credit Hours Required for Certificate 15

Mechanical Engineering Technology

Associate in Applied Science Degree A40320

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing, and construction of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Course work includes applied mechanics, manufacturing materials methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and government and service industries.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

CIS 113	Computer Basics	0	2	0	1
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAC 111	Machining Technology I	2	12	0	6

MAC 112	Machining Technology II	2	12	0	6
MAC 113	Machining Technology III ²	2	12	0	6
MAC 121	Introduction to CNC ³	2	0	0	2
MAT 122	Algebra/Trigonometry II	2	2	0	3
MEC 128	CNC Machining Process ⁴	2	4	0	4
MEC 180	Engineering Materials I	2	3	0	3
MEC 231	Comp. Aided Manufacturing I ⁵	1	4	0	3
MEC 250	Statics & Strength of Materials	4	3	0	5
PHY 131	Physics - Mechanics	3	2	0	4
	<i>Totals:</i>	29	71	0	55

Total Credit Hours Required for AAS Degree 71

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, PSY 118, REL 110, REL 211, REL 212

² Students may substitute 3 hours Co-op Work Experience

³ PLA 110 may be substituted

⁴ Students may substitute 4 hours Co-op Work Experience

⁵ PLA 120 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Machinist Diploma
D40320**

The Machinist diploma is designed to develop skills in the safe use of hand tools, power machinery, computerized equipment, and precision measuring instruments.

Students will learn to interpret blueprints, set-up manual and computer numerical controlled machining equipment, perform basic machining operations, and to ensure product quality is maintained.

Student should gain necessary skills to obtain entry-level employment in manufacturing industries, government agencies, and specialty machine shops.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
ENG 102	Applied Communications I*	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 113	Machining Technology III	2	12	0	6
MAC 121	Introduction to CNC	2	0	0	2
MAT 115	Mathematical Models*	2	2	0	3
MEC 128	CNC Machining Process	2	4	0	4
MEC 231	Comp. Aided Manufacturing	1	4	0	3
<i>Totals:</i>		19	55	0	39

Total Credit Hours Required for Diploma 39

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111 Expository Writing and MAT 121 Algebra/Trigonometry I.

**Machinist Certificate
C40320**

The Machinist certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments.

Students will gain basic knowledge in blueprint reading, technical drafting, engine lathe and milling machine operations, precision grinding, and precision measuring.

Student should gain necessary skills to obtain entry-level jobs in manufacturing industries and specialty machine shops.

All courses in this certificate program may be applied toward completion of the Machinists diploma and the Associate of Applied Science degree in Mechanical Engineering Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
<i>Totals:</i>		5	30	0	15

Total Credit Hours Required for Certificate 15

**Plastics Technology
Certificate
C40320A**

The Plastics Technology Certificate is designed to provide training in the polymer processing industry. It will prepare individuals for employment by utilizing the latest technologies in plastic materials and injection molding processes.

Students should gain necessary skills to obtain entry-level jobs in the plastic injection molding industry.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
HYD 110	Hydraulics/Pneumatics	2	3	0	3
MEC 111	Machine Process ¹	1	4	0	3
MEC 180	Engineering Materials I	2	3	0	3
PLA 110	Introduction to Plastics	2	0	0	2
PLA 120	Injection Molding	2	3	0	3
<i>Totals:</i>		9	13	0	14
Total Credit Hours Required for Certificate					14

¹ COE 112 may be substituted

**Machinist
Advanced Certificate
C40320B**

The Machinist Advanced certificate is designed to develop basic skills in the safe use of machine tools both conventional and computer numerical control. This certificate incorporates skills learned in a design project selected by the student and approved by the instructor.

Students should gain necessary skills to obtain entry-level employment in manufacturing and machining industries.

All courses in this certificate program may be applied toward completion of the Machinists diploma and the Associate of Applied Science degree in Mechanical Engineering Technology.

NOTE: The Machinist certificate must be completed before enrolling in the Machinist Advanced certificate.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
MAC 113	Machining Technology III	2	12	0	6
MAC 121	Introduction to CNC	2	0	0	2
MEC 128	CNC Machining Process	2	4	0	4
MEC 180	Engineering Materials	2	3	0	3
<i>Totals:</i>		8	19	0	15
Total Credit Hours Required for Certificate					15

**Industrial Technology
Certificate
C40320C**

The Industrial Technology certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments.

Students will gain basic knowledge in blueprint reading, technical drafting, engine lathe and milling machine operations, materials selection and computer aided drafting.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industries.

All courses in this certificate program may be applied toward completion of the Machinist diploma and the Associate of Applied Science degree in Mechanical Engineering Technology.

This certificate may be completed in one semester.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
MAC 111	Machining Technology I	2	12	0	6
MEC 180	Engineering Materials	2	3	0	3
<i>Totals:</i>		7	24	0	15
Total Credit Hours Required for Certificate					15

Mechanical Engineering Technology/Drafting and Design

**Associate in Applied Science Degree
A4032A**

The Drafting and Design curriculum is a concentration under the curriculum title of Mechanical Engineering Technology. This curriculum prepares graduates to draft and/or design machine parts, mechanisms, and mechanical systems. Computer-aided drafting (CAD) will be emphasized as the primary method of producing drawings/documentation.

Course work includes manual and computer-aided drafting equipment, materials, statics, manufacturing materials methods and processes, mathematics, physics, and written and oral communications. Students should acquire skills such as thinking and planning with the emphasis on drafting and design skills.

Graduates of this curriculum will qualify to work in many fields of drafting. Drafting and design technicians are employed in manufacturing, research and development, engineering and service firms, government agencies, and related specialties.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
<i>Totals:</i>		15	2	0	16

Major Courses

DDF 211	Design Process I ²	1	6	0	4
DDF 212	Design Process II ²	1	6	0	4
DDF 213	Design Process III	1	6	0	4
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 112	Technical Drafting II	1	3	0	2
DFT 112A	Technical Drafting II Lab	0	3	0	1

Curriculum Programs

DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 154	Intro to Solid Modeling	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
MEC 111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II ³	2	3	0	3
MEC 180	Engineering Materials I	2	3	0	3
MEC 231	Camp. Aided Manufacturing I	1	4	0	3
MEC 250	Statics & Strength of Materials	4	3	0	5
PHY 131	Physics - Mechanics	3	2	0	4
<i>Totals:</i>		29	62	0	54

Total Credit Hours Required for AAS Degree 70

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, PSY 118, REL 110, REL 211, REL 212

² Student may substitute 4 hours Co-op Work Experience

³ Student may substitute 3 hours Co-op Work Experience

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Curriculum Programs

**Mechanical Drafting and Design Diploma
D4032A**

The Mechanical Drafting and Design diploma curriculum prepares technicians to produce drawings of mechanical parts and components of mechanical systems. CAD and the importance of technically correct drawings are based on current standards.

Course work includes mechanical drafting, proper drawing documentation, CAD, and machine processes. The use of proper dimensioning and tolerancing techniques and GD & T are stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, and service industries requiring entry-level drafting and CAD Skills.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in Mechanical Engineering Technology/Drafting and Design.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
DDF 211	Design Process I	1	6	0	4
DDF 212	Design Process II	1	6	0	4
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 112	Technical Drafting II	1	3	0	2
DFT 112A	Technical Drafting II Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
ENG 102	Applied Communications II*	3	0	0	3
MAT 115	Mathematical Models*	2	2	0	3
MEC 111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MEC 180	Engineering Materials	2	3	0	3
<i>Totals:</i>		21	44	0	38

Total Credit Hours Required for Diploma 38

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111 Expository Writing and MAT 121 Algebra/Trigonometry I.

**Mechanical Drafting and Design Certificate
C4032AA**

The Mechanical Drafting and Design certificate program prepares technicians to produce drawings of mechanical parts, components of mechanical systems. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, design, machine processes, and manufacturing materials. Concepts such as machine shop processes and basic materials selection as they relate to the design process are also included. The use of proper dimensioning and tolerancing techniques and GD&T is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

All courses in this certificate program may be applied toward the completion of the Mechanical Drafting and Design diploma and the Associate of Applied Science degree in Mechanical Engineering Technology/Drafting and Design.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
DDF 211	Design Process I	1	6	0	4
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 112	Technical Drafting II	1	3	0	2
DFT 112A	Technical Drafting II Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
<i>Totals:</i>		7	24	0	16

Total Credit Hours Required for Certificate 16

**CAD Operator Certificate
C4032AB**

The CAD Operator certificate program prepares technicians to produce CAD drawings of mechanical parts, working drawings, CAM operations, and parametric design.

Course work includes mechanical drafting, CAD, CAD/CAM, and parametric design. Proper drawing documentation is stressed.

Graduates should qualify for employment in areas where CAD is used in manufacturing, fabrication, research and development, and service industries requiring CAD skills.

All courses in this certificate program may be applied toward the completion of the Associate of Applied Science degree in Mechanical Engineering Technology/Drafting and Design.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 112	Technical Drafting II	1	3	0	2
DFT 112A	Technical Drafting II Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
MEC 231	Comp-Aided Manufacturing I	1	4	0	3
<i>Totals:</i>		9	25	0	18

Total Credit Hours Required for Certificate 18

Basic Drafting Technology Certificate C4032AC

The Basic Drafting Technology certificate prepares the student to produce drawings and components in the mechanical field.

Course work includes mechanical drafting, CAD, machine processes, and manufacturing materials. Concepts such as machine shop processes and basic materials selection as they relate to the design process are also included.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

All courses in this certificate program may be applied toward the completion of the Mechanical Drafting and Design diploma and Associate of Applied Science degree in Mechanical Engineering Technology/Drafting and Design.

This certificate may be completed in one semester.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 151	CAD I	2	3	0	3
MEC 111	Machine Processes I	2	3	0	3
MEC 180	Engineering Materials	2	3	0	3
<i>Totals:</i>		7	15	0	12
Total Credit Hours Required for Certificate					12

Medical Laboratory Technology Associate in Applied Science Degree A45420

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
<i>Totals:</i>		15	2	0	16

Major Courses

BIO 163	Basic Anatomy & Physiology	4	2	0	5
BIO 175	General Microbiology	2	2	0	3
CHM 151	General Chemistry I	3	3	0	4
CHM 152	General Chemistry II	3	3	0	4
CIS 113	Computer Basics ²	0	2	0	1
MLT 110	Intro to Medical Lab Tech	2	3	0	2
MLT 111	Urinalysis/Body Fluids	1	3	0	2
MLT 115	Laboratory Calculations	2	0	0	2

Curriculum Programs

MLT 120	Hematology/Hemostasis I	3	3	0	4
MLT 126	Immunology and Serology	1	2	0	2
MLT 127	Transfusion Medicine	2	3	0	3
MLT 130	Clinical Chemistry I	3	3	0	4
MLT 141	General Clinical Micro	2	2	0	3
MLT 191	Select Topics in Medical Lab Technology	0	2	0	1
MLT 215	Professional Issues	1	0	0	1
MLT 262	MLT Practicum II	0	6	0	2
MLT 283	MLT Practicum I	0	0	39	13
	<i>Totals:</i>	29	39	39	57

Total Credit Hours Required for AAS Degree 73

¹ ART 111, ENG 131, ENG 231; ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, PSY 118, REL 110, REL 211, REL 212

² CIS 110 or CIS 111 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Curriculum Programs

Medical Office Administration

**Associate in Applied Science Degree
A25310**

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding; billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One)*	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

BIO 161	Introduction to Human Biology	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	1	2	0	2
OST 141	Medical Terms I - Medical Office	3	0	0	3
OST 142	Medical Terms II - Medical Office	3	0	0	3
OST 148	Medical Coding Billing & Insurance	3	0	0	3

Curriculum Programs

OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	2
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
OST 248	Diagnostic Coding	1	2	0	2
OST 286	Professional Development	3	0	0	3
OST 289	Office Systems Management	2	2	0	3
	<i>Totals:</i>	41	24	0	53

Total Credit Hours Required for AAS Degree 69

* ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Curriculum Programs

**Basic Medical Office Certificate
C25310**

The Basic Medical Office certificate gives students the basic knowledge necessary for entry-level employment in the medical office. The certificate program covers medical terminology, legal and ethical issues, medical billing and insurance, keyboarding, and document formatting.

