General Catalog
Student Handbook

WAYNE COMMUNITY COLLEGE 2015-2016

www.waynecc.edu

Celebrating Over Fifty Years of Quality Education, and Community Service

1957

Industrial
Education Center

1963

Technical Institute

1967

Community College

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

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

WAYNE COMMUNITY COLLEGE

This catalog/student handbook is current as of October 1, 2015. Check the WCC online catalog/student handbook at www.waynecc.edu/catalog/ for the most up-to-date information. It is the responsibility of all students to read, understand, and adhere to the contents of the General Catalog and Student Handbook.

President's Message

Welcome to Wayne Community College. We are delighted that you are interested in our college and look forward to helping you achieve your educational goals.

Wayne Community College consistently provides its students with quality instruction and outstanding services and experiences. However, what sets the college apart from others are the relationships you will form with faculty and staff and their level of concern and commitment to your success.

As a part of Wayne Community College, you will have many opportunities to grow beyond the classroom, to experience cultural and professional events on campus, to create friendships and networks, and to meet local business, industry, and community leaders. We find that student/college relationships continue long after students have met their initial academic goals. Former students return to visit with the individuals who impacted their lives so positively and to give back to their alma mater.

Annually, Wayne Community College serves more than 16,000 people on our main campus, at Seymour Johnson Air Force Base, at various off-campus sites, and online. We assist each one of the individuals with finding the degree, diploma, or certificate program, the customized corporate training, or the market-focused continuing education and special interest class that fits his or her goals.

If you are looking for a first class education from an institution that truly cares about you, you've found the right college.

Welcome!

Kay H. Albertson

Kay H. Albertson, Ed. D
President

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Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known **as soon as the need becomes known in order to provide ample time for arrangements to be made.** The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, http://www.sacscoc.org, for questions about the accreditation of Wayne Community College.

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: http://www.sacscoc.org/principles.asp

The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

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

For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our Web site at, http://www.waynecc.edu/gainful-employment/

Wayne Community College is a tobacco-free institution.

Wayne Community College Calendar 2015-2016

FALL SEMESTER 2015

August	17	8:30 a.m.-4:00 p.m.	Faculty/Staff Convocation
	18	8:00 a.m.-7:00 p.m.	Fall Open Registration Tuition Payment is due by August 19, 2015 at 4 p.m.**
	19	8:00 a.m.-4:00 p.m.	Fall Open Registration Tuition Payment is due by August 19, 2015 at 4 p.m.**
	20		Classes Begin
	25		Last Day to Receive 75 percent Refund for Fall I Classes
	31		Last Day to Receive 75 percent Refund for Full Term Classes
September	7		Labor Day Holiday Campus Closed
	25	5:00 p.m.	Last Day to withdraw from Fall I Classes
October	9		Financial Aid Priority Deadline for Spring 2016
	13	8:00 a.m.-4:00 p.m.	Fall II Open Registration Tuition payment is due by October 15, 2015 at 4 p.m.**
	15		Fall I Classes End
	15	4:00 p.m.**	Tuition due for Fall II
	16		Fall Break for Students/ Faculty
	19		Fall Break for Students
	20		Fall II Classes Begin
	23		Last Day to Receive 75 percent Refund for Fall II Classes
November	3	5:00 p.m.	Last Day to withdraw from Full-Term Classes
	9-10	8:00 a.m.-4:00 p.m.	Spring Priority Registration for Students Enrolled Fall 2015*. Tuition payment is due by December 14, 2015 at 4 p.m.**
	11		Veteran's Day Holiday Campus Closed
	12	8:00 a.m.-7:00 p.m.	Spring Priority Registration for Students Enrolled Fall 2015*. Tuition payment is due by December 14, 2015 at 4 p.m.**
	13	8:00 a.m.-12:00 p.m.	Spring Priority Registration for Students Enrolled Fall 2015*. Tuition payment is due by December 14, 2015 at 4 p.m.**
November	16	8:00 a.m.-4:00 p.m.	Spring Open Registration for New and Current Students Tuition payment is due by December 15, 2014 at 4 p.m.**
	17	8:00 a.m.-7:00 p.m.	Spring Open Registration for New and Current Students Tuition payment is due by December 14, 2015 at 4 p.m.**
	18-19	8:00 a.m.-4:00 p.m.	Spring Open Registration for New and Current Students Tuition payment is due by December 14, 2015 at 4 p.m.**
	20	12:00 p.m.	Graduation Application Deadline
	25-27		Thanksgiving Holiday Campus Closed
	30	5:00 p.m.	Last Day to withdraw from Fall II Classes
December	14	4:00 p.m.**	Tuition due for Spring 2016
	16		Last Day of Full Term Classes
	17		Reading Day
	18		Fall II Classes End
	18, 21		Exams

SPRING SEMESTER 2016

January	4	8:00 a.m.-7:00 p.m.	Spring Open Registration Tuition payment is due by January 5, 2015 at 4 p.m.**
	5	8:00 a.m.-4:00 p.m.	Spring Open Registration Tuition payment is due by January 5, 2015 at 4 p.m.**
	6		Classes Begin
	11		Last Day to Receive 75 percent Refund for Spring I Classes
	15		Last Day to Receive 75 percent Refund for Full Term Classes
	18		Martin Luther King Holiday Campus Closed
February	11	5:00 p.m.	Last Day to withdraw from Spring I Classes
	25	8:00 a.m.-4:00 p.m.	Spring II Open Registration Tuition payment is due by March 2, 2016 at 4 p.m.
March	2		Spring I Classes End
	2	4:00 p.m.**	Tuition due for Spring II
	3		Spring II Classes Begin

March	8		Last Day to Receive 75 percent Refund for Spring II Classes
	17	5:00 p.m.	Last Day to withdraw from Full-Term Classes
	24	5:00 p.m.	Graduation Application Deadline
	25		Good Friday Holiday Campus Closed
	28-April 1		Spring Break
April	13	8:00 a.m.-4:00 p.m.	Summer Priority Registration for Students Enrolled Fall 2015*. Tuition payment is due by May 4, 2016 at 12 p.m.**
	14	8:00 a.m.-12:00 p.m.	Summer Open Registration for New and Current Students Tuition payment is due by May 4, 2016 at 12 p.m.**
	18-21	8:00 a.m.-4:00 p.m.	Fall Priority Registration for Students Enrolled Fall 2015* Tuition payment is due by July 14, 2015 at 4 p.m.**
	19	5:00 p.m.	Last Day to withdraw from Spring II Classes
May	1		Financial Aid Priority Deadline for Fall 2016
	3		Last Day of Full Term/ Spring II Classes
	4	4:00 p.m.**	Tuition due for Summer 2016
	4		Reading Day
	5-6		Exams
	10	TBA	Curriculum Graduation

SUMMER SEMESTER 2016

May	23	8:00 a.m.-7:00 p.m.	Summer Open Registration Tuition payment is due by May 23, 2015 at 7 p.m.**
	24		Classes Begin
	31		Last Day to Receive 75 percent Refund for Full Term Classes
June	27	5:00 p.m.	Last Day to withdraw from Full-Term Classes
	27	5:00 p.m.	Graduation Application Deadline
July	4		July 4th Holiday Campus Closed
	14	4:00 p.m.**	Tuition due for Fall 2016
	18	8:00 a.m.-4:00 p.m.	Fall Open Registration for New and Current Students Tuition payment is due by August 1, 2016 at 4 p.m.**
	19	8:00 a.m.-7:00 p.m.	Fall Open Registration for New and Current Students Tuition payment is due by August 1, 2016 at 4 p.m.**
	20-21	8:00 a.m.-4:00 p.m.	Fall Open Registration for New and Current Students Tuition payment is due by August 1, 2016 at 4 p.m.**
	22	8:00 a.m.-12:00 p.m.	Fall Open Registration for New and Current Students Tuition payment is due by August 1, 2016 at 4 p.m.**
	27		Last Day of Classes
	28,29		Exams
August	1	4:00 p.m.**	Tuition due for Fall 2016

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

CALENDAR SUBJECT TO CHANGE.

Curriculum students should contact the Office of Admissions and Records for information on classes that have beginning dates which differ from the start of the semester. This calendar reflects class meetings for curriculum students unless otherwise noted. Students in Continuing Education (CE) or Adult High School (BSP) Programs should consult published schedules of classes or WCC Web site for specific class meeting information.

GENERAL INFORMATION

The Campus

Wayne Community College's 175 acre main campus is located in Goldsboro, NC at 3000 Wayne Memorial Drive. Eleven modern buildings contain more than 360,000 square feet of state-of-the art classrooms, laboratories, offices, and a model childcare center.

An aviation classroom and hanger are located at the Wayne Executive Jetport. In addition, curriculum and continuing education courses are offered at Seymour Johnson Air Force Base and various locations throughout Wayne County.

The History

A member of North Carolina's system of 58 community and technical colleges, Wayne Community College was established as Goldsboro Industrial Education Center on June 15, 1957. The original on-campus building was completed in November 1960, and until fall 1962 all courses were taught in the evening, and all students were part time.

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

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

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

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

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

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

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

Use of technology in the classroom, modern computer labs, and options for Saturday, evening, and distance learning courses have made instruction at Wayne Community College more effective and convenient for students. As the instruction options have increased, so has Wayne Community College's enrollment, which now stands at more than 15,000 curriculum and non-credit students.

Wayne Community College will strive to maintain its long-standing reputation for quality training and education of our community's citizens. Wayne Community College was accredited by the Southern Association of Colleges and Schools Commission on Colleges in 1970, and was reaffirmed in 1974, 1986, 1995, and 2006.

The Community

Located in the east-west corridor between Raleigh to the west and the Outer Banks coastal region to the east, Wayne County is one of the leading agricultural areas of the coastal plains of North Carolina. The City of Goldsboro, the county seat, is the center of population, serving a major economic function as the trade and service center for Wayne County. The population of Goldsboro and Wayne County is more than 123,000.

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

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

Numerous manufacturing companies are located throughout the area. Manufacturing is diversified in Wayne County, including cabinets, metal fabricating, electrical components, transformers, replacement automotive parts, aviation-related cargo systems, mass transit power systems, packaging, and food stuffs such as tortillas, bread, pickles, and pork products.

Five local newspapers, four radio stations, and a modern 316-bed hospital serve Wayne County. There are more than 170 churches which represent various religious faiths. Varied recreational facilities include swimming pools, parks, public and private golf courses, a Family YMCA and a state park. The county is home to several historic sites, museums, and arts and cultural organizations. Numerous festivals provide year-round activities and entertainment.

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

College Mission

Vision Statement

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

Mission Statement

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

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

Core Values

The College is united in sharing these core values:

- **Communication:** Encourage open dialogue at all levels
- **Compassion:** Exhibit concern for others
- **Diversity:** Value and respect each person's uniqueness
- **Excellence:** Set and meet high standards
- **Integrity:** Cultivate an environment of fairness and honesty
- **Leadership:** Develop and demonstrate leadership skills for our students, employees, and community
- **Learning:** Improve the quality of life by providing knowledge and developing skills

- **Service:** Foster a commitment in employees and students of serving and assisting others
- **Stewardship:** Hold ourselves accountable for the efficient and effective use of the resources entrusted to us
- **Teamwork:** Work together and encourage collaboration
- **Unity:** Operate as one college in purpose, plans, priorities, and processes

College Goals (2013-2016)

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

College Institutional Learning Outcomes

A graduate of Wayne Community College should be able to:

1. Make effective oral presentations.
2. Compose effective written documents
3. Analyze aspects of human culture, such as creative expressions or diverse social structures
4. Apply appropriate mathematics to solve real-world problems
5. Interpret or analyze natural phenomena using concepts and principles of the natural sciences
6. Explain social phenomena or behaviors by applying concepts and principles of the social or behavioral sciences
7. Use computer technology to achieve academic and work related goals.

College Programs

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

1. Associate degree programs.
2. Diploma and certificate programs.
3. Basic skills programs (coursework for those individuals seeking high school diploma or equivalency or whose basic literacy and life skills are below high school level).
4. Continuing education occupational extension programs (providing courses for adults to update or gain new skills).
5. Community service programs (workshop and conference facilities, human resources development, cultural enrichment, and recreation).
6. Wayne Business and Industry Center (job-related counseling, education, training, and technical services for area businesses).

2015 Performance Measures Results

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

The State Board of Community Colleges and the General Assembly approved twelve performance measures for accountability in 1999. Later in 2007, the General Assembly approved the reduction of performance measures to eight.

In 2010, President Scott Ralls established a Performance Measures Committee to develop new performance-based student success measures to go into effect in 2013. In November 2011, the State Board formally approved the Performance Measures. These measures were then submitted to the General Assembly in March 2012 and later adopted in June 2012 through Section 8.5 of S.L. 2012-142.

As the revised performance measures were being finalized, attention was turned to developing recommendations for incorporating performance into colleges' regular formula budget allocations. In May 2012, President Ralls appointed a team of college presidents to a Performance Funding Committee to develop a performance funding model.

One of the outcomes of this committee was the establishment of system-wide "baselines" and "goals" for each measure. The committee recommended using consistent, statistically-defined baselines and goals to promote transparency, simplicity, and objectivity. This utilization of baselines and goals is a departure from the System's historical use of "standards."

Based on three years of historical data for each measure, baselines were set two standard deviations below the system mean, and the goals were set one standard deviation above the system mean. These baselines and goals remain static for three years and will be reset in the 2016 report.

This 2015 edition is the second report utilizing the new measures, goals, and baselines.

Each performance measure begins with a purpose and description, goal and baseline, and the College's performance for that measure. Additional information on the eight performance measures is available from the Wayne Community College Office of Planning and Research.

1. **Basic Skills Student Progress.** To ensure adults with low literacy skills are progressing academically toward basic skill attainment necessary for employment and self-sufficiency. Percentage of students who progress as defined by an educational functioning level. Goal: 51.2%, Baseline: 20.6%, WCC=67.5%. This measure is not a performance funding component this year.
2. **GED® Diploma Passing Rate.** To ensure quality GED® preparation and high levels of GED® attainment. Percentage of students taking at least one GED® test during a program year who receive a GED® diploma during the program year. Goal: 82.0%, Baseline: 49.3%, WCC=80.4%
   This measure is not a performance funding component this year.
3. **Developmental Student Success Rate in College-Level English Courses.** To ensure remedial English and reading coursework prepares students to succeed in credit-bearing English courses. Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "P"(Pass), "C" or better upon the first attempt. Goal: 74.9%, Baseline: 45.2%, WCC=63.6%
4. **Developmental Student Success Rate in College-Level Math Courses.** To ensure remedial math coursework prepares students to succeed in credit-bearing math courses. Percentage of previous

developmental math students who successfully complete a credit math course with a "C" or better upon the first attempt. Goal: 75.4%, Baseline: 47.5%, WCC=62.4%

5. **First Year Progression.** To ensure first-year students reach an academic momentum point that helps predict future credential completion. Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P"(Pass), "C" or better) at least twelve of those hours. Goal: 74.6%, Baseline: 53.2%, WCC=70.0%
6. **Curriculum Student Completion.** To ensure student completion and persistence toward a post-secondary credential. Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years. Goal: 45.6%, Baseline: 28.6%, WCC=52.3%
7. **Licensure and Certification Passing Rate.** To ensure programmatic coursework prepares students to competently practice in their chosen profession. Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners. Goal: 91.7%, Baseline: 71.0%, WCC=87.0%
8. **College Transfer Performance.** To ensure the academic success of community college students at a four-year university or college. Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution. Goal: 93.8%, Baseline: 71.2%, WCC=84.8%

WCC Memberships and Approvals

Wayne Community College is a member of:

American Association of Community Colleges (AACC)
Association of Community Colleges Business Officials (ACCBO)
Association of Community College Trustees (ACCT)
Aviation Technician Education Council (ATEC)
Carolinas Association of Collegiate Registrars and Admissions Officers (CACRAO)
Community College Business Officers (CCBO)
International Association of General Motors Automotive Service Educational Programs (IAGMASEP)
Mount Olive Chamber of Commerce
National Association for Developmental Education
National Association of College and University Business Officers (NACUBO)
National Behavioral Intervention Team Association (NaBITA)
National Council of Teachers of Mathematics (NCTM)
National League for Nursing (NLN)
North Carolina Association of Certified Public Accountants
North Carolina Association of Community College Trustees (NCACCT)
North Carolina Community College Association of Distance Learning (NC3ADL)
North Carolina Community College Student Development Personnel Association (N3CSDPA)
North Carolina Comprehensive Community College Student Government Association (N4CSGA)
North Carolina Student Development Administrators Association (NCSDAA)
Seymour Johnson Military Affairs Committee
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Starlink
The North Carolina Association on Higher Education and Disability (NC AHEAD)
The Organization for Safety Asepsis and Prevention Procedures Foundation (OSAP)
Wayne County Chamber of Commerce
Wayne County Human Resources Association

Admissions

Admissions Requirements and Procedures

Admission to the College

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

Admission to Curriculum Programs

High school graduation from an accredited school or equivalent (HSE) is required for admission to all curriculum programs except Air Conditioning, Heating, and Refrigeration Technology (D35100) and Welding Technology (D50420).

Persons wishing to apply for admission to a curriculum program should contact the Office of Admissions and Records, 919-739-6720, for necessary forms and testing/interview appointments. The following items are generally required for all curriculum programs:

1. Application
2. High school transcript
3. HSED certification and scores, if high school equivalent
4. College transcripts of all previous work (official copy from each college/university attended to be evaluated for transfer credit)
5. Residence status application
6. Placement test, if necessary
7. Counselor interview

Note: If interested in Financial Aid, please refer to the section on Financial Aid for specific requirements.

Career and College Promise

The Career and College Promise (CCP) Program allows qualified high school students to enroll in college courses tuition free while still enrolled in high school classes. Program pathways include College Transfer (CT), Career and Technical Education (CTE), and Cooperative Innovative High Schools. For eligibility requirements, students should contact the Director of High School Cooperative Programs at (919) 739-6757.

ACT or SAT Test Scores

Dental and Nursing programs that require the ACT or SAT test scores: Scores should be submitted to Wayne Community College directly from ACT (College Code #3171) or directly from SAT (College Code #5926). Registration is done directly with the testing company (ACT: 319-337-1270 or www.actstudent.org, SAT: 866-756-7346 or www.collegeboard.org). ACT and SAT scores taken within the last 5 years will be considered by the Admissions Committee. The Office of Admissions and Records must receive ACT or SAT scores prior to the application deadline date.

Placement Testing

The NC Diagnostic Assessment Placement test (NC-DAP) is administered on campus to all applicants if required for their program of study. This battery consists of tests designed to measure reading, English, writing, and mathematical skills. The College also uses an institutionally developed assessment to measure computer skills. The results of these tests are used to assist the student and college personnel in planning an appropriate program of study for each student. Testing sessions are scheduled throughout each semester and applicants are scheduled in advance for a test date. Placement test preparation guides can be found on the Web site at: www.waynecc.edu/counseling. For individualized test preparation, contact the Academic Skills Center located on the third floor of the Learning Center Building. See Web site at: www.waynecc.edu/academic-skills-center.

Placement tests for distance education students can be taken at most North Carolina community colleges and many out-of-state colleges. Students with an associate degree or higher, or appropriate college credit, or appropriate ACT/SAT scores, or a North Carolina official high school transcript showing a 2.6 or higher un-weighted GPA and 4 state-identified math courses within 5 years of high school graduation may be exempt from taking the placement test. Contact the Office of Admission and Records at (919) 739-6720 or Counseling Services at (919) 739-6732. Wayne Community College accepts COMPASS, ASSET, ACCUPLACER or NC-DAP scores taken at other colleges. All scores used for placement must be less than five years old.

Retest Policy

Students may test twice per section within a one (1) year period, and must wait at least seven (7) days in between testing. Students are encouraged to seek remediation before retesting. During registration, first time testers have priority over retest students. In an effort to ensure that proper placement is maintained, test scores must be less than five (5) years old. If an applicant/student has placement scores more than five years old and has not completed the appropriate DRE, DMA, or computer courses, he/she will be required to retest.

Criminal Records, Drug Testing and Health Screening

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

Limited Admission Programs (Allied Health)

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

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

The information in the Application Policies and Procedures packets for Fall 2015 and Spring 2016 supersedes all previously published information. Applicants to limited admissions programs are advised that any attempt to conceal information, supply false information on an application or manipulate the admissions process will, when discovered, result in the immediate withdrawal of any offer of admission to any limited admissions program. If discovered while the individual is a student in a limited admissions program, such actions will result in dismissal from the program. The following programs are limited in the number of students who may be admitted each year:

Associate Degree Nursing (Registered Nursing)
Practical Nursing
Dental Assisting
Dental Hygiene
Medical Assisting
Medical Laboratory Technology
Pharmacy Technology
Phlebotomy

Associate Degree and Practical Nursing

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

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

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

Dental Hygiene and Dental Assisting

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

A. Verification of physical and emotional health on the Student Medical Form.
B. Documentation of required immunizations.
C. Certification and documentation of having received the first of three required Vaccines for Hepatitis B (prior to new student orientation).
D. Proof of current American Heart Health Care Provider CPR certification (AHA recommended).

Note: Any candidate for admission to the Dental Hygiene program should be aware that if he or she has been convicted of a felony or a misdemeanor involving moral turpitude or gross immorality, the North

Carolina Board of Dental Examiners, depending upon the nature of the offense, may choose to deny the candidate licensure to practice Dental Hygiene according to Section 90-30 of the Dental Practice Act of the State of North Carolina.

Medical Assisting

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

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

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

Medical Laboratory Technology

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

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

Pharmacy Technology

The additional requirements for admission to the Pharmacy Technology Program are listed in the Application Policies and Procedures packets and on the WCC Web site www.waynecc.edu/allied-health. Also, upon admission to the Pharmacy Technology Program, applicants must:

A. Submit verification of physical and emotional health on the Student Medical Form.
B. Submit documentation of required immunizations.
C. Complete criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in its facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all PHM courses and will not be allowed to progress in the Pharmacy Technology Program.
D. Submit proof of current American Heart Health Care Provider CPR certification

Note: An applicant to a pharmacy technology program should be aware that a person who has been convicted of a felony or a drug or pharmacy related misdemeanor may not be eligible for certification by the PTCB (Pharmacy Technician Certification Board).

Phlebotomy

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

A. Submit verification of physical and emotional health on the Student Medical Form.
B. Submit documentation of required immunizations.
C. Complete required criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all PBT courses and will not be allowed to progress in the Phlebotomy Program.
D. Submit proof of current American Heart Health Care Provider CPR certification

Basic Law Enforcement Training

The additional requirements for admission to the Basic Law Enforcement Training (BLET) Program are listed in the BLET Application Policies and Procedures Packet and on the WCC Web site http://www.waynecc.edu/blet. The criteria used for selection are based on entrance requirements mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission.

Review of Applicants to Limited Admission Programs (Allied Health)

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

Waiting List (Allied Health)

Qualified applicants who are accepted after the program positions are filled will be placed on a waiting list. A minimum of fifteen persons will be listed in ranked order for the Associate Degree Nursing, Practical Nursing, Dental Hygiene, and Dental Assisting, and ten each for the Medical Assisting, Medical Laboratory Technology, Phlebotomy, and Pharmacy Technology programs. Establishment of a waitlist for the Associate Degree Nursing (Advanced Standing Alternate for Graduate

Practical Nurses) will be done at the discretion of the nursing department chair. Applicants on a wait list will be notified if a vacancy arises for that academic year.

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

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

Limited Admissions Committee (Allied Health)

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

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

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

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

Special Studies Students

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

If a Special Studies student elects to enroll in a course for which there is a prerequisite, evidence of meeting the prerequisite is required. This evidence includes appropriate placement tests if the student elects to enroll in math, English, reading, computers or any other course requiring these as a prerequisite. Beginning college level courses (examples: English 111, Math 110, Psychology 150) requiring a prerequisite will have the prerequisite(s) waived if the Special Studies student has earned an associate level or higher degree. Special Studies students who have some college credit but no degree will need to have a completed transcript evaluation to determine appropriate prerequisite completion if they want to enroll in a course requiring prerequisites. Students will need to request transcripts to be sent to the Office of Admissions and Records or Counseling Services to verify degrees awarded or transfer credit. Special Studies students may also have a prerequisite waived if the department/division chair in the division in which the course is offered determines that the student has life experiences that supersede the prerequisite. Any waiver of a prerequisite must be accompanied by written approval from the appropriate department/division chair.

Visiting Students

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

Transfer Applicants

Transfer students may enter Wayne Community College upon meeting requirements as outlined in the Admissions Requirements and Procedures. Transfer students applying to a curriculum program must submit official transcripts from all previous colleges/universities. Credit will be allowed whenever possible.

Transfer of Credits

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

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

Advanced Placement

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

High School Articulation

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

College Level Examination Program

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

Servicemen's Opportunity Colleges

Wayne Community College has been designated as an institutional member of Servicemen's Opportunity Colleges (SOC), a group of over 1,900 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Wayne Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experience. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for service members.

Emergency Management Articulation Credit

Emergency Management articulated credit may be awarded upon submission of state fire protection certifications and the Emergency Management Advanced Standing Credit Evaluation Form. For more information, students should contact the Emergency Management Department at (919) 739-6804.

Readmission

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

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

1. Application for readmission.
2. Residence status application.
3. Interview with counselor.
4. Transcripts (high school, new or updated colleges/universities).
5. Any other items currently required of new students that were not required of the applicant at his initial enrollment.

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

Catalog of Record

A student who is in continuous attendance may graduate under the provisions of the catalog in effect on the date of entry or the student has the option of choosing the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under provisions of the catalog in effect on his last re-entry date or a subsequent issue.

Foreign Student Policy

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

All other inquiries regarding foreign student enrollment in curriculum courses should be directed to the Office of Admissions and Records at (919) 739-6720. Students wanting to enroll in continuing education courses should contact the Office of Continuing Education at (919) 739-6900.