Graduates should qualify for employment in entry-level positions in medical and other health-care related offices.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Medical Office Administration.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 141	Med Terms I - Med Office	3	0	0	3
OST 142	Med Terms II - Med Office	3	0	0	3
OST 148	Medical Coding Billing & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
	<i>Totals:</i>	15	4	0	17

Total Credit Hours Required for Certificate 17

Networking Technology

Associate in Applied Science Degree A25340

Networking Technology is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams, which can result in industry-recognized credentials.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ECO 251	Principles of Microeconomics ¹	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	Humanities/Fine Arts (Select One) ²	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

BUS 110	Introduction to Business	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 139	Visual BASIC Prog ⁴	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3

NET 126	Routing Basics	1	4	0	3
NET 225	Routing and Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NET 289	Networking Project	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 220	Linux/UNIX Admin I	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
SEC 160	Secure Admin I	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 230	Implementing Web Server	2	2	0	3
	<i>Totals:</i>	34	52	0	57

Total Credit Hours Required for AAS Degree

73

¹ECO 252 may be substituted.

²ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

³CIS 110 may be substituted.

⁴CSC 134 may be substituted.

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Computer Hardware Repair & Troubleshooting Certificate
C25340A**

This Computer Hardware Repair & Troubleshooting certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in buying parts, upgrading, building, and configuring personal computers. Major hands-on topics include documentation, troubleshooting techniques, PC architectures, disk drives and controller cards, memory management, add-on boards, and communications devices.

Completion of this certificate provides comprehensive preparation for the A+ Certification examinations offered through the Computer Technology Industry Association (CompTIA).

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Network Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
CIS 111	Basic PC Literacy*	1	2	0	2
CTS 120	Hardware/Software Support	2	3	0	3
CTS 220	Adv Hard/Software Support	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
<i>Totals:</i>		10	17	0	17
Total Credit Hours Required for Certificate					17

*CIS 110 Introduction to Computers may be substituted

**Networking Support Certificate
C25340B**

This Networking certificate is designed to prepare students for the Cisco Certified Networking Associate (CCNA) examination. The curriculum is structured entirely around the OSI model. Selected topics include cabling, network topologies and design, IP addressing, router configuration and protocols, switching theory, virtual LANS, WANS, and threaded case studies.

This certificate prepares a student to test for both CCNA certification and CompTIA Net+ certification.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Network Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
CIS 111	Basic PC Literacy*	1	2	0	2
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
SEC 110	Security Concepts	3	0	0	3
<i>Totals:</i>		8	18	0	17
Total Credit Hours Required for Certificate					17

*CIS 110 Introduction to Computer may be substituted.

Office Systems Technology

**Associate in Applied Science Degree
A25360**

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.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One)*	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

ACC 120	Principles Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
CTS 130	Spreadsheet	2	2	0	3

CTS 135	Integrated Software Intro	2	4	0	4
DBA 110	Database Concepts	2	3	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	2
OST 223	Machine Transcription I	1	2	0	2
OST 224	Machine Transcription I	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Systems Management	2	2	0	3
	<i>Totals:</i>	37	33	0	53

Total Credit Hours Required for AAS Degree 70

* ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Basic Office Skills Certificate
C25360A**

The Basic Office Skills certificate gives students the basic skills necessary for general office support in entry-level employment in today's modern office. Students will gain basic skills in keyboarding, computer applications, document formatting, document editing, records management, and interpersonal relations.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
CIS 111	Basic PC Literacy ¹	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Text Editing Applications ²	3	0	0	3
OST 184	Records Management	1	2	0	2
OST 286	Professional Development	3	0	0	3
	<i>Totals:</i>	11	8	0	15
Total Credit Hours Required for Certificate					15

¹ CIS 110 Introduction to Computers may be substituted.

² Students need to take the English placement exam before taking this course.

**Word Processing Specialist Certificate
C25360B**

The Word Processing Specialist certificate is designed for persons interested in acquiring knowledge and skills in word processing. Students in this program learn basic document formatting and editing skills. Upon completion of this certificate, students will be able to use word processing software to prepare business correspondence, reports, memorandums, and publications.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
CIS 111	Basic PC Literacy	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	1	2	0	2
OST 164	Text Editing Applications*	3	0	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
	<i>Totals:</i>	12	12	0	18
Total Credit Hours Required for Certificate					18

* Students must take the English placement exam before taking this course.

**Software Applications Specialist Certificate
C25360C**

The Software Applications Specialist certificate provides students with the basic knowledge of computer software usage to enable them to function effectively in an office environment using the touch keying system. Students will have skills in word processing, database, spreadsheet, and electronic mail applications.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
CIS 111	Basic PC Literacy	1	2	0	2
CTS 130	Spreadsheet	2	2	0	3
CTS 135	Integrated Software Intro	2	4	0	4
DBA 110	Database Concepts	2	3	0	3
OST 136	Word Processing	1	2	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
<i>Totals:</i>		10	15	0	17
Total Credit Hours Required for Certificate					17

**Practical Nursing
Diploma Program
D45660**

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

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

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
<i>General Education Courses</i>					
ENG 111	Expository Writing	3	0	0	3
PSY 110	Life Span Development	3	0	0	3
<i>Totals:</i>		6	0	0	6
<i>Major Courses</i>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MAT 110	Mathematical Measurement	2	2	0	3
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	8	0	12	12
NUR 103A	Practical Nursing III	1	0	3	2
NUR 103B	Practical Nursing III	5	0	9	8
<i>Totals:</i>		27	10	30	41

Total Credit Hours Required for Diploma 47

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

Welding Technology

Associate in Applied Science Degree A50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and 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 provides 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.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	<i>Totals:</i>	15	2	0	16

Major Courses

CIS 113	Computer Basics ²	0	2	0	1
ISC 112	Industrial Safety ³	2	3	0	2
MEC 111	Machine Processes I	1	4	0	3
MEC 231	Computer-Aided Manufacturing I	1	4	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5

WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 132	GTAW (Tig) Plate/Pipe ⁴	1	6	0	3
WLD 141	Symbols and Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 212	Inert Gas Welding ⁵	1	3	0	2
WLD 251	Fabrication II	1	6	0	3
WDL 262	Inspection and Testing	2	2	0	3
WDL 265	Automated Welding/Cutting	2	6	0	4
	<i>Totals:</i>	23	74	0	50

Total Credit Hours Required for AAS Degree 66

¹ ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212,

² CIS 110 or CIS 111 may be substituted

³ COE 112 may be substituted

⁴ COE 113 may be substituted

⁵ COE 122 may be substituted

For detailed suggested curriculum by semester go to our web page www.beaufortccc.edu

**Welding Technology Diploma
D50420**

The Welding Technology diploma is designed to train or upgrade individuals in the theories and application of the major welding and testing procedures in the metal welding industry.

Students will learn technical skills in areas such as inspection and testing, cutting processes, plate and pipe welding in Stick, MIG, and TIG welding applications.

Upon completion of this diploma, students should have the skills to gain entry-level employment in the welding industry.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ENG 102	Applied Communications I*	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
MAT 115	Mathematical Models	2	2	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 132	GTAW (Tig) Plate/Pipe4	1	6	0	3
WLD 141	Symbols and Specifications	2	2	0	3
WDL 262	Inspection and Testing	2	2	0	3
<i>Totals:</i>		20	45	0	36

Total Credit Hours Required for Diploma 36

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111 Expository Writing.

**Welding Technology Certificate
C50420**

The Welding Technology certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes, plate welding processes in Stick, MIG, and TIG welding applications.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Associate of the welding Technology diploma and the Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
<i>Totals:</i>		9	26	0	18

Total Credit Hours Required for Certificate 18

**Basic MIG/TIG Welding Certificate
Plate
C50420A**

The Basic MIG/TIG Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes and plate welding processes in MIG and TIG welding applications.

Upon completion students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

This certificate may be completed in one semester plus one extra course in the Spring semester.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
<i>Totals:</i>		9	17	0	15

Total Credit Hours Required for Certificate 15

**GTAW TIG Welding Certificate
Plate/Pipe
C50420B**

The GTAW TIG Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn plate and pipe welding processes in TIG (GTAW) welding applications. They will also study symbols and specifications, and basic fabrication techniques.

Upon completion students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 131	GTAW (Tig) Plate	2	6	0	4
WDL 132	GTAW (Tig) Plate/Pipe	1	6	0	3
WLD 141	Symbols and Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
<i>Totals:</i>		9	20	0	16

Total Credit Hours Required for Certificate 16

**Basic Pipe Welding
Certificate
C50420C**

The Basic Pipe Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn plate and pipe welding processes in Stick (SMAW) and TIG (GTAW) welding applications.

Upon completion students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 132	GTAW (Tig) Plate/Pipe	1	6	0	3
<i>Totals:</i>		6	24	0	14
Total Credit Hours for Required Certificate					14

**Basic Welding Certificate
Stick and MIG
C50420D**

The Basic Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Coursework will include basic cutting processes, Stick(SMAW) welding on both plate and pipe, and MIG welding on plate.

Upon completion students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
<i>Totals:</i>		8	24	0	17
Total Credit Hours Required for Certificate					17

**SMAW (Stick) Certificate
Plate/Pipe
C50420E**

The SMAW (Stick) certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes and plate and pipe welding processes in Stick (SMAW) welding applications and beginning fabrication techniques.

Upon completion students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 151	Fabrication I	2	6	0	4
<i>Totals:</i>		8	27	0	17
Total Credit Hours Required for Certificate					17

Continuing Education Division

General Information

The basic philosophy underlying Beaufort County Community College's Continuing Education programs is that education is a lifelong process - education does not stop with the completion of formal schooling at an early age, but continues throughout life. Rapid changes in our modern society have necessitated a continuing education program. The needs of the adult population help determine the scope of the program.

Programs offered by the College provide occupational retraining and upgrading in vocational and professional areas, help raise the educational levels of adults, and make available instruction in home and family education and leisure activities.

Nature of Courses

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interest. Adult education may vary in length and setting. Workshops, programmed instruction, lab or shop experience, and lecture demonstrations reflect the scope of instruction. Appropriate courses may be offered to an adult group provided a qualified instructor is available, necessary equipment is available, and sufficient number of students register for the course.

Admission Requirements

Persons who wish to enter any general adult extension or noncurriculum course must meet the following requirements:

1. Persons must be eighteen years of age or older or their high school class must have graduated. (For exceptions to admission requirements see page 4, Exceptions to Requirements for General Admission.)
2. In some instances, individual classes will have a specific entrance requirement. In this case, the requirement will be stated in the class publicity.

Class Locations

The College has a definite commitment to extend its services into the local community, business, and industry. Although classes are offered continually on campus, they have been offered on a regular basis in Aurora, Bath, Belhaven, Columbia, Engelhard, Pantego, Plymouth, and Swan Quarter. Every effort will be made to make courses easily accessible.

Classes may be offered in any geographic area whenever a sufficient number of citizens indicate an interest in having a class brought to a particular location. Interested persons or parties should contact the Continuing Education Division.

Registration

Interested persons are invited to register for any Continuing Education class and be added to the class roster when they pay the registration fee. Students may register in person, by mail, or by phone at 252-940-6307. Cash, checks, and credit cards (MasterCard and Visa) are accepted. Any persons not paying the registration fee will not be added to the class roster.

Attendance

Classes may meet at any time convenient for interested persons. Classes generally meet once or twice on weekday evenings for two or three hours. Classes may also be organized to meet in the morning hours. Adults are encouraged to maintain a regular class attendance. Students must register prior to the 10% point of the class. (see Refund Policy)

Conduct

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

1. Interruption of or interference with normal operations of the College.
2. Destruction, damage, or misuse of college property.
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons.
4. Physical abuse of another person.
5. Abusive language.
6. Theft of another's property.
7. Any other violation of college rules, regulations, and policies pertaining to conduct issues, as well as any other violation of state, federal, and local law not listed above.

Withdrawals

Students wishing to withdraw from a Continuing Education class must notify either their instructor or the Continuing Education Division of their decision.

Refund Policy

The Continuing Education refund policy is mandated by the State. A refund shall not be made except in the following circumstances:

1. A student who officially withdraws from an extension class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to “make” due to insufficient enrollment.
2. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.
3. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
4. For self-supporting classes, refunds are prohibited.
5. Where a student, having paid the required registration for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

Student Records and Privacy Rights

The Family Education Rights and Privacy Act (PL 93-380) commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted *Policy 3.20 Access to Student Records*:

Student records are maintained for academic purposes. The materials therein allow the College to validate a student’s academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student’s written permission to review a student’s record. (*Beaufort County Community College Faculty and Staff Manual E 23.*)

All records are generated in response to student needs. Students have access to their records upon written request. Records commonly maintained are in the student’s permanent file. These records are maintained in the Office of Continuing Education.

Transcripts

Students may obtain copies of their transcript upon written request to the Office of Continuing Education. Transcripts will be released only with written authorization of the student.

Seminars and Conferences

The College is host to a number of local and state groups that conduct seminars and conferences. The campus is ideal for one-day or weeklong conferences. Lodging facilities and restaurants are located nearby for out-of-town visitors.

Focused Industrial Training and New and Expanding Industry Training

One of the basic objectives of Beaufort County Community College is to stimulate the creation of more challenging and rewarding jobs for the people of the service area by providing a customized training service to industries. Subject to minimal limitations, the College in cooperation with the Economic and Workforce Development Division of the North Carolina Community College System, will design and administer special programs for training.

These programs include the following services:

1. Consultation in determining job description; defining areas of training; and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor’s wages for the duration of the training program.
5. Assumption of installation costs of equipment in the temporary training facility.

These programs are further designed to improve and enhance people’s skills and competencies in their job, as well as their relationships with others. Programs can be customized and developed to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer.

Business and Industry Service Programs

Business and Industry Service Programs are classes designed to address professional development, and help workers adapt to changes and demands. Every effort is made to adapt course content to the need of a particular industry. Emphasis is placed on helping to reduce worker-training time, improving safety practices, reducing labor turnover, upgrading production, and improving an industry's image.

The following are examples of Business and Industry Service Programs:

Principles of Supervision	Assertiveness Training — Human Relations
Small Business Management	Total Quality Management
Manufacturing Job Skills	Computer Training
Stress Management	

Small Business Assistance Program

The underlying objective of the Small Business Assistance Program in the NC Community College System is to increase the success rate and number of small businesses in North Carolina.

The Small Business Center (SBC) delivers technical and managerial assistance to small business owners and prospective owners through more accessible and better information, education and training, counseling and referral, and other technical/managerial assistance as appropriate. The program calls for the SBC to provide the following range of services:

1. Seminars, workshops.
2. Direct one-to-one assistance to small business owners and prospective owners.
3. Network of linkages with chambers of commerce, volunteer consultants, business associations, economic development agencies, Certified Public Accountants, educational consultants and instructors, and other groups.
4. A resource and information center for small business owners or prospective owners.
5. Continuing education for the employees of small business.

Occupational Extension

Occupational extension courses vary in scope and content and are designed to enhance employee skills on the job and provide skills for those who wish to learn new skills. Classes are offered on campus, in local industrial plants, as well as various locations throughout our service area and online. Courses incorporate a variety of instructional methods that emphasize a combination of classroom, shop, and hands-on instruction in practical educational settings.

The following are examples of occupational courses:

Automotive Training	Computer Applications
Computer Training	Detention Officer Certification
Heating and Air Conditioning	Marine Captain's License
Water Plant Operators	Welding
Waste Water Treatment	PC Upgrading and Troubleshooting
Online Courses	Law Enforcement In-service Programs
Fundamentals of Real Estate	Real Estate Brokerage
Internet Basics	Digital Photography
Pharmacy Technician & Health Unit Coordinator	
Private Pilot Ground School Training and Instrument Rating	

Students who take an occupational extension course more than twice within a five year period shall pay the full cost of the course. This cost is determined by the current hourly cost, multiplied by the total number of hours in the class. This rule does not apply to Fire Service, Law Enforcement, or Health and Safety courses, which require certification.

Community Service Program (Block Grant)

The Community Service Program* is designed to provide courses, seminars, and activities that contribute to the overall culture, civic, and intellectual growth of the community. This program provides courses at senior centers and other locations in the four-county service area at no charge to citizens 65 and older.

The following are examples of programs and courses offered under the Community Service Program:

Performances co-sponsored with the Beaufort County Arts Council	
Spring and Christmas concert series	
Classes offered at centers and other locations include:	
Fitness & Nutrition	Art
Crafts	Basketry
Ceramics	

*Contingent upon funding

Self-Supporting Program

By providing self-supporting courses, the College is able to offer programs that are not readily available through other state funds.

All students attending a self-supporting course are required to pay an equal registration amount. There are no senior citizen fee waivers.

The following are examples of some of the courses offered through the Self-Supporting Program:

Art	Flower Arranging
Cake Decorating	Pottery
Calligraphy	Sewing
College for Kids	Small Engine Repair

Public Service Programs

These courses are especially designed as in-service and pre-service training for Fire Service and Health Service education. These classes are often taken directly to the communities to provide opportunities for updating individuals in their profession. The following are examples of these courses:

CPR – First Aid	Hazardous Material
Emergency Medical Technician (EMT)	Law Enforcement (In-Service)
Emergency Medical Technician-D	Medical Responder
Emergency Medical Technician-I	Nursing Aide Level I & II
ERT (Emergency Rescue Technician)	Tanning Bed Operators
Fire Arms Training	Teacher Recertification Training
Fire Fighting Certification I & II	

Basic Skills Program

Adult Basic Education (ABE) & General Educational Development (GED)

Adults with less than a high school education may enroll in classes scheduled at a variety of times and places. Students performing from non-reader through eighth grade will start at their level of proficiency and will be allowed to proceed at their speed as far as they choose to progress. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science and social studies, preparing them to take the General Educational Development (GED) tests.

The program operates year round with enrollment open at all times for new students to enter. No registration fee is required, and materials are provided by the College. All materials used have been specially prepared with emphasis on individual needs and interests.

The ABE program is in Building 8, Room 814 and the phone number is 252-940-6325.

English as a Second Language (ESL)

English as a Second Language is designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment.

Basic Skills Lab

This lab is designed to help students in reading, composition, and mathematics in order to obtain or improve scores for a GED. The lab is also available to anyone who would like to learn a foreign language, learn English as a second language, or upgrade skills for a higher position in business or industry.

Human Resources Development Program (HRD)

HRD is a program that assists unemployed and underemployed individuals to learn job-seeking skills, which will hopefully lead to employment.

HRD 3001

Employability Skills

The curriculum framework must address each of the six core components: 1) assessment of an individual's assets and limitations, 2) development of a positive self-concept, 3) development of employability skills, 4) development of communication skills, 5) development of problem-solving skills, and 6) awareness of the impact of information technology in the workplace.

HRD 3002

Employability Lab

The curriculum framework must address each of the six core HRD components. Instruction is designed to be self-directed, self-paced, and structured in an open-entry, open-exit basis to meet the customized needs of individuals and/or partner agencies at Job-Link (One-Stop) Career Centers. Membership hours are counted on a contact hour basis.

HRD 3003

Career Planning and Assessment

The curriculum framework is designed to assess individual interests, attitudes, aptitudes, and readiness as they relate to career, employment, and/or educational goals. The content of the instructional materials must focus on the following topics: personal development, career exploration, goal setting, and the development of a written plan of action.

HRD 3004

Career Readiness/Pathways

The curriculum framework is based on a specific occupation and addresses one or more of the following topics: career exploration, job seeking and keeping strategies, entry-level skill awareness and development, training success strategies including note-taking, test-taking strategies, reducing test anxiety, and preparing for certification exams and placement tests. This course may be linked either at the beginning or ending of an occupational course.

HRD 3005**Introduction to Computer Skills**

The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer-use skills, introduce the Internet and develop email capabilities, and develop skills in navigating the Internet and using search engines. The content of the instructional materials should focus on the following topics: using the computer to search for jobs and occupational information, compiling employment-related documents (resume, cover letters, applications), accessing governmental and educational resources, and emphasizing the role of information technology in the world of work.

HRD 3006**Employability Motivation and Retention**

The curriculum framework is based on four post-employment service strategies—transition, retention, advancement, and re-employment. Transition involves being ready to work (school-to-work, school-to-school, and/or balancing work and family). Retention involves keeping a job and staying employed (work ethics). Advancement involves attaining better jobs with performance and skill development (upgrading and retraining). Re-employment involves gaining independence through a lifetime of work (work-to-work).

HRD 3008**Economic Literacy**

This curriculum framework is designed to provide employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions as it relates to their role as a member of the workforce. Topics include, but are not limited to wage improvement plans, workplace business concepts and basic economic literacy concepts.

Course registration fee ranges from \$50-\$65.

A waiver of fees will be permitted if the individual meets one of four criteria:

- Currently unemployed
- Received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

The Continuing Education Unit

Beaufort County Community College, through its Continuing Education Division, offers many noncredit courses for which Continuing Education Units (CEU's) may be awarded. The Continuing Education Unit (CEU) was designed to recognize and record individual participation in non-traditional courses and activities. The Continuing Education Unit was adopted to provide a method of accumulating a uniform record available for future reference.

Continuing Education Units (CEU's) are awarded upon completion of all non-degree occupational training courses offered by the College. These courses are planned and recorded according to the *Continuing Education Unit: Criteria and Guidelines*. The planning of courses awarding CEU's includes developing the course as a planned educational experience and having the course approved by the appropriate individuals and/or organizations. All occupational courses must be approved by the North Carolina Community College System and listed on the Master Course Listing.

At BCCC, one CEU is awarded for each ten contact hours of participation. Continuing Education Units are designed only to provide a standard of measurement and cannot be changed into credit hours. Continuing Education classes are developed in response to an identified community need. The instructor for each course submits to the Continuing Education Division a course outline containing content, methodology, and objectives. The Continuing Education Division is responsible for all courses for which CEU's are earned. The number of CEU's is clearly identified prior to course advertisement and registration.

Accounting

ACC 120	Principles of Financial Acct	3	2	4	<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>
ACC 121	Principles of Managerial Acct	3	2	4	<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p> <p>Prerequisites: ACC 120</p>
ACC 122	Principles of Financial Acct II	3	0	3	<p>This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.</p> <p>Prerequisites: ACC 120</p>
ACC 129	Individual Income Taxes	2	2	3	<p>This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.</p>

ACC 130	Business Income Taxes	2	2	3	<p>This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.</p>
ACC 140	Payroll Accounting	1	2	2	<p>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</p> <p>Prerequisites: ACC 115 or ACC 120</p>
ACC 149	Intro to Accounting Spreadsheets	1	2	2	<p>This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.</p> <p>Prerequisites: ACC 120, ACC 121, CIS 111, CIS 120</p>
ACC 150	Accounting Software Applications	1	2	2	<p>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).</p> <p>Prerequisites: ACC 115 or ACC 120</p>

ACC 220 Intermediate Accounting I 3 2 4
 This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

Prerequisites: ACC 121

ACC 221 Intermediate Accounting II 3 2 4
 This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Prerequisites: ACC 220

ACC 225 Cost Accounting 3 0 3
 This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Prerequisites: ACC 121

Anthropology

ANT 210 General Anthropology 3 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 is a writing-intensive course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

ANT 221 Comparative Cultures 3 0 3
 This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural past. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. This is a writing-intensive course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

ANT 230 Physical Anthropology 3 0 3
 This course introduces the scientific study of human evolution. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of biological and cultural processes which have resulted in the formation of the human species. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

ANT 230A Physical Anthropology Lab 0 2 1
 This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Air Conditioning, Heating & Refrigeration

AHR 120 HVACR Maintenance 1 3 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.

Art

ART 111 Art Appreciation 3 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.*

Automotive

AUT 112 Auto Shop Management 1 2 2
 This course covers principles of management essential to decision making, communication, authority, and leadership. Topics include shop supervision, customer relations, cost effectiveness, and workplace ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 113 Automotive Servicing 2 6 4
 This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

AUT 115 Engine Fundamentals 2 3 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/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair 1 3 2
 This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141 Suspension & Steering Systems 2 4 4
 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 various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 Brake Systems 2 2 3
 This course covers principles of operation on 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 152 Brake Systems Lab 0 2 1
 This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

Corequisites: AUT 151

AUT 161 Electrical Systems 2 6 4
 This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 162 Chassis Electrical & Electronics 2 2 3
 This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 163	Chassis Electrical & Electronics Lab	0	2	1
	This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.			
	Corequisites: AUT 162			
AUT 164	Automotive Electronics	2	2	3
	This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.			
AUT 171	Heating & Air Conditioning	2	3	3
	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-Electrical	2	3	3
	This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.			
AUT 182	Engine Performance-Electrical Lab	0	3	1
	This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.			
	Corequisites: AUT 181			

AUT 183	Engine Performance-Fuels	2	3	3
	This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.			
AUT 184	Engine Performance-Fuels Lab	0	3	1
	This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.			
	Corequisites: AUT 183			
AUT 185	Emission Controls	1	2	2
	This course covers the design and function of emission and control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.			
AUT 221	Automatic Transmissions	2	6	4
	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 and diagnose and repair automatic drive trains.			
AUT 231	Manual Drive Trains/Axles	2	3	3
	This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.			

AUT 232 **Manual Drive Trains/Axles Lab** **0** **3** **1**
 This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

Corequisites: AUT 231

AUT 241 **Advance Chassis/Suspension** **2** **6** **4**
 This course provides advanced training in automotive chassis and suspension using computerized two and four-wheel alignment equipment. Emphasis is placed on suspension and chassis system design, construction, and repair for modern front- and rear-drive vehicles. Upon completion, students should be able to perform necessary adjustments and repairs on vehicles using computerized alignment equipment.