Expenses

Tuition Per Semester

	In-State	Out-of-State
TUITION	$1152.00	$4224.00
ACTIVITY FEE	30.00	30.00
TECHNOLOGY FEE	16.00	16.00
TOTAL	$1,198.00	$4,270.00

Tuition for students taking fewer than 16 semester hours is $72.00 per semester hour for in-state students and $264.00 per semester hour for out-of-state students. Part-time students enrolled for six or more semester hours credit will be charged a $30 student activity fee and a $16 technology fee. Those enrolled for less than six semester hours will be charged a $15 student activity fee and a $8 technology fee. No student activity fee will be charged during the SUMMER SEMESTER.

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

Note: Fees are subject to change without notice.

Residence Classification for Tuition Purposes

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

Payment of Fees

Payment dates are listed in the registration instructions published prior to each registration period.

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

No student will be allowed to graduate or to receive a diploma, certificate, or transcript of his record, nor will any information concerning his record be forwarded to any other institution or person, so long as the delinquent account is outstanding. Checks will not be accepted for payment of past due balances.

Refunds

Tuition Refund Policy - Curriculum Students

In accordance with IE SBCCC900.98, a refund cannot be made except under the following circumstances:

* A 100 percent refund shall be made if the student officially withdraws prior to 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.

* A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
* For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
* A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class(es) of the academic semester or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the rule.

Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased, (upon request) or to the Department of Education, if the student was a Pell recipient.

Financial Aid Title IV Refund Policy

If a student completely withdraws or reduces course load during the drop/add period or prior to the 60 percent point of the semester or term, the student may owe all or a portion of all applicable tuition, fees and book charges to the College or the U.S. Department of Education. This indebtedness is known as a financial aid overpayment. Failure to repay a student financial aid overpayment may result in a hold being placed on the account. This hold prohibits registration for future classes and from obtaining an official college transcript.

Student Activity Fee Refund Policy-Curriculum Students

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

Note: Tuition refunds and student activity refunds will not be considered for amounts of ($5) or less, except when a course or curriculum fails to materialize; then all the students' tuition and fees shall be refunded.

Fees

Insurance - Student Accident Insurance is provided for every student enrolled in a curriculum program and is included in the student activity fee.

Textbooks and Supplies - Students must purchase textbooks and other necessary supplies. For their convenience, the College maintains a bookstore where these items may be purchased. The cost of these items varies according to the program of study taken by the student. Textbook information is available at www.wayneccbookstore.com.

Transcript Fee - Official transcripts will be prepared upon written request at a cost of $2 (no checks accepted) per copy.

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

Refrigeration Exam	$50.00
Refrigerant Certification	$25.00

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

Criminal Background Check (includes Sex Offender Registry):		$21.00*
Drug Screen:		$40.00-$70.00
Estimated Health/Medical Requirements:		
Physical Exam/Vaccinations		$120.00-$270.00**
ATI Testing fee: Associate Degree Nursing		$614.00
ATI Testing fee: Practical Nursing		$77.00
Health Care Provider CPR certification:		$50.00-$100.00
Uniforms:		$150.00-$200.00
Medical Instruments/supplies:		$1,200.00
Dental Assisting	Certification Examination	$375.00-$550.00
Dental Hygiene	National Board Examination	$400.00
	NC Dental Hygiene License	$75.00
	CITA Clinical Examination	$1500.00
Practical Nursing	National Council Licensure Exam-PN	$325.00
Associate Degree Nursing	National Council Licensure Exam-RN	$325.00
Phlebotomy	American Society for Clinical Pathology PBT (ASCP)	$135.00
Medical Assisting	American Association for Medical Assistants AAMA - CMA	$125.00
Pharmacy Technology	PTCB Certification Exam	$129.00
Medical Laboratory Technology	American Society for Clinical Pathology (ASCP)	$200.00

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

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

Oral and Practical Exams	$1000.00
FAA Final Written Exams	$450.00

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

Criminal Background Check (includes Sex Offender Registry):	$21.00-$53.00*
Estimated Health/Medical Requirements:	
Physical Exam/Vaccinations	$120.00-$270.00
Uniforms:	$1750.00-$200.00
Misc. Firearms/Training supplies:	$120.00

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

CompTIA A+ 220-801 $89.00
CompTIA A+ 220-802 $89.00
Note: Fees are subject to change without notice.

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

Criminal Background Check $25.00
Vaccinations $22.00-$85.00**

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

Networking Technology Program - Students admitted to the Computer Information Technology Program will have to complete certain additional requirements listed below as they pertain to the specific program.
CompTIA A+ 220-801 $89.00
Note: Fees are subject to change without notice.

Transportation Programs - Students admitted to the Automotive and Collision Repair and Refinishing programs will have to complete certain additional requirements listed below as they pertain to the specific program.

ASE Student Exams $30.00
Note: Fees are subject to change without notice.

Financial Aid

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

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

Applying for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Students can apply beginning January 1st. All students must re-apply for financial aid every year.
2. After the student applies he/she will receive a Student Aid Report (SAR). The SAR contains the information reported on the FAFSA including the Expected Family Contribution (EFC). The EFC is used to determine eligibility for federal student aid. The Financial Aid Office uses this information to award federal financial aid.

Dependency Status

A student will need to determine whose information to report on the FAFSA. An independent student will report income and asset information for self and spouse. A dependent student will report income and asset information for self and parents. **Not living with parents or not being claimed by them on tax forms does not determine dependency status for federal student aid.**

Awarding Process

Students are notified of financial aid award decisions for the academic year in a timely manner. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all requested paperwork to the WCC Financial Aid Office by the stated priority deadline for each semester.

Financial Aid Available

Federal Pell Grant - A Federal Pell Grant normally does not have to be repaid. Federal Pell Grants are considered the foundation of federal student financial aid. The amount of a Federal Pell Grant awarded is based on the Expected Family Contribution (EFC), cost of attendance, enrollment status and whether the student attends school full-time or part-time and for a full academic year or less. A student may not receive Federal Pell Grant funds at more than one school at a time.

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

Federal Work Study - The federal work-study program provides part-time employment opportunities to eligible students enrolled at least half-time who wish to earn money while attending college. On average, students work approximately 10-15 hours per week and may earn up to $3,000 per year. If a student is interested in the federal work-study program, they should indicate this interest when completing the FAFSA. A student should consider whether his or her academic responsibilities will permit him or her to assume the obligations of part-time employment.

Vocational Rehabilitation - Many states offer educational assistance to students who have a significant disability. A North Carolina student should contact the Vocational Rehabilitation Division of the Department of Health and Human Services, Raleigh, NC, or in the student's local community. A student from another state should contact the local Vocational Rehabilitation Division in his/her State.

NC Education Lottery Scholarship - A North Carolina resident who files the FAFSA and demonstrates need may be eligible for these funds. Need based awards ranging from $100 to $2,800 may be awarded to eligible students in addition to the Federal Pell Grant.

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

NC Community College Grant (NCCCG) - A North Carolina resident who completes the FAFSA and demonstrates need may be eligible for this grant. Students not eligible for the Federal Pell Grant may be considered for the NCCCG based on their expected family contribution (EFC) as determined on the Student Aid Report (SAR). Eligible students must be a North Carolina resident enrolled at least six credit hours per semester in a curriculum program.

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

Veterans' Affairs - Wayne Community College is providing training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children of deceased or disabled veterans; and Public Law 894, disabled veterans and Public Law 98-525, New G.I. Bill enacted October 1984 and under the Post 9/11 Veterans Education Assistance Act of 2008. Post 9/11 veterans and service members may be eligible for the new education benefits package to include tuition and fees, a monthly housing allowance and a yearly stipend for books and supplies. Applicants interested in any of the VA educational benefits may contact the WCC Veterans Affairs Coordinator. Information is also available online at www.gibill.va.gov or by calling 1-888-GI-BILL (1-888-442-4551).

American Opportunity and Lifetime Learning Tax Credits - These income tax credits may reduce a family's federal taxes. They are based on the student's qualified educational expenses, minus grants, scholarships, and other tax-free educational assistance. The American Opportunity Tax Credit (AOTC) is a new credit that replaces the Hope Credit for most taxpayers. The (AOTC) can be claimed for the first four years of post-secondary education up to a maximum of $2,500 per eligible student. The (AOTC) is available to tax filers with a modified adjusted gross Income of $80,000 or less or $160,000 or less for married couples filing a joint return The Lifetime Learning Tax Credit is available for any level of post-secondary study up to a current maximum credit of $2,000 per return. The credit is not available to single filers with a modified adjusted gross income greater than $60,000 or joint filers with adjusted gross incomes greater than $120,000. Taxpayers who file "married filing separately" are not eligible to take the American Opportunity, or Lifetime Learning credit. For more information on this credit and other educational tax credits, visit the IRS Web site at www.irs.gov or contact a tax professional.

Other Sources of Assistance

Workforce Innovation and Opportunity Act (WIOA) System - Wayne Community College offers training under the WIOA system. The program is especially designed for individuals who require skill training in order to obtain employment. All individuals enrolled in the WIOA program must qualify under program guidelines.

Services offered through the WIOA Adult and Dislocated Worker Program:

Core Services - Includes outreach, job search and placement assistance, and labor market information available to all job seekers.

Intensive Services - Includes more comprehensive assessments, development of individual employment plans, and counseling and career planning.

Training Services - Participants are linked to job opportunities in their communities, including both occupational training and training in basic skills. Participants use an "individual training account" to select an appropriate training program from a qualified training provider.

Applicants should contact the WIOA office, located at the Wayne County Career Center (DWS) or by phone 919-731-7950 for information about applications and/or assessment. The Wayne County Career Center is located at 2006 Wayne Memorial Drive, Goldsboro, NC 27534.

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

The Foundation of Wayne Community College, Inc.

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

Foundation Scholarships - Most WCC Foundation scholarships are funded through endowments and annual contributions donated by individuals, civic clubs, and private business. The full listing of Foundation scholarships can be found by going to our web page: www.waynecc.edu/foundation then click "Opportunities for Giving" on the left side of the page and then click "View WCC Scholarships". The scholarship application and scholarship guidelines can be found online at www.waynecc.edu/foundation/scholarships/. Inquiries concerning the Foundation of Wayne Community College, Inc. can be made by writing or calling:

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

Vehicle Registration

All vehicles driven on the college campus must be registered and have a valid parking permit properly displayed. Any violation of College traffic rules and regulations may result in a fine. The towing law is enforced on campus. Students should refer to the Student Handbook for current campus parking and traffic policies.

Counseling Services

Counselors are available to assist students with academic and personal concerns and to facilitate educational planning, career planning and future planning. General academic information, counseling services for students with disabilities, short-term clinical services, assistance with the Allied Health limited admission process, and placement testing are services provided.

Student Life

Housing

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

Social and Cultural Activities

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

Student Clubs and Organizations

Wayne Community College offers a wide range of student clubs and organizations for the social and academic development of the students. All clubs and organizations are formed through and under the direction of the Student Government Association. Refer to the WCC student handbook for more information and a list of active student clubs and organizations.

Student Government Association

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

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

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

Dr. Clyde A. Erwin, Jr. Library

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

Offerings of the Library include the following:

- Over 34,000 reference and circulating print books
- Nearly 25,000 videos (DVD and streaming)
- A small selection of print magazines, newspapers and journals (with thousands more subscribed to electronically for In-library and remote use 24/7)
- 18 computers and headphones for research and homework with WCC Username login, or guest pass
- One computer designated to search the online library catalog with no login required
- The WCC Single Search discovery service, providing access to NCLIVE, along with 40 other research databases for article, ebook and digital video resources
- Customizable information literacy or group study sessions as well as library tours
- Reference and research assistance in person, by telephone or e-mail

Hours of operation are:
Monday through Thursday - 7:45 a.m. to 8:00 p.m.
Friday - 7:45 a.m. to 1:00 p.m.
(Hours may vary during Summer Term.)

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

Students With Disabilities

Wayne Community College is committed to seeing that students with disabilities have equal access to all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students will receive reasonable accommodations to assure equal access to all services, programs and activities. Students with disabilities should contact the Disability Services Counselor in Counseling Services and present documentation of the disability. **Students needing accommodations should make arrangements with the Disability Services Counselor as soon as the need becomes known in order to provide ample time for arrangements to be made. Call (919) 739-6729 or TTY (919) 583-8544.**

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

Academic Regulations

Semester System

Wayne Community College operates on the semester system. The Fall and Spring Semesters are each sixteen weeks in length, and the Summer Semester is approximately 10 weeks in length. Classes normally meet hourly for fifty minutes with a ten-minute break between classes. The amount of time that a class meets each week is determined by the number of semester hours credit and the lab or clinic hours required by a course.

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

Registration

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

Change of Schedule

The last day that courses may be added each semester is stated on the College calendar. Any student wishing to drop a course must complete the drop procedure on or before the 51st day of the semester or the 29th day for the SUMMER SEMESTER. For eight week courses,

refer to the appropriate semester Registration Information or contact the Office of Admissions and Records. If additional tuition and fees are owed, all schedule changes must be officially processed the Business Office.

Student Course Load

A typical full-time student course load is 15-17 semester hours. A student must register for 12 semester hours Fall and Spring Semester, and 9 semester hours Summer Semester to be considered a full-time student. The maximum course load is 20 semester hours. The permission of the advisor must be obtained in those cases where more than 20 semester hours are scheduled, unless specified by the curriculum.

It is strongly recommended that full-time students who have part-time employment not work more than 10-15 hours per week. Students who are working more than 20 hours per week should consider attending the College on a part-time basis.

Classification

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

Student Attendance Policy

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

The College believes that when students attend class regularly they are demonstrating responsibility and commitment to their education. Students must attend 80 percent of the total class hours to receive a passing grade. Students must attend the class during the first 10 percent of the class to be considered enrolled in the class. Pre-curriculum students must attend 90 percent of the total class hours and must attend during the first 10 percent of the class. Instructors will not excuse absences under this policy. Absences due to late registration are counted as regular absences.

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

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

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

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

Students may completely withdraw from the College at any time prior to exams and all grades will become "OW"'s. Students withdrawing from the College should contact the Office of Admissions and Records for the appropriate forms and procedure for official withdrawal.

Excused Absence Procedure

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

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

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

Closure of the College Due to Adverse Weather and Other Conditions

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

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

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

Course content missed due to the College closing will be made up through outside assignments or rescheduled classes and will be communicated to students electronically or when classes resume. Make-up assignments must be equivalent to the material that would have been covered during the missed class(es) and must be approved by the appropriate instructional supervisor. For classes where contact hours are critical (such as BLET, nursing clinical, etc.), make-up classes will be scheduled. Class make-up plans must be documented on the Inclement Weather Make-up Plan Form and turned in to the Office of Admissions and Records with a copy attached to the final class roster, which is retained in the departmental offices.

Grading System and Grade Point Average

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

The letter grades used are as follows:

- A - Outstanding-4 grade points per semester hour.
- AH - Outstanding-4 grade points per semester hour. (Honors)
- B - Above average-3 grade points per semester hour.
- BH - Above average-3 grade points per semester hour. (Honors)
- C - Average-2 grade points per semester hour.
- D - Poor-1 grade point per semester hour.
- F - Failing-no grade points earned.
- I - Incomplete-no grade or grade points because of incomplete work. An "I" will be removed from the transcript when departmental requirements as listed within the contract are completed. Any grade of "I" will be changed to "F" if not removed by the maximum time limit of two semesters.
- P - Passing.

AU - Audit-no grade or grade points.
* X - Credit by examination
* OW - Denotes official withdrawal from all courses during the school term. "OW" indicates that the student will receive no grade and no credit for all courses. The student must officially withdraw from all courses prior to the start of the exam period to receive an "OW".
* R - Reenroll
* W - Denotes withdrawal from the course during the school term prior to the last day to withdraw. "W" indicates that the student will receive no grade and no credit for the course.
* WP - Withdrawal passing - Withdrawal (passing) before the end of the withdrawal period (effective Fall Semester 2010) - no grade or grade points.
WF - Withdrawal failing - withdrawal (failing) after the end of the withdrawal period. (effective Fall Semester 2010) Prior to Fall Semester 2010 - unofficial withdrawal after the end of the withdrawal period - no grade or grade points. "WF" is calculated in GPA as an "F".
* NA - Never attended - no grade or grade points
* ND - Academic Forgiveness for "D"
* NF - Academic Forgiveness for "F"
* NG - No grade
* NWF- Academic Forgiveness for "WF".
* Not included in computing grade point average.

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

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

Grade Reports

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

Grade Appeal Process

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly evaluated by the instructor. Any such appeal should be initiated no later than two business weeks following the completion of the course.

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

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

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

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

Academic Progress

Academic Early Alert - When student performance is deemed unsatisfactory by the instructor prior to midterm (by the fourth week), that instructor may issue an early alert. The intent of the early alert is to notify students of poor academic performance and to jointly develop a plan of action for improvement. Early alert decisions may be made based on attendance, class work, homework, test grades, etc.

Academic Progress for Financial Aid Purposes - For students receiving financial aid, academic records are reviewed at the end of each semester. A student is expected to maintain the required cumulative grade point average (GPA) of 2.0 in order to receive and/or maintain eligibility for financial aid. A student must pass a minimum of 67 percent of all credit hours attempted at the end of each semester and may not exceed the 150 percent maximum time frame required to complete the eligible degree, diploma or certificate program.

A student receiving financial assistance may be granted a one semester or term warning period in order to make and/or maintain satisfactory progress. During the warning period, the student may continue to receive financial aid based on eligibility. If, at the end of the warning period, the student re-establishes satisfactory progress for financial aid purposes, then the warning status is lifted and the student is making satisfactory progress.

A student who fails to meet satisfactory requirements following the one warning semester may be ineligible for financial aid at WCC. A student whose financial aid has been suspended may attend the following semester(s) or terms without the benefit of financial aid in order to make up the grade point average (GPA) and/or hours deficiencies.

Appeal for Financial Aid Purposes - Federal regulations requires schools to monitor academic progress for financial aid purposes. For students receiving financial aid, academic records are reviewed at the end of each semester. Academic progress is measured in three areas. A student is expected to maintain the required cumulative grade point average (GPA) of 2.0 at the end of each semester. A student must have a minimum 67 percent pass rate, including grades of "OW", "W", "WP", "WF", "I", "F", "AU", and "X" at the end of each semester. In addition, a student may not exceed the 150 percent maximum time frame of their published program (major) for financial aid eligibility. It is the student's responsibility to stay informed of the College's Satisfactory Academic Progress (SAP) standards for financial aid and to monitor his or her own progress.

NOTE: An approved appeal will be based on the student's academic history, explanation of the mitigating circumstances, the strength of supporting documentation, the plan of improvement, and whether or not the minimum requirements of a cumulative 67% completion rate and cumulative 2.0 GPA can be achieved within two (2) semesters.

Tips for Achieving and Maintaining Satisfactory Academic Progress

1. Do not take on more classes than you can handle. The classes in which you are registered on the first day of classes are your attempted hours. Any withdrawals from this point on count as hours attempted but not completed.

2. Follow your curriculum carefully. Taking classes outside of your major will count against your maximum time frame to complete your degree program.
3. Be cautious about changing majors. The time frame to complete your program is cumulative and may not start over with a new program.
4. Be aware that any pre-requisites you have taken prior to being accepted into a new program will count towards the maximum time frame to complete the program enrolled in.
5. Be aware that classes that are dropped after the "last day to drop" will count as both an "F" and as hours attempted but not completed.

Appeal for Financial Aid Purposes – A student who has become ineligible for financial aid has the right to appeal. The appeal must be submitted in writing along with supporting documentation to the Financial Aid Appeals Committee. An appeal may be considered based on circumstances involving but not limited to an extended illness or hospitalization of the student, an accident that incapacitates the student for an extended period of time, or death or extended illness of an immediate family member resulting in significant responsibilities for the student.

A student cannot appeal a term that has been approved previously. Submission of an appeal does not guarantee approval. The student will be notified in writing of the committee's decision regarding approval or denial of the appeal. During the time in which the appeal is being reviewed, the student is responsible for all semester tuition expenses. A student whose appeal is approved may continue to receive financial aid for the term. The student is notified in writing of the probationary status. At the end of the term in which the student is on probation, he or she is expected to be making satisfactory progress or be successfully following an academic plan designed to make sure the student will be able to meet satisfactory standards by a specific term or period of enrollment. If a student fails to meet the conditions of the probationary period, all federal and state financial aid (grants, scholarships, loans, and work-study) will be terminated.

A student whose aid has been terminated may continue enrollment at the College without the benefit of federal or state financial aid.

Grade Forgiveness Policy

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

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

The written request must include the following information:

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

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

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

Credit by Examination

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency ("C" or better) as a result of independent study and experience. This credit will be based on a departmental examination under the direction of the department chair in which the course is offered. Credit hours will count toward graduation; they will not be computed in grade point average as grades and grade points will not be recorded. Application for credit by examination must be processed in the Office of Admissions and Records. Course tuition at the current in-state or out-of-state rate must be paid except in case of full-time students taking 16 or more hours for whom there would be no additional charge. Exams may be scheduled at the discretion of the Department Chair involved. Credit by exam excludes a student from Academic honors such as the President's List or Dean's List.

Change of Program

Students wishing to change their program of study should contact Counseling Services. To change programs, students must be currently enrolled (excluding summer), and students can make only one change per semester. The program change will become effective the next semester the student is enrolled.

Auditing Policy

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

Graduation Requirements

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

1. All required and elective courses must be completed as prescribed in the catalog of record of the candidate for graduation.
2. A major 2.0 grade point average must be maintained.
3. Minimum reading requirements must be completed for each program. A minimum of DRE 097/RED 080 or equivalent is required for certificate and diploma programs. DRE 098/ RED 090 or equivalent is required for all degree programs.
4. All financial obligations to the College must be cleared.
5. A minimum of 25 percent of semester hours, with a minimum of nine semester hours in the major area, must be earned at Wayne Community College.

6. Completed applications for graduation must be received by the posted deadline. NOTE: The application cannot be processed during registration periods. Request for duplicate diplomas should be made to the Office of Admissions and Records. Applicants for graduation who are walking must purchase their caps and gowns. Back-dated diplomas will be prepared at a cost of $20.00. Two weeks should be allowed for processing. Upon recommendation of the Department Chair and approval of the Vice President of Academic and Student Services, specific graduation requirements may be waived.

Students graduating from diploma or associate degree programs with a 3.5 cumulative grade point average will graduate with Honors. Grade point averages will not be rounded. For more information, contact the Office of Admissions and Records

Withdrawals

Students withdrawing from the College should contact the Office of Admissions and Records for the appropriate forms and procedures for official withdrawal. A student who fails to officially withdraw will receive a "WF" or "WP" in each course for which he or she was registered unless the unexcused absence policy is exceeded prior to the last day of the withdrawal period.

Students' Rights and Privacy

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

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

- the right to inspect and review his/her education records within 45 days after receipt of the request for access.
- the right to request the amendment of education records that the student believes is inaccurate, misleading, or otherwise in violation of his/her privacy rights under FERPA
- the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of the right to provide written consent before the school releases personally identifiable information from student's education records with the exception of:
  - A. directory information (directory information is defined as the student's name, major field of study, full-time/part-time enrollment, dates of attendance, and degrees and awards received.)
    Note: Any student who does not wish the College to release any or all information designated as directory information without the student's written consent must notify the Office of Admissions and Records (Wayne Learning Center, Room 109) immediately. Requests for non-disclosure must be filed annually. The College assumes that the student's failure to file a request for non-disclosure indicates approval for disclosure
  - B. school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interests;
  - C. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if record is desired, and have an opportunity to challenge the content of the record;
  - D. authorized representatives of U. S. Comptroller General, the U.S. Secretary of Education, or State and local educational authorities;
  - E. in connection with a student's application for, or receipt of, financial aid;
  - F. state and local officials or authorities to which such information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;
  - G. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
  - H. accrediting organizations in order to carry out their accrediting functions;
  - I. parents of an eligible student if the student is a dependent for IRS tax purposes;
  - J. in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.
  - K. appropriate officials in connection with a health or safety emergency;
  - L. information designated as "directory information"

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

Course Repetition Policy

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

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

Course Substitution

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

Minimum Class Size Policy

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

Independent Study Policy

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study is to be used only under extenuating circumstances. All classes scheduled as independent study will be approved by the program Division Chair. All independent study classes must be required or elective courses in the student's program of study. The classes will be scheduled with the faculty member for the course. During the term, the faculty member will meet with the student either by mail, telephone, e-mail or personally to discuss/assess the student's progress towards meeting the course competencies and objectives and for conducting the course evaluation processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Department of Veteran Affairs (DVA) benefits and/or financial aid:

- Student must meet with the Wayne Community College DVA Coordinator/Financial Aid Officer.
- Student must have completed 15 semester hours of course work at Wayne Community College in the current major with a grade point average of 2.0 or better.
- Student must have completed pre-curriculum work as determined by the courses required in the current major.

Prerequisites

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

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

Exceptions to the course prerequisite are the following:

- Developmental prerequisites may be fulfilled by an appropriate placement test score or appropriate high school GPA;
- Visiting students who have written documentation from their college/university to enroll in a specified course that has a prerequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);
- Students who have life experiences that are deemed equivalent to or supersede the prerequisite; a reserved review of course level outcomes would occur and be maintained in the student's records;
- Students who successfully complete a course that has a prerequisite would not have to take the prerequisite **(example, a student who completed PSY 150 with the local prerequisite of RED 090/DRE 098 would not have to take RED 090/DRE 098)**.
- Credit by exam may be used to meet prerequisite requirements.

Co-requisites

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

Transcript Request and Fees

An official transcript of work at Wayne Community College will be sent to the appropriate institution upon written request by the student. Wayne Community College requires a written request 24 hours prior to release of a transcript. Transcripts will be prepared at a cost of $2 per copy (no checks accepted). No transcript will be released until the student's account is cleared with the Business Office.

Work-Based Learning Program

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

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

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

Eligibility

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

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

Certain curriculum programs may specify additional conditions.