Prerequisites: AUT 141

AUT 281 **Advanced Engine Performance** **2** **2** **3**
 This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

AUT 282 **Engine Electrical Management** **3** **9** **6**
 This course includes principles, systems, and procedures required for diagnosing and restoring engine performance/driveability and emission control through mechanical, electrical, and gas analysis. Emphasis is placed on diagnostics using mechanical, electrical (including on-board), and gas analysis to determine root causes for repair purposes. Upon completion, students should be able to diagnose and repair PCM-related engine performance/driveability and emission problems.

AUT 283 **Adv. Electronic Diagnosis** **1** **2** **2**
 This course covers the skills needed to properly diagnose complex electrical/electronic problems in automotive systems in detail. Topics include the use of equipment such as oscilloscopes, scan tools, and digital meters as an effective aid in the proper diagnosis and troubleshooting of problems in complex driveability and electrical systems. Upon completion students should be able to effectively and systematically diagnose, test, and repair complex electrical problems using appropriate service information and diagnostic equipment.

Biology

BIO 111 **General Biology I** **3** **3** **4**
 This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: RED 090, MAT 80, or Placement Test Score

BIO 112 **General Biology II** **3** **3** **4**
 This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: BIO 111

BIO 140 Environmental Biology 3 0 3
 This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environment problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This is a writing-intensive course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: ENG 080 or Placement Test Score and RED 090 or Placement Test Score

Corequisites: BIO 140A

BIO 140A Environmental Biology Lab 0 3 1
 This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environment interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Corequisites: BIO 140

BIO 161 Introduction to Human Biology 3 0 3
 This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate and understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163 Basic Anatomy and Physiology 4 2 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.*

Prerequisites: RED 080 or Placement Test Score.

BIO 165 Anatomy and Physiology I 3 3 4
 This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: RED 090 or Placement Test Score.

BIO 166 Anatomy and Physiology II 3 3 4
 This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationships 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.*

Prerequisites: BIO 165

BUS 147 Business Insurance 3 0 3
 This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 225 Business Finance 2 2 3
 This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Prerequisites: ACC 120

BUS 251 Business Psychology 2 0 2
 This course provides an overview of organizational psychology in a business setting. Topics include employee motivation, organizational structure, leadership, conflict resolution, and job satisfaction. Upon completion, students should be able to interact effectively within a business organization.

BUS 260 Business Communication 3 0 3
 This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Prerequisites: ENG 111

Chemistry

CHM 090 Chemistry Concepts 4 0 4
 This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 115 Concepts in Chemistry 3 0 3
 This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 131 Introduction to Chemistry 3 0 3
 This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A Introduction to Chemistry Lab 0 3 1
 This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Corequisite: CHM 131

CHM 132 Organic and Biochemistry 3 3 4
 This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: CHM 131 and CHM 131A or CHM 151

CHM 151 General Chemistry I 3 3 4
 This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamentals 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.*

Prerequisites: High School Chemistry, CHM 090, CHM 111, or Instructor's Permission

CHM 152 General Chemistry II 3 3 4
 This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisite: CHM 151

Information Systems

CIS 110 Introduction to Computers 2 2 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 111 Basic PC Literacy 1 2 2
 This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is also available through the Virtual Learning Community (VLC).*

CIS 110 may be substituted for CIS 111 in all required curriculums.

CIS 113 Computer Basics 0 2 1
 This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. *This course is also available through the Virtual Learning Community (VLC).*

CIS 110 may be substituted for CIS 113 in all required curriculums.
 CIS 111 may be substituted for CIS 113 in all required curriculums.

CIS 115 Intro to Prog & Logic 2 3 3
 This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to 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).*

Prerequisites: MAT 070

Criminal Justice

CJC 100 Basic Law Enforcement Training 9 30 19
 This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. This is a certificate-level course.

CJC 111	Introduction to Criminal Justice	3	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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
CJC 112	Criminology	3	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.			
CJC 113	Juvenile Justice	3	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, functions and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.			
CJC 120	Interviews/Interrogations	1	2	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 122	Community Policing	3	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	3
	This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.			
CJC 132	Court Procedure & Evidence	3	0	3
	This course covers judicial structure/process/procedure from incident to disposition, kind and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.			
CJC 141	Corrections	3	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 pre-major and/or elective course requirement.			
CJC 144	Crime Scene Process	2	3	3
	This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.			
CJC 212	Ethics & Community Relations	3	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 demonstrate the ability to apply ethical considerations to the decision-making process in identifiable criminal justice situations.			

Course Descriptions

CJC 213	Substance Abuse	3	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	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	4	This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.
CJC 222	Criminalistics	3	0	3	This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

Course Descriptions

CJC 225	Crisis Intervention	3	0	3	This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.
CJC 231	Constitutional Law	3	0	3	This course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.
CJC 233	Correctional Law	3	0	3	This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.
CJC 241	Community-Based Corrections	3	0	3	This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.
CJC 255	Issues in Criminal Justice	3	0	3	This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Prerequisites: CJC 111, CJC 221, and CJC 231

Cooperative Education

COE 111	Co-op Work Experience I	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	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	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	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 Experience Seminar I	1	0	0	1	This course is designed to promote an appropriately reflective, self-evaluating, knowledgeable and pre-professional human service worker. The student will be engaged in activities to evaluate and enhance performance within supervised human service programs. The course emphasizes the students' field experiences and material from field practice to illustrate and examine the principals, concepts and issues required to develop a professional use of self.

Corequisites: COE 111, COE 112, COE 113, or COE 114

COE 121	Co-op Work Experience II	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	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	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	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	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.

Course Descriptions

COE 132	Co-op Work Experience III	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 133	Co-op Work Experience III	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 134	Co-op Work Experience III	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 211	Co-op Work Experience IV	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.
COE 212	Co-op Work Experience IV	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.

Course Descriptions

Communication

COM 231	Public Speaking	3	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 audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
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Cosmetology

COS 111	Cosmetology Concepts I	4	0	4	This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
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Corequisites: COS 112

COS 112	Salon I	0	24	8	This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
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Corequisites: COS 111

COS 113	Cosmetology Concepts II	4	0	4	This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
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Prerequisites: RED 080

Corequisites: COS 114

COS 114	Salon II	0	24	8
	This course provides experiences 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.			
	Corequisites: COS 113			
COS 115	Cosmetology Concepts III	4	0	4
	This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.			
	Corequisites: COS 116			
COS 116	Salon III	0	12	4
	This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.			
	Corequisites: COS 115			
COS 117	Cosmetology Concepts IV	2	0	2
	This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.			
	Corequisites: COS 118			

COS 118	Salon IV	0	21	7
	This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.			
	Corequisites: COS 117			
COS 119	Esthetics Concepts	2	0	2
	This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.			
COS 120	Esthetics Salon I	0	18	6
	This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.			
COS 121	Manicure/Nail Technology I	4	6	6
	This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.			
COS 125	Esthetics Concepts II	2	0	2
	This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.			

Course Descriptions

CSC 139 Visual BASIC Prog 2 3 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).*

Prerequisites: CIS 110, CIS 111, or CIS 113; and CIS 115 or Instructor's Permission

CSC 151 JAVA Programming 2 3 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 the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

Prerequisites: CIS 110, CIS 111, or CIS 113; and CIS 115 or Instructor's Permission

CSC 234 Adv C++ Programming 2 3 3
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

Prerequisites: CSC 134

CSC 239 Adv Visual BASIC Prog 2 3 3
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course is also available through the Virtual Learning Community (VLC).*

Prerequisites: CSC 139

Course Descriptions

CSC 289 Programming Capstone Proj 1 4 3
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

Prerequisites: CTS 285

Computer Information Technology

CTS 120 Hardware/Software Support 2 3 3
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

Prerequisites: CIS 110 or CIS 111 and NOS 110

CTS 130 Spreadsheet 2 2 3
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

Prerequisites: CIS 110 or CIS 111

CTS 135 Integrated Software Intro 2 4 4
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.

Prerequisites: CTS 130, DBA 110, OST 236

CTS 285 **Systems Analysis & Design** **3** **0** **3**
 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

Prerequisites: CIS 115

CTS 289 **System Support Project** **1** **4** **3**
 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.

Prerequisites: CTS 285

Database

DBA 110 **Database Concepts** **2** **3** **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.

Prerequisites: CIS 110 or CIS 111

Design Drafting

DDF 211 **Design Drafting I** **1** **6** **4**
 This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

Prerequisites: DFT 112

DDF 212 **Design Drafting II** **1** **6** **4**
 This course stresses the integration of various drafting and design practices. Emphasis is placed on creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing. *This course is a unique concentration requirement of the Drafting and Design concentration in the Mechanical Engineering program.*

Prerequisites: DDF 211

DDF 213 **Design Drafting III** **1** **6** **4**
 This course provides an opportunity to produce all the documentation needed to complete a project for the manufacture of a product. Topics include materials, manufacturing processes, analysis, production drawings, calculations, and specifications. Upon completion, students should be able to research and produce all information needed to complete a project for manufacture. *This course is a unique concentration requirement of the Drafting and Design concentration in the Mechanical Engineering program.*

DDF 214 **Tool Design** **2** **4** **4**
 This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling. *This course is a unique concentration requirement of the Drafting and Design concentration in the Mechanical Engineering program.*

Prerequisites: DDF 212

Drafting

DFT 111 **Technical Drafting I** **1** **3** **2**
 This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 111A	Technical Drafting I Lab	0	3	1
	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.			
	Corequisites: DFT 111			
DFT 112	Technical Drafting II	1	3	2
	This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.			
	Prerequisites: DFT 111			
DFT 112A	Technical Drafting II Lab	0	3	1
	This course provides a laboratory setting to enhance advanced drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.			
	Corequisites: DFT 112			
DFT 119	Basic CAD	1	2	2
	This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.			
DFT 151	CAD I	2	3	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	3
	This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.			
	Prerequisites: DFT 151			
DFT 153	CAD III	2	3	3
	This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.			
	Prerequisites: DFT 151			
DFT 154	Intro Solid Modeling	2	3	3
	This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.			
DFT 211	Gears, Cams, & Pulleys	1	3	2
	This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.			
	Prerequisites: DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175			
DFT 222	CAD/CAM Applications	2	3	3
	This course provides the skills and knowledge necessary to integrate CAD/CAM technology. Topics include CNC programming, CAM software, data transfer and verification, and equipment setup. Upon completion, students should be able to draw, transfer data, and generate and verify programs using CNC codes to produce parts.			
	Prerequisites: DFT 111, DFT 151, and MEC 210, MEC 250, or MEC 252			

Drama/Theatre

DRA 111 Theatre Appreciation 3 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.*

Economics

ECO 151 Survey of Economics 3 0 3
 This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social behavioral sciences.*

ECO 251 Principles of Microeconomics 3 0 3
 This course introduces economic analysis of individual, business, and industry choices in market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Principles of Macroeconomics 3 0 3
 This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Education

EDU 111 Early Childhood Credential I 2 0 2
 This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Credential II 2 0 2
 This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

Prerequisites: EDU 111 or Instructor’s Permission

EDU 113 Family/Early Childhood Credential 2 0 2
 This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

Prerequisites: EDU 111 or Instructor’s Permission

EDU 118 Teach Assoc Princ & Prac 3 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 Associate program.*

EDU 119	Intro to Early Childhood Education	4	0	4
	This course covers the foundations of the education professions, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.			
EDU 131	Child, Family, & Community	3	0	3
	This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.			
EDU 144	Child Development I	3	0	3
	This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.			
EDU 145	Child Development II	3	0	3
	This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.			

EDU 146	Child Guidance	3	0	3
	This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.			
EDU 151	Creative Activities	3	0	3
	This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.			
EDU 151A	Creative Activities Lab	0	2	1
	This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.			
	Corequisite: EDU 151			
EDU 153	Health, Safety, & Nutrition	3	0	3
	This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.			
EDU 186	Reading & Writing Methods	3	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. <i>This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.</i>			

EDU 216	Foundations of Education	3	2	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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>			
EDU 221	Children With Special Needs	3	0	3
	This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.			
	Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245			
EDU 234	Infants, Toddlers, & Twos	3	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	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 252	Math & Science Activities	3	0	3
	This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.			
EDU 252A	Math & Science Activities Lab	0	2	1
	This course provides a laboratory component to complement EDU 252. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate math and science activities.			
	Corequisites: EDU 252			
EDU 259	Curriculum Planning	3	0	3
	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.			
	Prerequisites: EDU 112 and EDU 113 or EDU 119			
EDU 261	Early Childhood Administration I	3	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.			
EDU 262	Early Childhood Administration II	3	0	3
	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.			
	Prerequisites: EDU 261			

EDU 271	Educational Technology	2	2	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 Teacher Training	2	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	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. <i>This course is also available through the Virtual Learning Community (VLC).</i>			
EDU 280A	Literacy Exp Lab	0	2	1
	This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.			
	Corequisites:	EDU 280		

EDU 285	Internship Exp-School Age	1	0	1
	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 Associate program.			
	Prerequisites:	ENG 111		
	Corequisites:	COE 121 or COE 122		

Engineering

EGR 285	Design Project	0	4	2
	This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.			