Application and Registration Procedures

Interested students should see their advisor to register for WBL. The student must attend a mandatory WBL orientation at the beginning of each semester. WBL workbooks will be distributed, an explanation of how to complete the workbook will be given, and an overview of WBL regulations and criteria will be outlined during orientation.

Open enrollment for WBL allows students to enter WBL after the initial 10 percent period of the semester, allowing flexibility in the program. Students need to register for open enrollment in the WBL office.

Academic Credit

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

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

Programs of Study with WBL

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

Accounting
Agribusiness Technology
Applied Animal Science Technology
Automotive Systems Technology (GM-ASEP)
Automotive Systems Technology (ATEP)
Business Administration
Collision Repair and Refinishing
Computer Information Technology
Computer-Integrated Machining
Health Business Information
Healthcare Management Technology
Human Services Technology
Medical Office
Networking Technology
Office Administration
School Age Education
Simulation and Game Development
Sustainable Agriculture
Turfgrass Management Technology

Cooperative Programs/Career and College Promise (Jump Start/Dual Enrollment)

Career and College Promise provides seamless educational opportunities for eligible North Carolina high school students to dually enroll in community college courses in order to accelerate completion of college certificates, diplomas, or associate degrees.

The dual enrollment program is designed for high school juniors and seniors who attend public, private, or non-public schools
To be eligible for enrollment, a high school student must meet state-wide mandated criteria. Qualifying students may select the College Transfer Pathway or the Career Technical Education Pathway depending on set criteria. Students who are enrolled in the Wayne Early Middle College High School or Wayne School of Engineering have different eligibility requirements.

Dual enrolled students earn college credit by attending college level classes, and the transfer of college credit for high school credit is determined by the individual high schools. Depending on the high school schedule, students must be enrolled in at least one high school course, excluding the summer term.

The cost of tuition is waived for dual enrolled students who enroll in curriculum courses. However, students are responsible to pay the Activity/Technology Fees and to purchase textbooks and supplies.

Dual enrolled students may enroll, on a space available basis, in Career and College Promise approved courses providing the following avenues have been satisfactory met: admissions requirements, approved placement test scores or approved diagnostic assessment test scores, and completion of course prerequisites.

Dual enrolled students are not permitted to enroll in pre-curriculum courses or courses in the following limited admission programs: Associate Degree Nursing, Practical Nursing, Dental Assisting, Dental Hygiene, Medical Assisting, or Phlebotomy.

Seymour Johnson Air Force Base Registration Information

Due to heightened security at Seymour Johnson Air Force Base, it has become necessary for students who wish to take classes with WCC at the base to apply for a base pass. Security Forces uses the information from the Background Security Check to determine a student's access to the base; students may be denied access based on the results. Students are only contacted if there is an issue with the information you submitted (ie. incorrect tag number, expired plates, or if you are denied base access). Students should fill out the security check form as soon as registering for base classes. The form is found on the homepage. **A new BACKGROUND SECURITY CHECK (BSC) FORM must be submitted each 8 week term.** To check the status of a BSC, students should contact the Visitor's Center at (919)722-1343.

Passes will not be issued until the first day of the class!

TO ATTEND CLASSES ON BASE:

1. Complete and submit the Background Security Check form as soon as you register for classes. If classes begin the day you registered, follow step 2. If you submitted your form before classes begin, go to step 3.
2. If you registered for classes the day classes begin, fill out your form immediately. Security Forces will need to run a background check before you are issued a term pass. You will be met the first night your class meets at the base Visitor's Center where a sponsor will sign you in. You will receive a temporary pass to use until you have been cleared by the base to attend classes. Once you have been cleared for classes you will receive a pass to use for the remainder of the term.
3. To obtain your pass, take the following items with you to the Visitor's Center:
   - Class Registration/Receipt (must show class dates and times)
   - Driver's License/State ID
   - Valid/Signed Vehicle Registration Form
   - Proof of insurance from your insurance company with effective Dates (vehicle registrations will not satisfy this requirement)
4. Keep your picture ID (license or state ID) and paper pass with you at all times while on the base.

NOTE: You must be able to drive yourself to and from classes. If you are unable to drive yourself but can ride to class with another student, list yourself as a RIDER under vehicle tag number and put your state

ID in the box for driver's license. Passes will not be issued for drivers only unless the student has a disability.

IF YOU NEED MORE INFORMATION, PLEASE CONTACT DORI FRASER AT (919) 739-6765 OR DORI@WAYNECC.EDU.

Distance Education

Wayne Community College (WCC) provides an innovative, flexible and convenient approach to learning, offering online degree, diploma and certificate programs. Through WCC's Distance Education program students participate in classes that are convenient for them. Our online programs are designed to empower students to pursue a degree and/or achieve their educational goals.

WCC offers distance education courses in Internet, Hybrid, Web-assisted, and Telecourse formats.

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

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

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

Telecourses provide instruction primarily through video format. Students follow a course syllabus, view specific lessons or lectures, read and work through assigned materials, and submit coursework as directed by the instructor. Telecourses may or may not be web-enhanced. The instructor for each course will set the requirement for on-campus meetings, classes, means of communication, and testing.

Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the college Web site. Registration processes, credit hours earned, and cost is the same as for traditional courses.

SECU Partnership East, South Central Consortium

The State Employees Credit Union Partnership East, South Central Consortium (SECUPE) is a collaboration between East Carolina University's College of Education and Wayne Community College, James Sprunt Community College, Sampson Community College, Fayetteville Technical Community College and Johnston Community College. Wayne Community College serves as the hub site host college for the Partnership East office. The goal of SECU Partnership East is to bring educational opportunities close to home for community college students through on-line courses and courses offered at the community college hub site. The program makes it possible for students to pursue a baccalaureate degree in a teacher education program without moving or traveling to the university.

What programs are offered?

B.S. in Elementary Education (K-6) with a K-12 Reading Licensure
B.S. in Special Education (K-12) with a K-12 Reading Licensure

How do I get my degree?

SECU Partnership East is designed to allow students to complete their general education coursework at one of the partnering community colleges and then transfer into the ECU program to complete the junior and senior years of the teaching degree in elementary education or special education. All courses for the junior and senior years are offered via on-line courses.

How do I join SECU Partnership East?

Second semester freshmen are encouraged to schedule an appointment with the consortium coordinator to determine when to begin university classes. Copies of college transcripts are needed when meeting with the program coordinator. At the end of the sophomore year, students may apply to the program by completing a Partnership East application online at www.ecu.edu/pe and an official ECU application, which can be found at http://www.ecu.edu/cs-acad/admissions/.

All students who apply to Partnership East must also take and pass the Praxis CORE test in reading, writing and mathematics to be eligible for admission into the program.

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

The Partnership East Coordinator's contact information is:
Clay Smith, Coordinator and Advisor
ECU SECU Partnership East
South Central Consortium
Wayne Community College
PO Box 8002 / 3000 Wayne Memorial Drive
Dogwood 101 North
Goldsboro, NC 27533
Phone: 919-739-7012 • Fax: 919-731-7413
E-mail: smithclay@ecu.edu

For more information about SECU Partnership East, please visit the website at: www.ecu.edu/pe. Current information on advising and recruiting visits to community colleges in the South Central region can be found on the SECU Partnership East Facebook page at https://www.facebook.com/ecupartnershipeast.

Continuing Education Services

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

Class Schedules and Enrollment

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

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

A continuing education course schedule is published each term and distributed throughout Wayne County. Specific courses, descriptions, dates, times, and locations are found in the course schedule.
Wayne Community College is committed to seeing that students with disabilities have equal access to all programs of study.

Disability Services

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students will receive reasonable accommodations to assure equal access to all services, programs and activities. Students with disabilities should contact the Disability Services Counselor in Counseling Services and present documentation of the disability. Accommodations will be determined by the documentation and in consultation with the student. **Students needing accommodations should make arrangements with the Disability Services Counselor as soon as the need becomes known in order to provide ample time for arrangements to be made. Call (919) 739-6729 or TTY (919) 583-8544.**

Refund Policy for Continuing Education Services

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

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

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

There are no refunds for self-supporting classes. Under this policy, the College shall notify the student of the right to receive a refund at the time of official withdrawal.

NOTE: Course refunds can take approximately 4 to 6 weeks to be processed/received.

Minimum Class Size Policy

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

Fees and Insurance

Registration fees from $70 to $180* are charged to students in occupational extension classes depending upon the total class hours. Leisure and Recreational classes have a registration fee of $35 to $50. Classes that are recreational in nature are self-supporting. The amount of tuition for recreational classes is determined by the pro-rated cost per student it takes to conduct the course in accordance with legislation enacted by the 1973 North Carolina General Assembly (for example, instructor salary, facility rental, utilities, and instructional materials).

Pursuant to the North Carolina State Board of Community College Code, Title 1E SBCCC 200.98 (a)(3), a NON- REFUNDABLE Computer Technology Fee of $5.00 will be charged each semester to all individuals who take computer courses through Continuing Education Services. This technology fee is charged only once during a semester, regardless of how many computer classes an individual may register for and take. The technology fee was established to support the purchase, operations, and repair of computers and other instructional technology, including supplies and materials which support computer technology. This fee also supports Continuing Education computer classes held off campus at various locations.

Students have the option to pay the $.55 Student Accident Insurance fee for all Continuing Education courses that meet four or more weeks during a semester. This fee is paid once during a term regardless of the number of classes taken.

Both day and night students are required to display a parking decal. The Student Parking Fee is $2.00. Parking decals must be purchased in the Continuing Education Services Office at the time of registration. Additionally, all Continuing Education students must have an ID card. The ID card is $3.00 and must be purchased in the Continuing EducationServices Office at the time of registration.

***SLIDING FEE SCALE:**

1 to 24 hours	$70.00
25 to 50 hours	$125.00
51+ hours	$180.00
Leisure and Recreational	$35/$50

ADDITIONAL FEE RATES:

Computer Technology Fee	$5.00
Student Accident Insurance	$0.55
New Student ID Card	$3.00
Student Parking Fee	$2.00
Semester Validation	$1.00
Replacement ID Card	$5.00

NOTE: Charges are subject to change.

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

Continuing Education Unit

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

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

ONLINE Continuing Education Courses (Distance Education)

Continuing Education Services offer internet (online or web-based) courses that can be completed from home. Each course is a comprehensive online course offered in a convenient six-week format with expert instructors. These courses offer engaging student discussion with access to instructor feedback throughout the class. Course lessons are released twice a week and can be accessed from any computer with

an internet connection 24 hours a day, seven days a week. We offer a variety of courses that cover subjects such as teacher effectiveness, Microsoft Office, computer troubleshooting, computer and wireless networking, web page design, foreign languages, personal development, child care, business/office administration and more.

These courses are offered in a 24 contact hour format, which provide Continuing Education Units (CEUs) and a certificate of completion. The certificate of completion is awarded upon successful completion of the course. The cost of courses from 1-24 hours is $70.00, 25-50 hours is $125.00, and 51 or more hours is $180.00. Courses taken through our online ed2go are 24 hours at a cost of $70.00 (subject to change).

Programs

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

Suggestions from students and the community and programs developed by the staff, provide for exciting and interesting offerings each term.

Occupational Extension Programs

Occupational Extension Programs are designed to equip students with practical knowledge of a specific nature which will increase their technical skills. Successful completion of programs in this field will enable students to pursue careers in many different areas. These programs include principles and rules particular to the specific skill being developed. Courses are scheduled in response to anticipated or known need to upgrade existing skills or aid in the development of new skills. The variety of programs scheduled are only limited by student interest, the availability of suitable facilities, and instructional services.

Allied Health Program for Continuing Education Services

The Allied Health program is designed to provide training for entry-level careers in the health care industry. A variety of courses are offered leading to certificates or certification, such as Nurse Aide I and Nurse Aide II, Medication Aide, Medical Insurance and Billing, Health Unit Coordination, Electronic Health Records, and specialized healthcare training. Seating is limited for some classes as dictated by state governing agencies.

Nurse Aide Training Program

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

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

Cost of classes: $180 and $.55 insurance

Cardiopulmonary Resuscitation training (CPR) is provided (time permitting) by certified American Heart CPR instructors at a cost of $4 for the CPR card.

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

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

Medical Insurance/Coding Certificate Program

This program is a 26 week online course that lead to a certificate of completion. The class is designed for those seeking experience in coding and billing for health care agencies. Upon completion, students will be prepared to obtain a certificate as a Certified Professional Coder (CPC) awarded by the American Academy of Professional Coders (AAPC) credentialing agency. Students must apply themselves to credentialing agency to obtain certification.

Activity Director

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting. Activity Directors for adult care homes are required by the NC Division of Facility Services to complete a 50-hour approved Activity Director course. A high school diploma or (HSED) is required to take the course. Cost: $180.

Other Health Occupations:

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

Medication Aide classes are offered for those desiring to learn to give medications in adult care homes, assisted living facilities, group homes and skilled facilities. Students may take the state exam to be listed on the Medication Aide Registry. Cost:.$70

ServSafe Food Safety Training is a course designed to provide food service providers the essential knowledge to help keep the food establishment safe and preparing the student to take the ServSafe Food Protection Manager and Certification Exam offered at the end of the course. Cost: $103 (exam cost included.) ServSafe Certification testing only is also offered. Exam cost: $50. Additionally, students must purchase their own answer sheet. Cost: $46.08

Advanced Manufacturing Programs

Advanced Manufacturing courses are designed to provide training relevant to the field of manufacturing. Students who complete courses in this area will develop marketable job skills that lead to employment or promotional opportunities within manufacturing. These courses, which are designed to improve individual knowledge and efficiency, cover an expanding range of topics including areas of production processes, welding, automotive, OSHA industrial safety, and machining. Students who successfully complete course outcomes will have the opportunity to complete certification exams for several third-party credentials that include Manufacturing Skills Standards Council (MSSC) and National Institute for Metalworking Skills (NIMS).

Computer Programs

The Computer Programs area is designed to meet the changing needs of the novice computer user to the more advanced user. The Continuing Education Services Computer Programs Department offers courses in various software applications, hardware maintenance, and

networking courses including the CISCO Academy. Computer courses are available in Spanish and other languages upon request. The College also offers many computer classes online and in hybrid format, where a majority of the class is online with some classroom meetings. In addition, courses may also be tailored to meet specific business and industry needs. Specific course offerings include Microsoft Office Suite (Word, Power Point, and Excel), Microsoft Windows operating system, Adobe Creative Suite and Intuit software programs such as QuickBooks. Certificate programs are available in Graphic Arts Multi-Media Specialist, Networking Specialist, and Administrative Assistant.

Emergency Medical Service Programs

The Emergency Medical Service Programs are designed to meet the requirements for certifications including CPR/Defibrillation, First Aid, Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), and Paramedic. The programs also provide training and continuing education for Emergency Medical Services (EMS), individuals holding a North Carolina EMT certification, rescue squads, ambulance services, fire departments, law enforcement agencies, public school teachers, and citizens seeking to hold CPR and First Aid certification, and individuals holding North Carolina EMT certification. Classes are held on campus and throughout Wayne County.

Fire Service Training

Through a statewide system of certified instructors, Wayne Community College offers a variety of Fire Service courses to enhance the training of Goldsboro and Wayne County fire departments. The system is flexible and mobile so that it can reach every department in Wayne County. The Fire Service Training Program is designed to provide fire personnel an opportunity to gain technical information and to build skills in modern firefighting through a variety of learning experiences. Fire Service Training Program courses are conducted in local fire departments for volunteer and career firefighters who train as organized groups utilizing equipment and methods they would ordinarily use in preventing and suppressing fires. Offerings include the Fire Training Standards Program, Firefighter I and II Certification, and specialty courses/programs. Courses and programs are also designed to meet the needs of business and industry in order to meet state and federal regulations.

Law Enforcement Training

Law Enforcement Training Programs are designed to provide training and upgrade personnel in detention, 911 Telecommunication Centers, and state and local law enforcement agencies. Specialized law enforcement courses, supervisor training, community-policing training, as well as meeting the needs for federal and state-mandated training,. Wayne Community College utilizes a pool of state-certified instructors to meet the training needs and requests of law enforcement agencies within Wayne County and throughout the State of North Carolina.

Human Resources Development (HRD)

The Human Resources Development Program provides employability skills training and career development course selections for unemployed and underemployed Wayne County residents. The courses taught in this program address the six HRD core components: the assessment of individual skill levels and limitations; the development of a positive self-image, employability skills, communication skills, problem-solving/critical thinking skills; and awareness of information technology in the workplace for career-pathway building and employment enhancements.

Community Service Programs

Leisure and Recreational Programs

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

Basic Skills Programs for College and Career Readiness

The goal of the Basic Skills Department is to be responsive to the diverse educational needs of Wayne County' s adult citizens who are seeking a high school diploma or HSED or whose basic literacy and life skills are below a high school level. To enroll, a student must be at least 18 years of age, and must not be currently enrolled in a public school. Students who are 16 or 17 years of age must have special permission to enter the program.

Wayne Community College offers the tuition-free programs of the Adult Basic Skills Continuum in North Carolina:

- Adult Basic Education (ABE)
- Adult High School (AHS)
- High School Equivalency Diploma (HSED)
- English as a Second Language (ESL)
- Basic Skills Plus

Our classes serve all of Wayne County, including special populations and agencies. The Basic Skills Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. Summer hours may vary. The office is located in Walnut 220. For information on any of these programs and services, call (919) 739-6903 or e-mail sonja@waynecc.edu.

Adult Basic Education (ABE)

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

Adult High School (AHS)

The Adult High School program offers a 21-course program for adults 18 and older. Students under the age of 18 may enter the program with a release form signed by the superintendent of Wayne County Public Schools. This program is offered through a collaboration with Wayne Community College, the N.C. State Board of Education, Wayne County Public Schools and the N.C. Community College System.

Classes are held in traditional classroom settings, as well as hybrid and online.

High School Equivalency Diploma (HSE)

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

The fee for the Official Test is $20 per test for a total of $80 for the entire battery of tests. The paper/pencil tests are approximately $50.00. Classes are offered on campus and at other locations throughout Wayne County. The Official Test is offered in a Pearson VUE testing center at the main campus location.

Basic Skills Plus

Basic Skills Plus is a program designed to provide HSE and AHS level students with a pathway and support system to achieve postsecondary education and/or employment. The program offers an accelerated pathway for students to work on an HSE or AHS diploma while enrolled in curriculum or continuing education courses that can lead to a high demand career field such as Applied Technology or Allied Health. The introductory class to Basic Skills Plus is Achieving Postsecondary Pathways (APP) which begins the transition process from working on a high school credential to taking the college placement test, completing the college admissions process, and applying for financial aid when applicable.

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 environment where English is spoken. The curriculum provides skills in listening, speaking, reading, writing, and comprehension of the English language as well as basic life skills such as how to communicate with a child's teacher and how to communicate with medical caregivers. Additionally, ESL classes focus on career ready skills and transitioning to college courses or to a career. Classes are offered on campus as well as throughout Wayne County.

English Language Civics (EL-Civics)

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

Workforce Innovation and Opportunity Act (WIOA)

Adult, Dislocated Worker, and Youth Programs

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

The Workforce Innovation and Opportunity Act Dislocated Worker Program serves those who have lost their jobs because of layoff, downsizing or business closure. Services available include financial

assistance with tuition, books and related educational expenses.

The WIOA Youth program will empower out-of-school youth ages 16 - 24 to obtain a high school credential, transition to a postsecondary program, build leadership skills, build financial literacy skills and increase employability skills in attainment of an industry supported job.

Wayne Business and Industry Center

The North Carolina Community College System is deeply committed to economic and workforce development in NC. Wayne Community College strives to extend that commitment to local business and industry in Wayne County by offering "on time" and "on target" training through the Wayne Business and Industry Center (WBIC). WBIC involves all levels of business and professional organizations in the local community through four main avenues: the **WORKS Initiative, Small Business Center, Military Business Center, and the Customized Training Program**. WBIC partners with companies to deliver job-related counseling, education, training and technical services for area businesses. Wayne Business and Industry Center values customer service, continuous improvement and product excellence. Visit WBIC on the Web at www.wayneworksnc.com.

Small Business Center

The Small Business Center (SBC) is part of NC's dynamic Small Business Center Network and provides assistance and guidance to current or aspiring small business owners in Wayne County. The goal of the SBC is to increase the number and the success rate of such businesses in NC and in Wayne County through one-on-one counseling services, training and educational programs and seminars, and access to multi-media resources. Most services of the SBC are offered at no charge. Call 919-739-6941 for information or go to www.wayneworksnc.com to view upcoming SBC activities.

Military Business Center

The mission of the Military Business Center is to leverage military and other federal business opportunities for economic development and quality of life in North Carolina. The Center's goals are increasing federal contracts for existing businesses, increasing employment of transitioning military and military family members, and increasing recruitment, relocation and development of defense-related businesses in the state. For more information, call 919-739-6943.

Customized Training Program

Wayne Community College works closely with the Economic Development Commission and the NC Community College System Customized Training Program to provide training programs tailored to meet the specific needs of qualifying business and industry. The Customized Training Program provides education, training and support services for new, expanding and existing business and industry in Wayne County. The Customized Training Program allows the College to develop and deliver a training program that is designed to fit the specific needs of companies to support job growth, productivity enhancement and technology investment. For more information, call 919-739-6944.

WORKS (Wayne Occupational Readiness Keys for Success)

WORKS is a workforce and economic development initiative unique to Wayne County. Partners in the initiative include Wayne Community College, Wayne County Schools, the Chamber of Commerce, Wayne County Development Alliance, NC Division of Workforce Solutions, and business and industry leaders. The mission of WORKS is to develop and market a skilled workforce for Wayne County. WORKS seeks to improve work-readiness through WorkKeys® job profiling for employers, WorkKeys® assessments and skill gap training, National Career Readiness Certification (NCRC) attainment, soft skills training and other career development activities. WORKS has been instrumental in helping attain Work Ready Community status for Wayne County.

An important component of WORKS is the Soft Skills Initiative. Soft Skills are non-technical, critical employability skills needed in the workplace. Employers say that soft skills are frequently a deciding factor in the hiring process. Employers want these workplace skills in potential employees, and current employees need these skills for promotion and advancement. While soft skills include interpersonal skills such as communication and teamwork, many other skills such as organization, productivity, and appearance are also critical to workplace success. The goal of soft skills training is to raise awareness of what employers want in employees and to give individuals tools they can use to develop stronger skills for the workplace. Wayne Community College is integrating soft skills training campus-wide in all curriculum programs and also offers training to companies and to individuals. Call 919-739-7011 for more information.

WORKS Career Readiness Center

The WORKS Career Readiness Center is available for college students and the general public. The Career Readiness Center helps individuals enhance their marketability for the workforce through the Employability Skills Lab and WorkKeys® testing. The primary purpose of the Employability Skills Lab is National Career Readiness Certification (NCRC) and WorkKeys® test preparation and skill gap training. The lab is open entry/open exit and structured so that individuals work and progress at their own pace with instructor assistance as needed. Both day and evening options are available. WorkKeys® and NCRC testing is available through the Career Readiness Center. For a testing appointment or additional information, call 919-739-7004 or 919-739-6940.

WorkKeys® Assessments and Career Readiness Certification

Wayne Community College is an authorized testing center for WorkKeys® assessments, including those for National Career Readiness Certification. WorkKeys® is a comprehensive skills assessment tool used by thousands of companies nationwide. The National Career Readiness Certificate (NCRC), which is based on WorkKeys® assessments, shows prospective employers that applicants possess the essential skills required in today's workplace. Even if a job candidate has a college degree, the NCRC further verifies that he/she can handle the kinds of tasks that are common in today's workplace, such as finding information, reading instructions and directions, and working with applied mathematics to solve work-related problems. NCRC is a portable credential recognized by many employers throughout NC and in the United States. Individuals may earn a Bronze, Silver, Gold or Platinum NCRC based on their performance on three WorkKeys® tests: Applied Mathematics, Locating Information, and Reading for Information. NCRC testing is open to students and to the general public. Assessments are given several times a month at scheduled times by appointment. Costs associated with NCRC assessments consist of a $36 initial testing fee (includes first certificate if applicable), $12 per test for re-takes, and $5 for certificate re-print or upgrade. Additional WorkKeys® assessments are available through the Career Readiness Center and vary in cost. Individuals who wish to prepare for the assessments should attend the Employability Skills Lab in the WORKS Career Readiness Center. For more information or to schedule WorkKeys®/NCRC assessments, call 919-739-7004 or 919-739-6940.

Career Services

Career Services offers guidance to students and to the general public to assist individuals in making informed decisions concerning their education, and employment and career goals. Individuals may interact with Career Services through a variety of methods including group activities, one-on-one sessions, interactive seminars and workshops, as well as through self-directed, web-based resources. General topics include the following areas: Resume Writing, Interviewing Strategies, Career Assessment, Career and Major Advising, Job Applications, Cover Letters, and Thank You Letters. Career Services works closely with the NCWorks Career Center and with local employers to organize an annual Career Fair. Wayne Community College is part of the EmploymeNC statewide consortium connecting employers to NC Community College students and graduates. For more information, contact 919-739-7005 or go to www.wayneworksnc.com.

Manufacturing Skill Standards Council Certifications (MSSC)

Wayne Community College is an authorized testing center for the Manufacturing Skill Standards Council's Certified Production Technician certification (MSSC CPT) and Certified Logistics Technician certification (MSSC CLT). The purpose of the Certified Production Technician (CPT) Program is to recognize through certification individuals who demonstrate mastery of the core competencies of manufacturing production through successful completion of the certification assessments. CPT certification is based on four production-based modules: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. MSSC awards individual certificates to examinees who pass any of its Production Modules. CPT certification is awarded to individuals who pass all four of the required assessments. This certification is beneficial to all front-line workers from entry-level through front-line supervisor. The goal of the CPT certification program is twofold: to raise the level of performance of production workers to help individuals increase skills leading to higher-wage jobs and to help employers increase the company's productivity and competitiveness through a more highly-trained workforce. The purpose of the Certified Logistics Technician (CLT) program is to recognize through certification individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness. The College may offer preparation for the assessments through Continuing Education Services (919-739-6930). For testing information, contact 919-739-7003.