Electrical

ELC 113	Basic Wiring I	2	6	4
	This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.			
ELC 114	Basic Wiring II	2	6	4
	This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.			

Course Descriptions

ELC 115	Industrial Wiring	2	6	4
	This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.			
ELC 128	Introduction to PLC	2	3	3
	This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLC's and create simple programs.			
ELC 131	DC/AC Circuit Analysis	4	3	5
	This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, 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 132	Electrical Drawings	1	3	2
	This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.			
ELC 135	Electrical Machines I	2	2	3
	This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC single- and three phase transformer and generator circuits.			

Course Descriptions

ELC 136	Electrical Machines II	3	3	4
	This course covers DC/AC machine fundamentals including applications and control. Topics include control devices, induction single and polyphase AC motors, DC motors, stepper, and special purpose motors. Upon completion, students should be able to perform regulation and efficiency calculations and apply motor theory to practical control applications.			
ELC 192	Selected Topics in Electrical Engineering Technology	0	6	2
	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 areas of study.			
ELC 231	Electric Power Systems	3	2	4
	This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.			

Electronics

ELN 112	Diesel Electronics System	2	6	4
	This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems.			

ELN 131	Semiconductor Applications	3	3	4	<p>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.</p>
ELN 132	Linear IC Applications	3	3	4	<p>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.</p>
ELN 133	Digital Electronics	3	3	4	<p>This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. This course is also available through the Virtual Learning Community (VLC).</p>
ELN 192	Selected Topics in Electronics Engineering Technology	0	6	2	<p>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.</p>
ELN 232	Introduction to Microprocessors	3	3	4	<p>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.</p>

ELN 233	Microprocessor Systems	3	3	4	<p>This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.</p>
ELN 234	Communication Systems	3	3	4	<p>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.</p>
ELN 236	Fiber Optics and Lasers	3	2	4	<p>This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.</p>
English					
ENG 060	Speaking English Well	2	0	2	<p>This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations. <i>This course does not satisfy the developmental reading and writing Prerequisites for ENG 111.</i></p>

Prerequisites: Instructor Recommendation

ENG 070 Basic Language Skills 2 2 3
 This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

Prerequisites: Placement Test Score

Corequisites: Appropriate Reading Course or Placement Test Score

ENG 080 Writing Foundations 3 2 4
 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 does not satisfy the developmental reading and writing Prerequisites for ENG 111.*

Prerequisites: ENG 070 and RED 070, or Appropriate Test Scores in Reading and English

Corequisites: RED 080, RED 090, or Placement Test Score

ENG 090 Composition Strategies 3 0 3
 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. All paragraphs and essays will be drafted, revised, and edited on computers in the classroom. *This course satisfies the developmental writing requirement for ENG 111.*

Prerequisites: ENG 080 or Placement Test Score

Corequisites: EMG 090A and Appropriate Reading Course or Placement Test Score

ENG 090A Composition Strategies Lab 0 2 1
 This writing lab is designed to practice the skills introduced in ENG 090. 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.

Prerequisites: ENG 080 or ENG 085

Corequisites: ENG 090

ENG 101 Applied Communications I 3 0 3
 This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This is a diploma-level course.

Prerequisites: RED 080 or Placement Test Score

ENG 102 Applied Communications II 3 0 3
 This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma-level course.

Prerequisites: ENG 080 or Placement Test Score and RED 080

ENG 111 Expository Writing 3 0 3
 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 is a writing-intensive course which requires that students use classroom computers to pre-write, write, and revise all papers. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

Prerequisites: ENG 090 or Placement Test Score and RED 090

- ENG 112 Argument-Based Research 3 0 3**
 This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. All essays submitted in this writing-intensive course will be computer-generated. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*
- Prerequisites: ENG 111
- ENG 113 Literature-Based Research 3 0 3**
 This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound documented essays and research papers that analyze and respond to literary works. All essays submitted in this writing-intensive course will be computer generated. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*
- Prerequisites: ENG 111
- ENG 114 Professional Research and Reporting 3 0 3**
 This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. All essays submitted in this writing-intensive course will be computer-generated. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*
- Prerequisites: ENG 111
 ENG 112 and ENG 113 may be substituted for ENG 114 in all required curriculum.

- ENG 125 Creative Writing I 3 0 3**
 This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. All essays submitted in this writing-intensive course will be computer-generated. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
- Prerequisites: ENG 111
- Corequisites: ENG 112, ENG 113, or ENG 114
- ENG 131 Introduction to Literature 3 0 3**
 This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*
- Prerequisites: ENG 111
- Corequisites: ENG 112, ENG 113, or ENG 114
- ENG 132 Introduction to Drama 3 0 3**
 This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
- Prerequisites: ENG 111
- Corequisites: ENG 112, ENG 113, or ENG 114

ENG 231 American Literature I 3 0 3
 This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 232 American Literature II 3 0 3
 This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 241 British Literature I 3 0 3
 This course covers selected works in British literature from its beginning 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. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 242 British Literature II 3 0 3
 This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 272 Southern Literature 3 0 3
 This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 273 African-American Literature 3 0 3
 This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. In this writing-intensive course, students express their interpretations and analyses in several well developed essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: ENG 112, ENG 113, or ENG 114

HET 118	Mechanical Orientation	2	0	2	<p>This course introduces the care and safe use of power and hand tools. Topics include micrometers, dial indicators, torque wrenches, drills, taps, dies, screw extractors, thread restorers, and fasteners. Upon completion, students should be able to select and properly use tools for various operations.</p>
HET 127	Shop Rules and Regulations	1	0	1	<p>This course introduces safety, OSHA, and EPA general requirements used in the mobile equipment industry. Topics include fire extinguisher use, MSDS sheets, oil contamination, protective gear, and other related topics. Upon completion, students should be able to properly use fire extinguishers and demonstrate knowledge of applicable general safety, OSHA, and EPA regulations.</p>
HET 211	Agricultural Harvesting Equipment	2	4	4	<p>This course covers the theory, design, principles of operation and adjustment, and troubleshooting and repair of harvesting equipment including combines and hay and forage equipment. Emphasis is placed on operating and troubleshooting harvest equipment hydraulics and monitoring equipment. Upon completion, student should be able to diagnose, adjust, or repair new or used harvesting equipment in accordance with manufacturers' specifications. <i>This course is a unique concentration requirement of the Agricultural Systems concentration in the Medium/Heavy Duty Vehicle Systems Technology program.</i></p>
HET 217	Tractor Performance	1	2	2	<p>This course covers procedures for attaining optimum performance of agricultural tractors. Emphasis is placed on problem solving using dynamometers, test procedures, and safety. Upon completion, students should be able to use test equipment to diagnose engines and drive components and adjust tractors to achieve optimum performance. <i>This course is a unique concentration requirement of the Agricultural Systems concentration in the Medium/Heavy Duty Vehicle Systems Technology program.</i></p>
HET 218	Tractor Project	1	12	5	<p>This course provides an opportunity to demonstrate competencies learned by completely rebuilding a tractor to meet dealer specifications. Emphasis is placed on diagnosis and repair of engine, hydraulic, electrical/electronic, air conditioner, brake, and steering systems to ready a used tractor for sale. Upon completion, students should be able to diagnose and perform the necessary repairs on a used tractor to prepare it for sale. <i>This course is a unique concentration requirement of the Agricultural Systems concentration in the Medium/Heavy Duty Vehicle Systems Technology program.</i></p>

History					
HIS 111	World Civilizations I	3	0	3	<p>This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>
HIS 112	World Civilizations II	3	0	3	<p>This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>
HIS 117	History of Religions	3	0	3	<p>This course surveys the historical development of the world's major religions. Topics include systems of belief and religious practice, polytheism, monotheism, and current religious movements. Upon completion, students should be able to analyze the world's major religious traditions. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>
HIS 131	American History I	3	0	3	<p>This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>

HIS 132	American History II	3	0	3
<p>This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in American history since the Civil War. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>				
HIS 162	Women and History	3	0	3
<p>This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. The focus of this writing-intensive course will be the United States from the late 18th Century to the present. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				
HIS 164	History of Sports	3	0	3
<p>This course surveys the history of sports in human society. Topics include the development of sports in their social, cultural, and historical contexts. Upon completion, students should be able to analyze the significance of sports in human culture. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				
HIS 221	African-American History	3	0	3
<p>This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				

HIS 225	American Business History	3	0	3
<p>This course is a survey of American business history from the colonial period to the present. Topics include the evaluation of business functions and structures and the relationship between public policy and economic growth. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments affecting American business. This is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				
HIS 236	North Carolina History	3	0	3
<p>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 is a writing-intensive course. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				

Human Services

HSE 110	Introduction to Human Services	2	2	3
<p>This course introduces the human service field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.</p>				
HSE 112	Group Process I	1	2	2
<p>This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.</p>				

Prerequisites: Enrollment in the HSE program

HSE 123 Interviewing Techniques 2 2 3
 This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling 2 2 3
 This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

Prerequisites: HSE 110 and PSY 150

HSE 210 Human Services Issues 2 0 2
 This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

Prerequisites: HSE 110 or SWK 110

HSE 220 Case Management 2 2 0 3
 This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

Prerequisite: HSE 110 or SWK 110

HSE 225 Crisis Intervention 3 0 3
 This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

Prerequisite: HSE 110 and PSY 150

HSE 240 Issues in Client Services 3 0 3
 This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Prerequisite: SWK 115

Humanities

HUM 115 Critical Thinking 3 0 3
 This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).*

Prerequisites: ENG 111

HUM 120 Cultural Studies 3 0 3
 This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 111

HUM 121	The Nature of America	3	0	3
	This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
HUM 122	Southern Culture	3	0	3
	This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
HUM 150	American Women's Studies	3	0	3
	This course provides an inter-disciplinary study of the history, literature, and social roles of American woman from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
HUM 160	Introduction to Film	2	2	3
	This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. In this writing-intensive course, students write seven well developed analytical reviews of films. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			

Prerequisites: ENG 111

Hydraulics

HYD 110	Hydraulics/Pneumatics I	2	3	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.			
HYD 111	Mobile Hydraulic Systems	1	4	3
	This course covers hydraulic components on mobile equipment including construction equipment, transportation, and farm equipment. Topics include servicing of pumps, testing and adjusting components, test points, and proper use and care of test equipment. Upon completion, students should be able to use proper test equipment to locate and repair problems on equipment.			
HYD 134	Hyd/Hydrostatic Const	2	4	4
	This course covers the hydraulic/hydrostatic components of construction equipment hydraulics and power trains. Topics include testing, adjusting, repair, and replacement of components that are applied to construction equipment hydraulics and transmissions along with other related topics. Upon completion, students should be able to use proper diagnostic procedures and identify, repair, and replace hydraulic and hydrostatic systems on construction equipment.			
HYD 210	Advanced Hydraulics	2	1	3
	This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completions, students should be able to demonstrate an understanding of the installation, operation, and maintenance of hydraulic components and systems.			

Prerequisites: HYD 110, HYD 111, or HYD 112

Industrial Science

ISC 110 Workplace Safety 1 0 1
 This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 112 Industrial Safety 2 0 2
 This course introduces the principles of industrial safety. Emphasis placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

ISC 121 Envir Health & Safety 3 0 3
 This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

Machining

MAC 111 Machining Technology I 2 12 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 6
 This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.
 Prerequisite: MAC 111

MAC 113 Machining Technology III 2 12 6
 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.

Prerequisite: MAC 112

MAC 121 Introduction to CNC 2 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 131 Blueprint Reading/Mach I 1 2 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 drawing, visualize parts, and make pictorial sketches.

MAC 132 Blueprint Reading/Mach II 1 2 2
 This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

Prerequisites: MAC 131

Mathematics

MAT 050 Basic Math Skills 3 2 4
 This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

Prerequisites: Placement Test Score

Corequisites: Appropriate Reading Course or Placement Test Score

MAT 121 Algebra/Trigonometry I 2 2 3
 This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include 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.

Prerequisites: MAT 070, MAT 080, RED 080 or Placement Test Score

MAT 122 Algebra/Trigonometry II 2 2 3
 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.

Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175

MAT 141 Mathematical Concepts I 3 0 3
 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.*

Prerequisites: MAT 080, MAT 121, MAT 161, MAT 171, or MAT 175

MAT 141A Mathematical Concepts I Lab 0 2 1
 This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in 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.*

Prerequisites: MAT 080, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 141

MAT 142 Mathematical Concepts II 3 0 3
 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.*

Prerequisites: MAT 141

MAT 142A Mathematical Concepts II Lab 0 2 1
 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 pre-major and/or elective course requirement.*

Prerequisites: MAT 141

Corequisites: MAT 142

MEC 128 **CNC Machining Processes** 2 4 4
 This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning and milling centers.

Prerequisites: MAC 121

MEC 141 **Introduction to Manufacturing Processes** 2 2 3
 This course covers the properties and characteristics of manufacturing materials and the processes used to form them. Emphasis is placed on manufacturing materials, heat-treating processes, and manufacturing processes. Upon completion, students should be able to identify physical characteristics of materials and describe processes used to manufacture a part.

MEC 145 **Manufacturing Materials I** 2 3 3
 This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

MEC 161 **Manufacturing Processes I** 3 0 3
 This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and non-traditional processing for metals and non-metals.

MEC 161A **Manufacturing Processes I Lab** 0 3 1
 This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

Corequisites: MEC 161

MEC 180 **Engineering Materials** 2 3 3
 This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 231 **Comp-Aided Manufacturing I** 1 4 3
 This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

MEC 250 **Statics & Strength of Materials** 4 3 5
 This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

Prerequisites: PHY 131 or PHY 151

MEC 261 **Manufacturing Process II** 2 4 4
 This course covers advanced manufacturing processes. Topics include advanced concepts of work handling, automated manufacturing processes, production methods, and setups. Upon completion, students should be able to set up to manufacture a product on a production basis.

Prerequisites: MEC 161

Marketing

MKT 120 **Principles of Marketing** 3 0 3
 This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 220 Advertising and Sales Promotion 3 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.

Medical Laboratory Technology

MLT 110 Introduction to Medical Laboratory Technology 2 3 0 3
 This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

Prerequisites: Enrollment in the Medical Laboratory Technology program

MLT 111 Urinalysis & Body Fluids 1 3 0 2
 This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

Prerequisites: Enrollment in the Medical Laboratory Technology program

MLT 115 Laboratory Calculations 2 0 0 2
 This course is designed to present mathematical operations used in the medical laboratory. Topics include use of basic math processes, systems of measurement, conversion factors, solutions, and dilutions. Upon completion, students should be able to solve practical problems in the context of the medical laboratory.

Prerequisites: MAT 161

MLT 120 Hematology/Hemostasis I 3 3 0 4
 This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

Prerequisites: Enrollment in the Medical Laboratory Technology program

MLT 126 Immunology and Serology 1 2 0 2
 This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

Prerequisites: Enrollment in the Medical Laboratory Technology program

MLT 127 Transfusion Medicine 2 3 0 3
 This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and reorganizing/resolving common problems.

Prerequisites: Enrollment in the Medical Laboratory Technology program

MLT 130 Clinical Chemistry I 3 3 0 4
 This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

Prerequisites: CHM 151 and Enrollment in the Medical Laboratory Technology program

MLT 141 **General Clinical Micro** 2 2 0 3
 This course is a comprehensive survey of clinical microbiology. Emphasis is placed on morphology and identification of pathogenic organisms covering both basic and special areas of clinical microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting clinical microbiology procedures.

Prerequisites: BIO 175

Corequisites: MLT 191

MLT 191 **Selected Topics in Medical Lab** 0 2 1
Technology
 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. Specific study will concentrate on the testing required to identify pathogenic bacteria.

Corequisites: MLT 141

MLT 215 **Professional Issues** 1 0 0 1
 This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: MLT 283 and MLT 262

MLT 240 **Special Clinical Microbiology** 2 3 0 3
 This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

Prerequisites: MLT 140

MLT 262 **MLT Practicum II** 0 0 6 2
 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 283 **MLT Practicum I** 0 0 39 13
 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

Maintenance

MNT 110 **Intro to Maint Procedures** 1 3 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 3
 This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, 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.

MNT 220 Rigging & Moving 1 3 2
 This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight, and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 230 Pumps & Piping Systems 1 3 2
 This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MNT 240 Indust Equip Troubleshoot 1 3 2
 This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

Music

MUS 110 Music Appreciation 3 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.*

Networking

NET 125 Networking Basics 1 4 3
 This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Prerequisites: None

NET 126 Routing Basic 1 4 3
 This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Prerequisites: NET 125

NET 225 Routing and Switching I 1 4 3
 This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSDM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Prerequisites: NET 126

NET 226 Routing and Switching II 1 4 3
 This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

Prerequisites: NET 225

Nursing

NUR 101 **Practical Nursing I** **7 6 6 11**
 This course introduces concepts as related to the practical nurse’s caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns,, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

Prerequisites: Enrollment in the Practical Nursing program

Corequisites: ACA 115, BIO 163, and MAT 110

NUR 102 **Practical Nursing II** **8 0 12 12**
 This course includes more advanced concepts as related to the practical nurse’s caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

Prerequisites: NUR 101, BIO 163, MAT 110

Corequisites: PSY 110

NUR 103A **Practical Nursing III** **1 0 3 2**
 This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.* This course is offered in two parts with credit given for each part.

Prerequisites: NUR 102

Corequisites: PSY 110

NUR 103B **Practical Nursing III** **5 0 9 8**
 This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.* This course is offered in two parts with credit given for each part.

Prerequisites: NUR 103A, PSY 110

Corequisites: ENG 111

NUR 110 **Nursing I** **5 3 6 8**
 This course introduces concepts basic to the beginning nursing practice. Emphasis is placed on introducing the nurse’s role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

Prerequisites: Enrollment in the Associate Degree Nursing program.

Corequisites: ACA 115, MAT 110, PSY 150, and BIO 165

NUR 120 **Nursing II** **5 3 6 8**
 This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse’s role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus of this course will be placed upon the care of adults with medical-surgical stressors.

Prerequisites: NUR 110

Corequisites: PSY 241 and BIO 166

Course Descriptions

OST 132	Keyboard Skill Building	1	2	2	This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.
	Prerequisites:	OST 131			
OST 134	Text Entry & Formatting	2	2	3	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.
	Prerequisites:	OST 131			
OST 136	Word Processing	1	2	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.
	Prerequisites:	OST 131, CIS 110 or CIS 111 or CIS 113 or Instructor's permission			
OST 137	Office Software Applications	1	2	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.
	Prerequisites:	OST 131, CIS 110 or CIS 111			
OST 141	Medical Terms I-Medical Office	3	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.

Course Descriptions

OST 142	Medical Terms II-Medical Office	3	0	3	This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
	Prerequisites:	OST 141			
OST 148	Medical Coding Billing & Insurance	3	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.
	Prerequisites:	OST 142			
OST 149	Medical Legal Issues	3	0	3	This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.
OST 164	Text Editing Applications	3	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.
	Prerequisites:	ENG 090 or Placement Test Scores			
OST 184	Records Management	1	2	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	2
	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.			
	Prerequisites: OST 134, OST 136, OST 164			
OST 224	Machine Transcription II	1	2	2
	This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.			
	Prerequisites: OST 223			
OST 233	Office Publications Design	2	2	3
	This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.			
	Prerequisites: OST 136			
OST 236	Advanced Word/Information Processing	2	2	3
	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.			
	Prerequisites: OST 136			
OST 241	Medical Office Transcription I	1	2	2
	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.			
	Prerequisites: OST 134, OST 136, OST 142, OST 164			

OST 242	Medical Office Transcription II	1	2	2
	This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.			
	Prerequisites: OST 241			
OST 243	Medical Office Simulation	2	2	3
	This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.			
	Prerequisites: OST 131, OST 148, OST 241			
OST 248	Diagnostic Coding	1	2	2
	This course provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.			
	Prerequisites: OST 148			
OST 286	Professional Development	3	0	3
	This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.			

OST 289 Office Systems Management 2 2 3
 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.

Prerequisites: ENG 111, OST 134, OST 136, OST 164

Process Control Instrumentation

PCI 162 Instrumentation Controls 2 3 3
 This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems.

Physical Education

PED 111 Physical Fitness I 0 3 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 113 Aerobics I 0 3 1
 This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *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 1
 This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 125 Self-Defense–Beginning 0 2 1
 This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 128 Golf–Beginning 0 2 1
 This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 130 Tennis–Beginning 0 2 1
 This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 131 Tennis–Intermediate 0 2 1
 This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PED 130

PED 143 Volleyball–Beginning 0 2 1
 This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 144 Volleyball–Intermediate 0 2 1
 This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PED 143

PED 145 Basketball–Beginning 0 2 1
 This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 147 Soccer 0 2 1
 This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 148 Softball 0 2 1
 This course introduces the fundamentals and skills of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 152 Swimming–Beginning 0 2 1
 This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 153 Swimming–Intermediate 0 2 1
 This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisite: PED 152 or proficiency

PED 154 Swimming for Fitness 0 3 1
 This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisite: PED 152 or proficiency

PED 155 Water Aerobics 0 3 1
 This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 156 Scuba Diving 0 2 1
 This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisite: PED 153 or proficiency at the intermediate level

PED 181 Snow Skiing–Beginning 0 2 1
 This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers in skis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 187 Social Dance-Beginning 0 2 1
 This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 260 Lifeguard Training 0 3 1
 This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisite: PED 153 or proficiency at the intermediate level

Philosophy

PHI 215 Philosophical Issues 3 0 3
 This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisite: ENG 111

Physical Science

PHS 140 Weather and Climate 3 0 3
 This course introduces the nature, origin, processes, and dynamics of the earth’s atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Physics

PHY 110 Conceptual Physics 3 0 3
 This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Power Mechanics

PME 111	Planters and Sprayers	2	6	4	This course introduces planters and sprayers as used in modern agriculture. Topics include setup, calibration, tractor preparation, attachment hardware, and environmental issues. Upon completion, students should be able to set up, adjust, and calibrate sprayers and planters and set up tractors to accommodate attachment hardware. <i>This course is a unique concentration requirement of the Agricultural Systems concentration in the Medium/Heavy Duty Vehicle Systems Technology program.</i>
PME 112	Consumer Products	3	2	4	This course introduces garden tractors, equipment, and attachments. Topics include electrical, hydraulic, and power trains and the operation, diagnosis, adjustment, and repair of lawn and turf equipment. Upon completion, students should be able to set up, adjust, diagnose, and repair lawn and garden equipment. <i>This course is a unique concentration requirement of the Agricultural Systems concentration in the Medium/Heavy Duty Vehicle Systems Technology program.</i>
PME 113	Const Equipment Repair	1	2	2	This course introduces construction equipment repair. Topics include product identification, care of tools, product nomenclature, fasteners, and proper lifting and blocking of construction equipment. Upon completion, students should be able to identify products and properly block and secure construction equipment.
PME 117	Equipment Braking Systems	2	3	3	This course covers fundamental theory, adjustments, and repair of hydraulic and pneumatic braking systems used primarily in mobile construction equipment. Emphasis is placed on braking systems used in construction equipment, including pneumatic, hydraulic, dynamic, and inboard brakes. Upon completion, students should be able to use proper diagnostic procedures to identify, repair, or replace components.
PME 118	Undercarriage Components	1	2	2	This course covers the fundamentals, function, repair, adjustments, and safety requirements of undercarriage components on track-equipped machines. Topics include identification, measurement, wear points, adjustments, and operation of components on track-equipped machines. Upon completion, students should be able to properly measure, adjust, rebuild or replace undercarriage components.

PME 121	Component Controls	2	2	3	This course covers specific operating controls used on modern equipment. Emphasis is placed in the hydraulic and mechanical controls used on power trains. Upon completion, students should be able to identify, diagnose, adjust, and repair control systems used on modern equipment. <i>This course is a unique concentration requirement of the Agricultural Systems concentration of the Medium/Heavy Duty Vehicles Systems Technology program.</i>
PME 211	Adv Equipment Repair	2	6	4	This course provides advanced training in equipment repair through hands-on training along with additional training aids. Emphasis is placed on systems and components found on construction equipment. Upon completion, students should be able to adjust, troubleshoot, and repair most construction equipment systems.

Political Science

POL 110	Intro Political Science	3	0	3	This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>
POL 120	American Government	3	0	3	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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>

Prerequisites: RED 090 or Placement Test Score

POL 130 State and Local Government 3 0 3
 This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective requirement.*

Prerequisites: RED 090 or Placement Test Score

POL 220 International Relations 3 0 3
 This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Psychology

PSY 110 Life Span Development 3 0 3
 This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

Prerequisites: RED 090 or Placement Test Scores

PSY 118 Interpersonal Psychology 3 0 3
 This course introduces basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology 3 0 3
 This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisites: RED 090 or Placement Test Score.

PSY 211 Psychology of Adjustment 3 0 3
 This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This is a writing-intensive course. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PSY 150

PSY 239 Psychology of Personality 3 0 3
 This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisites: PSY 150

PSY 241 **Developmental Psychology** **3** **0** **3**
 This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate the knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisites: PSY 150

PSY 243 **Child Psychology** **3** **0** **3**
 This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PSY 150

PSY 255 **Introduction to Exceptionality** **3** **0** **3**
 This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person. This is a writing-intensive course.

Prerequisites: PSY 150

PSY 281 **Abnormal Psychology** **3** **0** **3**
 This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisite: PSY 150

Reading

RED 070 **Essential Reading Skills** **3** **2** **4**
 This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

Prerequisites: Placement Test Score

RED 080 **Introduction to College Reading** **3** **2** **4**
 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 prerequisites for ENG 111.*

Prerequisite: RED 070 or Placement Test Scores

RED 090 Improved College Reading 3 2 4
 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.*

Prerequisites: RED 080 or Placement Test Score

Religion

REL 110 World Religions 3 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.*

REL 211 Introduction to Old Testament 3 0 3
 This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use if literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 Introduction to New Testament 3 0 3
 This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *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 3
 This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Prerequisites: NET 125

SEC 160 Secure Admin I 2 2 3
 This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Prerequisites: SEC 110 and NET 125

Sociology

SOC 210 Introduction to Sociology 3 0 3
 This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisites: RED 090 or Placement Test Score.

Social Work

SWK 110	Introduction to Social Work This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.	3 0 3
SWK 113	Working with Diversity This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness to diverse populations.	3 0 3
SWK 115	Community Resources This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs. This course is a unique concentration requirement of the Social Service concentration in the Human Services Technology program.	2 2 3
SWK 214	Social Work Law This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice. This course is a unique concentration requirement of the Social Service concentration in the Human Service Technology program.	3 0 3

Prerequisites: SWK 110

SWK 220	Social Work Issues in Client Services This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues. This course is a unique concentration requirement of the Social Service concentration in the Human Service Technology program.	3 0 3
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WEB Technologies

WEB 110	Internet/Web Fundamentals 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 web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.	2 2 3
WEB 115	Web Markup and Scripting 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.	2 2 3

Prerequisites: CIS 111 or CIS 110 or CIS 115 and WEB 110

WEB 140	Web Development Tools 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.	2 2 3
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Prerequisites: WEB 115

WLD 151	Fabrication I This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131	2	6	4
WLD 212	Inert Gas Welding This course introduces inert gas-shielded welding methods (MIT/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding technique. Upon completion, students should be able to perform inert gas welding in flat, horizontal and overhead positions.	1	3	2
WLD 231	GTAW (TIG) Pipe This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. Prerequisites: WLD 132	1	6	3
WLD 251	Fabrication II This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings. Prerequisites: WLD 151	1	6	3
WLD 261	Certification Practices This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. Prerequisites: WLD 115, WLD 121, and WLD 131	1	3	2

WLD 262	Inspection & Testing This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.	2	2	3
WLD 265	Automated Welding/Cutting This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment. Prerequisites: WLD 110 and WLD 121	2	6	4

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Charles Hauser..... System Administrator
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Sue Brookshire..... Director of Retention Services
Gary Burbage..... Director of Admissions & Recruitment

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Doris King Registrar
Clay Smith Director of Counseling
Harold Smith..... Director of Financial Aid

Personnel

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Certificate Cosmetology, Martin Community College
NC Cosmetology License

Emily Albera.....Instructor, English/
Developmental/Reading

A.B., University of North Carolina at Chapel Hill
M.A., City College of City University of New York

Neil Alligood.....Lead Instructor, Automotive Systems Technology
A.A.S., Lenoir Community College

Gregg Allinson.....Chairperson, Allied Health Division
B.S.W., M.S.W., East Carolina University
C..M.S.W., University of North Carolina at Chapel Hill

Gail Ambrose.....Technical Services Librarian
A.A.S., Beaufort County Community College

Lisa Ayers.....Adjunct Faculty
MT (ASCP)

Debra C. Baker.....Instructor, Office Systems Technology/Medical Office
Administration
B.S., M.A.Ed., East Carolina University

Jo Baker.....Assessment/Retention Specialist
A.A.S., Beaufort County Community College

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A.S., Mt. Olive College
B.S., Barton College
M.B.A., Campbell University

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B.S.N., University of North Carolina at Chapel Hill
M.S.N., East Carolina University

Organization

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MT (ASCP)

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A.G.E., Beaufort County Community College
B.S.B.E., East Carolina University

John Dixon Boyles.....Chairperson, Arts & Sciences Division
B.A., M.F.A., University of Arkansas

John Britt*.....Weekend Librarian
B.S., East Carolina University

Sue Brookshire.....Director of Retention Services
B.S., Miami University
M.A.Ed., M.A.Ed., M.S., East Carolina University
LPC-NC
NCC (National Certified Counselor)

Haywood Broome.....Lead Instructor, Heavy Equipment and Transport
Technology/Construction Equipment
A.A.S., Beaufort County Community College

Joyce Buck.....Instructor, Practical Nursing
B.S.N., M.S.N. East Carolina University

Gary Burbage.....Director of Admissions & Recruitment
B.S, M.A.Ed., East Carolina University

Gerald Butler*.....Evening Librarian
B.A., East Carolina University

Bill Cantwell.....Instructor, Information Systems/Business Administration
B.A., University of Virginia
M.B.A., James Madison University

Joe Carawan.....Instructor, Electrical/Electronics Technology - HCI
A.A.S., Beaufort County Community College
Electrical Journeymanship - Newport News Shipyard

Mark Carawan.....Lead Instructor, Electrical/Electronics Engineering Technology
B.E.T., University of North Carolina at Charlotte

Organization

Henry Clay Carter.....Director of Evening and Off-Campus Programs
B.S.B.A., East Carolina University

James Casey.....Coordinator of the Academic Support Center
B.A., East Carolina University
M.A., Appalachian State University

Jack Clark.....Instructor, Horticulture – HClr
A.A.S., Sampson Community College

Ron Clark.....Coordinator Basic Skills Coordinator
B.A., The State University of New Jersey Rutgers
M.A.Ed., Virginia Commonwealth University

Ted Clayton.....Lead Instructor, Welding Technology
A.A.S., Beaufort County Community College
C.W.I., American Welding Society

Ben ColeInstructor, Electrical/Electronics Engineering
B.S., East Carolina University

Christopher Corey.....Police Officer
BLET - Beaufort County Community College

David Crosby.....Director of Public Safety Programs & Special Projects
A.A.S., Hudson Valley Community College in New York
B.S., York College of Pennsylvania
M.A.Ed., East Carolina University

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B.S., West Virginia State University
M.S., North Carolina State University
Ph.D., Louisiana State University

Pam Cummings..... Director of Human Resources
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Daniel DahlmanComputer Support Specialist
B.S., East Carolina University

James Michael Davis.....Instructor, English
B.A., M.S., Ed.D., Northern Illinois University

Organization

Kent Dickerson.....Instructor, Associate Degree Nursing
B.S.N., University of North Carolina - Charlotte

Reneé DouglasInstructor, Criminal Justice
B.S., Roanoke College
M.A., Long Island University
D.A., George Mason University

Donna Dunn.....Chairperson, Business Division
B.S., M.A.Ed., East Carolina University

Dell Smith EnecksLead Instructor-Developmental Education /Instructor English
B.S., M.A., M.A.Ed., East Carolina University

Surry Everett..... Instructor, Information Systems/Computer Programming
B.S., U.S. Military Academy
M.S., University of North Carolina at Chapel Hill

Betty Ferrell* Librarian
B.S., M.L.S., East Carolina University

Barbara Francisco* Director of Community Service
Beaufort County Community College

Jarahnee Freeman Instructor, Associate Degree Nursing
B.S.N., East Carolina University

Jennifer GarrisAssistant Systems Administrator
A.A.S. Pitt Community College
B.S., East Carolina University

Laura Gipson Instructor, Information Systems/Computer Programming
B.S., M.A.Ed., East Carolina University

Sherry R. Glover.Instructor, Associate Degree Nursing
A.A.S., Pitt Community College
B.S.N., Barton College

Nancy Haddock. Adjunct Faculty
MT (ASCP)

Organization

Dell Hagwood.....Instructor, Associate Degree Nursing
A.A.S., Beaufort County Community College
B.S.N., East Carolina University
M.Div., Campbell University

Caroline Hardee.....Lead Instructor, Early Childhood Associate
B.S., East Carolina University
M.A.Ed., East Carolina University

Robert Harp..... Basic Skills Instructor-HCI
B.S., M.A., Buffalo State College

Charles Hauser.....System Administrator
B.A., Duke University
M.A., University of North Carolina–Chapel Hill

Betsey Lee Hodges.....Director of Occupational Extension/HRD
B.S., M.A.Ed., East Carolina University

Dawn Holden*.....Special Populations Coordinator
B.S., Ohio State University
M.S.H.E., East Carolina University

Daryl Howard..... Adjunct Faculty
MT (ASCP)

Leonard Hudson.....Coordinator/Instructor, Public Safety

Carolyn Hughes.....Director EMS/Fire Service/In-plant Training
A.A.S., Beaufort County Community College
NC Certified EMT/Certified Level II EMS Instructor

Aino DeWald Jackson.....Coordinator/Instructor Nursing Assistant
B.S., University of North Carolina - Greensboro

Kimberly Jackson.....Personal/Transition Counselor
B.A., University of North Carolina - Chapel Hill
M.A. Ed., East Carolina University

John James.....Lead Instructor, Mathematics
B.S., North Carolina A&T State University
M.A., Morgan State University

Organization

Chet Jarman.....Dean of Continuing Education
B.A., Lee University
M.A.Ed., East Carolina University

Judy Jennette.....Director of Public Relations/Executive Director of Foundation
B.S., East Carolina University

Brian Jones.....Accountant for County and Special Funds

Mandy Jones.....Allied Health Admissions Coordinator
B.S.W., M.A.Ed., East Carolina University
L.P.C.- North Carolina

Dorothy Jordan.....Director of Student Support Services
B.S., M.A.Ed., East Carolina University

Arthur Keehnle.....Lead Instructor, Medical Laboratory Technology
CLS/NCA, MT (ASCP)
B.S., Penn State University
M.S., University of Pittsburgh

Jackie Keen.....Instructor, Mathematics
B.S., Barton College

Jacquelin Lawrence.....Instructor, Mechanical Engineering Technology/Drafting &
Design/Southside High School
A.A.S., Beaufort County Community College

Rebecca Leach.....Instructor, Mathematics
B.S., M.A.Ed., East Carolina University

Carolyn Lee.....Lead Instructor, Practical Nursing
B.S.N., Atlantic Christian College

Michael Lilley.....Computer Technician
A.A.S., Edgecombe Community College
B.S., DeVry Technical Institute

Alicia Lontoc.....Adjunct Faculty
MT (ASCP)

James Matson.....Instructor, Sociology/Political Sciences
B.A., M.A., East Carolina University

Organization

Timothy MattimoeLead Instructor, Social/Behavioral Science
B.A., M.A., University of Toledo

Jane McCotter Instructor, Early Childhood Associate
B.S., M.A.Ed., East Carolina University

Brown McFaddenNetworking Administrator
B.S., Clemson University
M.B.A., Winthrop University

Sandria McFadden Academic Coordinator for Student Support Services
A.A.S., Beaufort County Community College
B.A., University of North Carolina at Charlotte

David McLawhorn..... President
B.S., Campbell College
M.A.Ed., M.A.Ed., East Carolina University
Ed.D., North Carolina State University

Lori McNielLead Instructor, Spanish & Community Spanish Facilitator
B.A., M.A., University of New Mexico

Rhett McPherson Instructor Basic Skills - HCI
B.A., University of Richmond
M.Ed., Virginia Commonwealth University

Josa Mendoza..... Instructor, Spanish/Psychology
B.A., M.A., Universidad

Candice Messer Adjunct Faculty
MS, MT (ASCP)

Judith Luna MeyerInstructor, Psychology/Sociology
B.A., University of North Carolina at Greensboro
M.A., East Carolina University
L.P.A., C.H.P.