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

PROGRAMS OF STUDY

Certificate, Diploma, Associate in Applied Science, and Associate Degree (Transfer) Programs

Accounting (A25100)

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

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

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

Degree Awarded

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

For More Information

The Accounting program is in the Business and Computer Technologies Division. For more information, call (919) 739-6877, send e-mail to tmschmeltzer@waynecc.edu, or visit our Web site: www.waynecc.edu

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
ACC	120	Principles of Financial Accounting	5	4
BUS	110	Introduction to Business	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry.....	3	3
MAT	143	Quantitative Literacy.....	4	3
				17
SECOND SEMESTER				
ACC	121	Prin of Managerial Accounting	5	4
ACC	122	Principles of Financial Accounting II	3	3
ACC	140	Payroll Accounting	3	2
ACC	150	Accounting Software Appl....	3	2
CTS	130	Spreadsheet	4	3
ENG	114	Professional Research and Reporting	3	3
				17
THIRD SEMESTER				
ACC	129	Individual Income Taxes.....	4	3
ACC	220	Intermediate Accounting I	5	4
BUS	115	Business Law I.....	3	3
		* Economics Elective	3	3
		Humanities/Fine Arts Elective	3	3
		*Professional Elective	1	0-2
				16-19
FOURTH SEMESTER				
ACC	130	Business Income Taxes	4	3
ACC	221	Intermediate Accounting II ...	5	4
		Social/Behavioral Science Elective	3	3
		* Professional Elective	3	3
		* Professional Elective	3	1-3
WBL	110	World of Work	1	1
				14-17
		Total Credit Hours		67

*Select one of the following Economics Electives:

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

***Select 6-semester hours of Professional Electives from the courses below:

- WBL 111 and WBL 122 or 112 and WBL 121 must be completed in sequence in order to meet the Professional Elective requirement.
- No more than 3 semester hours of Cooperative Education Work Experience can be applied as Professional Electives.

BUS	225	Business Finance	4	3
BUS	240	Business Ethics	3	3
WBL	111	Work-Based Learning I	10	1
WBL	112	Work-Based Learning I	20	2
WBL	121	Work-Based Learning II	10	1
WBL	122	Work-Based Learning II	20	2
WBL	131	Work-Based Learning III	10	1

Accounting/Bookkeeping Certificate (C25100)

Certificate Awarded

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

For More Information

The Accounting/Bookkeeping program is in the Business and Computer Technologies Division. For more information, call (919) 739-6877 or visit us at our web site at www.waynecc.edu.

Admissions

-A high school diploma or equivalent is required.

-Placement test are required in English, mathematics, reading, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACC	120	Principles of Financial Accounting	5	4
BUS	110	Introduction to Business	3	3
CIS	110	Introduction to Computers	4	3
				10
SECOND SEMESTER				
ACC	140	Payroll Accounting	3	2
ACC	150	Accounting Software Applications	3	2
CTS	130	Spreadsheet	4	3
				7
		Total Credit Hours		17

Agribusiness Technology (A15100)

Official Program Description registered with the NC Community College System:

The Agribusiness Technology curriculum is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic business concepts and principles as they relate to the agricultural industry.

Students will learn the principles of organization and management in agricultural businesses and the application of these principles in agricultural production. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales, store managers, farm operations, and office managers of agricultural products marketing firms.

Program Learning Outcomes

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

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

Degree Awarded

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills may be required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
AGR	140	Agricultural Chemicals	4	3
BIO	160	Introductory Life Science	4	3
BUS	151	People Skills	3	3
WBL	110	World of Work	1	1
		*Professional Elective	3-4	2-4
				13-15
SECOND SEMESTER				
AGR	110	Agricultural Economics	3	3
AGR	150	Ag-O-Metrics.....	3	3
AGR	170	Soil Science	4	3
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry.....	3	3
				15
SUMMER SEMESTER				
WBL	111	Work-Based Learning I	10	1
		OR		
WBL	112	Work-Based Learning I	20	2
AGR	139	Intro to Sustainable Ag.....	3	3
ANS	110	Animal Science	3	3
				7-8
THIRD SEMESTER				
AGR	210	Agricultural Accounting	5	3
AGR	213	Ag Law and Finance	3	3
BUS	137	Principles of Management	3	3

			Contact Hours	Semester Credit Hours
ENG	114	Professional Research and Reporting	3	3
		Humanities/Fine Arts Elective	3	3
				15
FOURTH SEMESTER				
AGR	212	Farm Business Management	3	3
AGR	214	Agricultural Marketing	3	3
AGR	262	Weed ID and Control	5	3
		*Professional Elective	2-3	3-4
		Social/Behavioral Science Elective	3	3
				15-16
		Total Credit Hours		65-69

*Select 2 Professional Electives from the following courses and/or subject areas:
ANS, AGR, TRF, FOR, HOR, ACM or WLD 112, BIO-110, BIO-111, BIO-112, BIO-140 and BIO-140A (these should be considered one class)

Agribusiness Technology Certificate (C15100)

Certificate Awarded

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

For More Information

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

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AGR	139	Introduction to Sust. Ag.	3	3
ANS	110	Animal Science	3	3
BUS	151	People Skills	3	3
				9
SECOND SEMESTER				
AGR	140	Agricultural Chemicals	4	3
AGR	212	Farm Business Management	3	3
AGR	214	Agricultural Marketing	3	3
				9
		Total Credit Hours		18

Air Conditioning, Heating, and Refrigeration Technology (D35100)

Official Program Description registered with NC Community College System:

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

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

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

Program Learning Outcomes

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

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

Diploma Awarded

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

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

For More Information

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

Admissions

Admission in the program requires a placement test (RED 080/DRE 097 and math) to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AHR	110	Intro to Refrigeration	8	5
AHR	111	HVACR Electricity	4	3
AHR	113	Comfort Cooling	6	4
AHR	160	Refrigerant Certification	1	1
BPR	135	Schematics and Diagrams	2	2
ENG	102	Applied Communications II	3	3
				19
SECOND SEMESTER				
AHR	112	Heating Technology	6	4
AHR	114	Heat Pump Technology	6	4
AHR	130	HVAC Controls	4	3
AHR	211	Residential System Design	4	3
MAT	110	Mathematical Measurement and Literacy	4	3
WLD	112	Basic Welding Processes	4	2
				19

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

Air Conditioning, Heating, & Refrigeration Technology - Comfort Cooling Certificate (C35100CC)

Certificate Awarded

A certificate in Air Conditioning, Heating, & Refrigeration Technology

-Comfort Cooling is awarded by the College upon completion of this program.

For More Information

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

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

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

Air Conditioning, Heating, & Refrigeration Technology - Heat Pump Certificate (C35100HP)

Certificate Awarded

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

For More Information

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

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AHR	110	Intro to Refrigeration	8	5
AHR	111	HVACR Electricity	4	3
				8
SECOND SEMESTER				
AHR	114	Heat Pump Technology	6	4
				4
SUMMER SEMESTER				
AHR	172	Heat Pump Lab	3	1
				1
		Total Credit Hours		13

Air Conditioning, Heating, & Refrigeration Technology – Heating Technology Certificate (C35100HT)

Certificate Awarded

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

For More Information

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

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AHR	110	Intro to Refrigeration	8	5
AHR	111	HVACR Electricity	4	3
				8
SECOND SEMESTER				
AHR	112	Heating Technology	6	4
				8
		Total Credit Hours		12

Applied Animal Science Technology (A15280)

Official Program Description registered with the NC Community College System:

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

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

Graduates are qualified for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, and buyers of poultry and livestock.

Program Learning Outcomes

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

- Plan an efficient and profitable livestock enterprise.
- Diagnose and treat animal health issues.
- Perform calculations needed in the field of animal science.
- Use computer skills effectively in the animal industry.
- Communicate effectively.

Degree Awarded

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills may be required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ANS	110	Animal Science	3	3
ANS	140	Swine Production	4	3
BIO	160	Introductory Life Science	4	3
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry	3	3
		*ANS Elective Option I	4	3
				16-19
SECOND SEMESTER				
AGR	150	Ag-O-Metrics	3	3
AGR	170	Soil Science	4	3
ANS	120	Beef Production	4	3
WBL	110	World of Work	1	1
ENG	114	Professional Research and Reporting	3	3
		*ANS Elective Option II	4	3
				13-16
SUMMER SEMESTER				
ANS	150	Animal Health Management	3	3
ANS	160	Animal Waste Management	3	3
WBL	112	Work-Based Learning I	20	2
		OR		
WBL	111	Work-Based Learning I	10	1
		AND		
WBL	121	Work-Based Learning II	10	1
				8
THIRD SEMESTER				
AGR	110	Agricultural Economics	3	3
ANS	115	Animal Feeds and Nutrition	4	3
ANS	130	Poultry Production	4	3
ANS	141	Swine Herd Management	2	2
BUS	151	People Skills	3	3
		Social/Behav Science Elective	3	3
				17
FOURTH SEMESTER				
ANS	180	Equine Production	5	4
ANS	210	Livestock Prod Issues	3	3
ANS	213	Animal Reproduction	4	3
ANS	230	Poultry Management	3	3
		Humanities/Fine Arts Elective	3	3
				16
		Total Credit Hours		73

*Select one of the following Animal Science Elective Options:

Option I				
ACM	111	Health Care for Animals	4	3
Option II				
ANS	170	Sheep and Goat Production	4	3

Applied Animal Science Technology Certificate (C15280)

Certificate Awarded

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

For More Information

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

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ANS	110	Animal Science	3	3
ANS	115	Animal Feeds and Nutrition	4	3
		*ANS Elective Option I	4	3
				9
SECOND SEMESTER				
ANS	210	Livestock Prod Issues	3	3
		*ANS Elect. Option II	3	3-4
				6-7
		Total Credit Hours		15

*Note courses required for Career and College Promise. Select one of the following Animal Science Elective Options:

Option I				
*ANS	130	Poultry Production	4	3
ANS	140	Swine Production	4	3
ANS	170	Sheep and Goat Production	4	3
Option II				
*ANS	120	Beef Production	4	3
ACM	111	Healthcare for Animals	4	3
ANS	180	Equine Production	5	4

Automotive Systems Technology Degree (A60160)

Official Program Description registered with the NC Community College System:

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

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

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

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

Program Learning Outcomes

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

Degree Awarded

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

Note

All students are required to pay $30 for ASE Student Exams and purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6819, 6820, or 6822.

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

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

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

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

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

For More Information

The Automotive Systems Technology Degree programs are in the Applied Technology Division. For more information call about these programs call (919) 739-6819, 6820, 6822 or visit us at our Web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AUT	113	Automotive Servicing I	6	2
AUT	213	Automotive Servicing II	4	2
TRN	110	Intro to Transport Tech	3	2
TRN	120	Basic Transportation Electricity	7	5
				12
SECOND SEMESTER				
AUT	141	Suspension & Steering Sys	5	3
AUT	151	Brake Systems	5	3
AUT	116	Engine Repair	5	3
AUT	181	Engine Performance 1	5	3
ENG	111	Writing and Inquiry	3	3
				15
SUMMER SEMESTER				
AUT	221	Auto Transm/Transaxles	5	3
AUT	231	Man Trans/Axles/Drtrains	5	3
MAT	110	Mathematical Measurement and Literacy	4	3
TRN	140	Transp Climate Control	3	2
TRN	140A	Transp Climate Cont Lab	3	2
				13
THIRD SEMESTER				
AUT	163	Adv Auto Electricity	5	3
AUT	183	Engine Performance 2	8	4
AUT	281	Adv Engine Performance	4	3
TRN	170	PC Skills for Transp	3	2
		OR		
WBL	112	Work-Based Learning	20	2
		Humanities Fine Arts Elective	3	3
				15
FOURTH SEMESTER				
ENG	114	Prof Research & Reporting	3	3
LDD	112	Intro Light-Duty Diesel	4	3
ATT	125	Hybrid-Electric Trans	6	4
		Social Behavioral Science Elective	3	3
ATT	140	Emerging Transp Tech	5	3
		OR		
WBL	122	Work-Based Learning II	20	2
				15-16
		Total Credit Hours		70-71

Automotive Systems Technology Diploma (D60160)

Program Learning Outcomes

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

Degree Awarded

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

Note

All students are required to purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6819, 6820, or 6822.