Diane MillsLead Instructor, Internet Technologies/Information Systems
& Computer Programming
B.S., M.A.Ed., East Carolina University

Riley MillsChairperson, Industrial Technology Division
B.S., East Carolina University
Graduate work, East Carolina University

Organization

Charlotte Mizzell Adjunct Faculty
MT(ASCP)

Benjamin Morris..... BLET Director/Criminal Justice Instructor
B.A., University of North Carolina Pembroke
M.A., Fayetteville State University

Kimberly Mullis..... Instructor, Mathematics
B.S., M.A. Ed., East Carolina University

Bryan OesterreichInstructor, English
B.A., M.F.A., University of North Carolina at Wilmington

James Pearson Instructor Basic Skills – Tyrrell Prison/Work Farm
B.A., Elizabeth City State University

Peggy Pilson..Instructor, Developmental Mathematics
B.S., Barton College

William Polk* Personal Development Counselor, Student Support Services
B.A., Fisk University, Nashville, TN
M.A.Ed., University of Pittsburgh

Phillip Price Dean of Administrative Services
B.S., M.S., East Carolina University
C.P.A. – North Carolina

Jack Pyburn*..... Business & Industry Liaison
B.S., New Mexico State University

Penelope Radcliffe..... Assessment/Retention Specialist
A.A.S., Beaufort County Community College

Camille Richardson Testing/Data Assistant
A.A.S., Beaufort County Community College

Doreen Richter Director of Planning & Institutional Effectiveness
B.A., Rockford College
M.A.Ed., M.A.Ed., East Carolina University

Brenda Rogers.Learning Resource Center Assistant
A.A.S., Beaufort County Community College

Organization

Gail Rodgers..... Adjunct Faculty
MT (ASCP)

Kelly Rouse.....Director of Career Center/Co-Op Coordinator

Sandra Sauvé.....Dean of Student Services
B.A., M.A.Ed., East Carolina University

Sallie Sawyer..... Instructor, Nursing Assistant, Continuing Education
A.A.S., Beaufort County Community College

Erica Schatz.....Adjunct Faculty
MT (ASCP)

Penny Sermons.....Director of Learning Resources Center
B.S., M.L.S., East Carolina University

Joy Shepard.....Instructor, Associate Degree Nursing
A.A.S., Beaufort County Community College
B.S.N., M.S.N., East Carolina University

Allan Smith..... Adjunct Faculty
M.D., University of Illinois

Clay Smith..... Director of Counseling
B.A., M.A.Ed., Appalachian State University

Harold Smith.....Director of Financial Aid
B.S., M.A., North Carolina State University

William Smith..... Lead Instructor, Science
B.A., M.S., University of North Carolina

David Spain..... Instructor, Mechanical Drafting - HCI
A.A.S., Beaufort County Community College

Harry Douglas Stalls.....Coordinator of Audiovisual/Electronic Distance Learning
A.A.S., Pitt Community College

Connie Stancil..... Adjunct Faculty
MT (ASCP)

Organization

Lentz Stowe..... Director of Small Business Center
B.A., North Carolina State University

Hal Swindell..... Director of Campus Police
A.A.S., Wayne Community College
B.S., North Carolina Wesleyan College

Anthony Taylor.....Director Basic Skills
B.A., Winston-Salem State University

Leigh Tetterton.....Instructor Nursing Assistant
A.A.S., Beaufort County Community College

Libba Thomas..... Accountant for State Funds and Student Accounts

Whiting Toler..... Instructor, Information Systems & Information
Systems/Networking Admin. and Support
B.S., B.S., North Carolina State University

Patti Walker..... Instructor, Developmental English
B.A., Greensboro College

Ryal Watkins.....Instructor, Welding Technology
A.A.S., Beaufort County Community College

Frances Watson..... Adjunct Faculty
MT (ASCP)

Marion West..... Adjunct Faculty
MT (ASCP)

Durwood Weston..... Instructor, Information Systems Technology/Technician
A.A.S., Beaufort County Community College
B.S., East Carolina University

Grace Ann Whitley..... Instructor, Mathematics
B.A., M.A., University of North Carolina at Greensboro

Eunice Williams..... Lead Instructor, Cosmetology
A.A.S., Beaufort County Community College
NC Cosmetology Teacher License

Cindy Winstead.....Instructor, Associate Degree Nursing
B.S.N. East Carolina University

Organization

Almeta Woolard..... Coordinator of Research & Special Projects
B.S., M.A.Ed., East Carolina University

Jo Woolard..... Assessment Retention Specialist
A.A.S., Beaufort County Community College

Kay Woolard..... Lead Instructor, Office Systems Technology/Medical Office
Administration
B.S., M.A.Ed., East Carolina University

Patricia Woolard..... Coordinator of Educational Media/Graphics Services
B.F.A., East Carolina University

Velma Worsley..... Instructor, Cosmetology
*Part-Time Employee

Supporting Staff

Jane Alligood..... Purchasing Coordinator
Amy Bass..... Administrative Assistant-Director of Planning/Institutional Effect
Betty Beacham..... Secretary to Learning Resources Center
Terri Bergevin*..... Office Manager - Industrial Technology Division
Sandra Brown..... Administrative Assistant for Human Services
Mattie Canady*..... Office Manager - Arts & Sciences Division
Margie Cobb..... Office Manager - Allied Health Division
Jolinda Cooper*..... Receptionist
Norma Crutchfield..... Assistant Bookstore Manager
Clara Ebron..... Accounting Clerk/Cashier
Karen Daw Edwards..... Accounting Specialist/Payroll
Dianne Evans..... Accounting Specialist/Accounts Payable
Pauline Godley..... Office Manager - Business Division
Kara "Nicky" Klapp..... Assessment Assistant/Recuriter
Joy Landeck..... Assistant to Registrar
Lucy Lawrence..... Data Specialist/Office Manager (Student Support Services)
Linda Lewis*..... Receptionist
Bebe Davis Major..... Administrative Assistant to the Dean of Instruction
Marcia Norwood..... Administrative Assistant to Director Public Relations/
Executive Director Foundation
Carrie Peed*..... Support Network Services
Joyce Pitt..... Supply & Mail Manager
Marion Porter..... Continuing Education Registration Specialist
Michelle Revels..... Secretary to Continuing Education

Organization

Lorie Smith..... Office Manager - Admissions
Becky Spain*..... Student Activities Coordinator
Sherry Stotesberry..... Equipment Coordinator
Lou Stout..... Office Manager - Continuing Education
Deanna Taylor*..... Clerical Assistant/Bookstore & Maintenance
Judy Tice..... Administrative Assistant to the President
Karen Toler..... Financial Aid Technician
Carol Willard..... Assistant to Financial Aid

Plant & Maintenance Operations

Mark Waters..... Director
James Ball..... Maintenance Mechanic
Claud Banks..... Custodian
Sammy Cooper..... Custodian
Gregory Carter..... Custodian
William Davis..... Custodian
Ronnie Downing..... Custodian
Melvin Lodge..... Interim Director
James Mann..... Maintenance Mechanic
Benjamin Miles..... Grounds Maintenance Mechanic
Perry Moore..... Custodian
George Norfleet..... Maintenance Mechanic
Michael Pensock..... Grounds Maintenance
Thomas Reddick..... Custodian
William Slade..... Maintenance Mechanic
Elijah Ward..... Custodian
Linwood Woolard..... Custodian

Campus Police Staff

Hal Swindell..... Director of Campus Police
Christopher Corey..... Police Officer
Keith White*..... Part-time Officer

*Part-Time Employee

Beaufort County Community College Performance-Based Budgeting/Accountability For 2006-2007

Measures/date for the 2005-06 FY unless otherwise noted	NCCCS Standard	BCCC Performance	NCCCS System Average
Progress of Basic Skills Students	75%	77%	82%
2004-05 cohort-Performance of Students Who Transfer to University System	86.2%	79.6%	84.2%
Passing Rates for Licensure and Certification Examinations for Firt-time Test Takers only. Individual Scores	70%		
2006 ADN		92%	89%
2006 PN		94%	95%
Cosmetology		**	86%
BLET		100%	93%
2006 EMT (Basic)		75%	84%
2006 EMT-I		80%	64%
Real Estate		**	69%
Aggregate Score	80%	85%	85%
Goal Completion: Completers	95%	99%	99%
Student Satisfaction with Academic Programs: Completers and Non-Completers	90%	99%	97%
Employment Status of Graduates	94%	99.4%	99.5%
Employer Satisfaction with Graduates	85%	100%	100%
Passing Rates of Students in Developmental Courses	70%	92%	80%
Success Rates of Developmental Students in Subsequent College-Level Courses	no statistically significant different	DEP: 94% NON-DEP: 88%	DEP: 86% NON-DEP: 86%
Program Enrollment	not less than 10	0	
Curriculum Student Retention and Graduation	60%	69%	65%

Client Satisfaction with Customized Training (Business/Industry Satisfaction with Service Provided)	90%	99%	99%
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(**Results not published in the NCCCS Critical Success Factors Report - too few number of "test takers" to retain confidentiality.)

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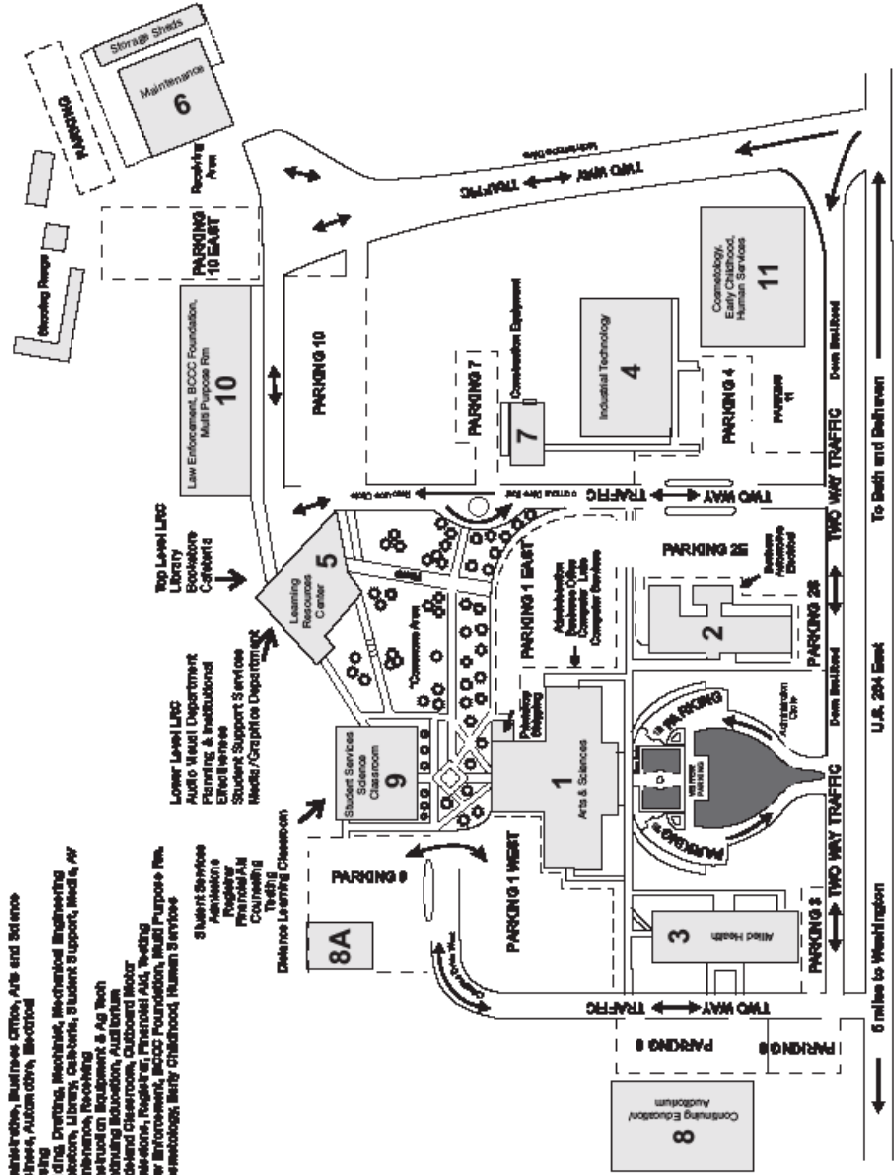
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- 1. Administration, Building Office, Arts and Science
- 2. Business, AutoCAD, Mechanical
- 3. Nursing
- 4. Welding, Drafting, Mechanical, Mechanical Engineering
- 5. Bookstore, Library, Cashiers, Student Support, Media, TV
- 6. Information Processing
- 7. Construction Equipment & Ag Tech
- 8. Welding Laboratory, Custom Metal
- 8A. Welding Laboratory, Custom Metal
- 9. Admissions, Registrar, Financial Aid, Testing
- 10. Law Enforcement, BOCC Foundation, Multi Purpose Rm.
- 11. Cosmetology, Early Childhood, Human Services
- Student Services
Advisors
Registrar
Financial Aid
Counseling
Testing
Deductive Learning Classroom



Beaufort County Community College

Beaufort County Community College

P.O. Box 1069

Washington, NC 27889

252-946-6194

www.beaufortccc.edu