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

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

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

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

For More Information

The Automotive Systems Technology Diploma program is in the Applied Technology Division. For more information call about these

programs call (919) 739-6819, 6820, 6822 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AUT	113	Automotive Servicing I	6	2
AUT	213	Automotive Servicing II	4	2
TRN	110	Intro to Transport Tech	3	2
TRN	120	Basic Transportation Electricity	7	5
				12
SECOND SEMESTER				
AUT	141	Suspension & Steering Sys	5	3
AUT	151	Brake Systems	5	3
AUT	116	Engine Repair	5	3
AUT	181	Engine Performance 1	5	3
ENG	111	Writing and Inquiry	3	3
				15
SUMMER SEMESTER				
AUT	221	Auto Transm/Transaxles	5	3
AUT	231	Man Trans/Axles/Drtrains	5	3
MAT	110	Mathematical Measurement and Literacy	4	3
TRN	140	Transp Climate Control	3	2
TRN	140A	Transp Climate Cont Lab	3	2
				13
		Total Credit Hours		40

Automotive Maintenance and Light Repair Certificate (C60160)

Program Learning Outcomes

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

Certificate Awarded

A Certificate in Automotive Maintenance and Light Repair is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, hand tools, safety glasses, and uniforms. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6819, 6820, or 6822. Students desiring to continue their education by entering the Automobile Systems Technology Diploma program upon completion of the certificate should meet with their advisor.

For More Information

The Automotive Maintenance Light Repair Certificate program is in the Applied Technology Division. For more information call about these programs call (919) 739-6819, 6820, 6822 or visit us at our Web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
TRN	110	Intro to Transport Tech	3	2
TRN	120	Basic Transportation Electricity	7	5
AUT	113	Automotive Servicing I	6	2
AUT	213	Automotive Servicing II	4	2
				12
SECOND SEMESTER				
AUT	141	Suspension and Steering Sys	5	3
AUT	151	Brake Systems	5	3
				6
		Total Credit Hours		18

Aviation Systems Technology (A60200)

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

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

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

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

Program Learning Outcomes

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

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

Degree Awarded

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

Note

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AVI	110	AVIATION MAINTENANCE - GENERAL	15	
AMT	101	Aviations Mathematics	25	
AMT	102	Aviation Physics	25	
AMT	103	Basic Electricity	75	
AMT	104	Aircraft Drawings	25	
AMT	105	Maint. Forms and Records	25	
AMT	106	Maint. Publications	25	
AMT	107	Materials and Processes	70	
AMT	108	Fluid Lines and Fittings	30	
AMT	109	Weight and Balance	35	
AMT	110	Cleaning and Corrosion Control	25	
AMT	111	Ground Operations and Servicing	25	
AMT	112	Mech. Privileges & Limitations	15	
ACA	111	College Student Success	1	1
MAT	110	Mathematical Measurement and Literacy	4	3
				19
SECOND SEMESTER				
AVI	120	AIRFRAME MAINTENANCE I		12
AMT	201	Aircraft Welding	45	
AMT	202	Aircraft Non-Metallic Structures	40	
AMT	203	Aircraft Sheet Metal Structures	130	
AMT	204	Wood Structures, Covering and Finishes	50	
AMT	205	Assembly and Rigging	75	
AMT	213	Cabin Atmosphere Control Systems	55	
ENG	111	Writing and Inquiry	3	3
				15
SUMMER SEMESTER				
AVI	130	AIRFRAME MAINTENANCE II		9
AMT	207	Aircraft Electrical Systems	85	
AMT	208	Hydraulic and Pneumatic Power Systems	60	
AMT	209	Aircraft Landing Gear Systems	55	
AMT	210	Position and Warning Systems	25	
AMT	211	Aircraft Fuel Systems	25	
ENG	114	Professional Research and Reporting	3	3
				12
THIRD SEMESTER				
AVI	230	AIRFRAME MAINTENANCE III		7
AMT	206	Communication and Navigation Systems	30	
AMT	212	Aircraft Instrument Systems	25	
AMT	214	Ice and Rain Control Systems	20	
AMT	215	Fire Protection Systems	20	
AMT	216	Airframe Inspection	75	
AVI	240	POWERPLANT MAINTENANCE I		6
AMT	301	Reciprocating Engines	145	
AMT	302	Turbine Engines	75	
AMT	303	Auxiliary Power Units	10	
		Social/Behavioral Science Elective	3	3
				16
FOURTH SEMESTER				
AVI	250	POWERPLANT MAINTENANCE II		15
AMT	304	Engine Instruments	35	
AMT	305	Engine Fire Protection Systems	35	
AMT	306	Engine Electrical Systems	75	
AMT	307	Lubrication Systems	60	
AMT	308	Engine Fuel Systems	35	
AMT	309	Ignition and Starting Systems	75	
AMT	310	Fuel Metering Systems	85	
HUM	110	Technology and Society	3	3
				18
SUMMER SEMESTER				
AVI	260	POWERPLANT MAINTENANCE III		9
AMT	311	Induction and Airframe Systems	25	
AMT	312	Engining Cooling Systems	25	
AMT	313	Engine Exhaust and Reverser Systems	30	
AMT	314	Propellers and Unducted Fans	80	
AMT	315	Engine Inspection	90	
				9
		Total Hours		89

Basic Law Enforcement Training Certificate (C55120)

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

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

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

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

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

1. Valid North Carolina Driver's License.
2. Interview with Basic Law Enforcement Training School Director.
3. Complete medical/physical examination.
4. Submit a certified copy of criminal history.

5. Must be at least 20 years of age.
6. Must have a high school diploma or equivalent.
7. Must have a letter of sponsorship.

Program Learning Outcomes

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

- A basic knowledge of the various areas of criminal, civil, traffic and juvenile law in North Carolina.
- Investigative skills applicable to entry level law enforcement officers.
- Entry level law enforcement officer skills in law enforcement firearms and basic precision driving skills.
- Basic skills of emergency first aid and CPR as a medical responder.
- Entry level skills in the preparation and presentation of courtroom testimony.
- Those skills necessary to effectively deal with a diverse population and cultures with individual needs.
- Skills applicable to entry level law enforcement in the area of crisis intervention and domestic confrontations.
- Understand and apply the communication skills Law Enforcement Officers will utilize performing their duties by demonstrating critical reasoning, problem solving abilities and ethical concerns.

Certificate Awarded

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

Note

Total costs for the program are approximately $750.

For More Information

The Basic Law Enforcement Training program is in the Public Safety Division. Additional information may be obtained by calling (919) 739-6798 or (919) 739-6799, or visit us at our Web site at www.wayncc.edu/blet.

Admissions

- A high school diploma or the equivalent is required.
- A placement test in reading is required by the state within the last year.
- Individuals desiring admission to the program must follow the admissions procedures outlined on page 10 of this catalog.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CJC	100	Basic Law Enforcement Training	39	19
		Total Credit Hours		19

Biotechnology (A20100)

Official Program Description registered with the NC Community College System:

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Program Learning Outcomes

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

- Apply a set of analytical and problem-solving skills to real-world situations.
- Demonstrate interpersonal skills that reflect an understanding of diversity and the need for teamwork.
- Communicate information to a variety of audiences using appropriate written, spoken, and/or visual methods.
- Demonstrate an understanding of the basic skills and knowledge necessary in a biological or chemical laboratory.
- Demonstrate an understanding of the basic principles of genetics.
- Demonstrate an understanding of the basic methods in biotechnology for the manipulation of nucleic acids as it pertains to recombinant DNA technology, PCR, restriction digests, gene mapping, cloning and forensics.
- Demonstrate an understanding of process used in the production of biomolecules.
- Demonstrate an understanding of the theory and practices of modern immunology, including the interactions between various cellular and chemical components of the immune response.
- Demonstrate the skills involved in the pursuit of an individual laboratory project in biotechnology.

Degree Awarded

The Associate in Applied Science - Biotechnology degree is awarded by Pitt Community College upon completion of this program.

Note

Pitt Community College is the degree-granting institution and all Biotechnology (BTC) courses (denoted by *) must be taken there. All other courses can be taken at WCC. Students must meet the admission criteria of both Wayne Community College and Pitt Community College. Pitt Community College will accept two students each academic year from Wayne Community College. Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

Admissions

- A high school diploma or the equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

For More Information

The Biotechnology program is in the Arts and Sciences Division. For more information, call (919) 739-6825, or visit our Web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
BIO	111	General Biology I	6	4
MAT	110	Mathematical Measurement and Literacy	4	3
		OR		
MAT	171	Precalculus Algebra	5	4

			Contact Hours	Semester Credit Hours
CIS	110	Introduction to Computers	4	3
		Social/Behavioral Science Elective	3	3
				17
SECOND SEMESTER				
BIO	112	General Biology II	6	4
ENG	114	Professional Research and Reporting	3	3
CHM	131	Introduction to Chemistry.....	3	3
CHM	131A	Introduction to Chemistry Lab..	3	1
BTC	181	Basic Laboratory Techniques* .	6	4
				15
SUMMER SEMESTER				
CHM	132	Organic and Biochemistry.....	6	4
BIO	275	Microbiology.....	6	4
				8
THIRD SEMESTER				
BTC	250	Principles of Genetics*.....	3	3
PHY	125	Health Science Physics*.....	5	4
		OR		
PHY	151	College Physics I	5	4
BTC	281	Bioprocess Techniques*.....	8	4
BTC	285	Cell Culture*.....	5	3
				14
FOURTH SEMESTER				
BTC	286	Immunological Techniques*	6	4
BTC	288	Biotech Lab Experience*	6	2
BTC	270	Recombinant DNA Technology*	6	4
		Humanities/Fine Arts Elective ..	3	3
				13
		Total Credit Hours:		67

*Offered at Pitt Community College only.

Business Administration (A25120)

Official Program Description registered with the NC Community College System:

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

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

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

Program Learning Outcomes

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

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

Work-Based Learning Option

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

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

Degree Awarded

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.
- Placement tests are required in English, mathematics, reading, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
BUS	110	Introduction to Business	3	3
BUS	115	Business Law I.....	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry.....	3	3
MKT	120	Principles of Marketing	3	3
				16
SECOND SEMESTER				
ACC	120	Principles of Financial Accounting	5	4
BUS	153	Human Resource Managment	3	3
CTS	130	Spreadsheet	4	3
ENG	114	Professional Research and Reporting	3	3
MAT	143	Quantitative Literacy	4	3
				16
THIRD SEMESTER				
ACC	121	Prin. of Managerial Accounting	5	4
BUS	137	Principles of Management	3	3
BUS	240	Business Ethics	3	3
WBL	110	World of Work	1	1
		*Economics Elective	3	3
		Humanities/Fine Arts Elective ..	3	3
		**Professional Elective.....		1-5
				18-20
FOURTH SEMESTER				
BUS	116	Business Law II.....	3	3
BUS	230	Small Business Mgmt.	3	3
BUS	239	Bus Applications Seminar	3	2

			Contact Hours	Semester Credit Hours
MKT	220	Advertising and Sales	3	3
		Social/Behavioral Science Elective	3	3
		Professional Elective	-	1-5
				15-17
		Total Credit Hours		67-69

*Select one of the following Economics Electives from the courses below:

- ECO 251 Princples of Microeconomics or ECO 252 Principles of Macroeconomics

*Select 4-6-semester hours of Professional Electives from the courses below:

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

			Contact Hours	Semester Credit Hours
ACC	140	Payroll Accounting	3	2
ACC	150	Accounting Software Tech	3	2
BUS	225	Business Finance	3	3
WBL	111	Work-Based Learning I	10	1
WBL	121	Work-Based Learning II	10	1
WBL	131	Work-Based Learning III	10	1
WBL	211	Work-Based Learning IV	10	1
WBL	221	Work-Based Learning V	10	1
WBL	231	Work-Based Learning VI	10	1
WBL	112	Work-Based Learning I	20	2
WBL	122	Work-Based Learning II	20	2
WBL	132	Work-Based Learning III	20	2

Business Administration Diploma (D25120)

Diploma Awarded

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.
- Placement tests are required in English, mathematics, reading, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BUS	110	Introduction to Business	3	3
BUS	137	Principles of Management	3	3
BUS	153	Human Resource Management	3	3
ENG	111	Writing and Inquiry	3	3
				13
SECOND SEMESTER				
ACC	120	Prin of Financial Accounting	5	4
CIS	110	Introduction to Computers	4	3
ENG	114	Professional Research and Reporting	3	3
		Hum/Fine Arts Elective	3	3
MKT	120	Principles of Marketing	3	3
				16
THIRD SEMESTER				
ACC	150	Acct. Sofware Application	3	2
BUS	115	Business Law I	3	3
BUS	240	Business Ethics	3	3
ECO	252	Prin of Macroeconomics	3	3
				11
		Total Credit Hours		37

Business Administration Certificate (C25120)

Certificate Awarded

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.
- Placement tests are required in reading and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

	Contact Hours	Semester Credit Hours
FIRST SEMESTER		
BUS 110 Introduction to Business	3	3
BUS 137 Principles of Management	3	3
CIS 110 Introduction to Computers	4	3
		9
SECOND SEMESTER		
BUS 115 Business Law I	3	3
BUS 153 Human Resource Management	3	3
MKT 120 Principles of Marketing	3	3
		9
Total Credit Hours		18

Business Administration/Operations Management (A2512G)

Official Program Description registered with the NC Community College System:

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, team oriented problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, information resources, lean

manufacturing, and project management.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/ distribution, health and safety, human resources management, and inventory/materials management.

Program Learning Outcomes

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

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

Degree Awarded

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

For More Information

The Business Administration/Operations Management program is in the Applied Technology Division. For more information, call (919) 739-6815, send e-mail to fkkeller@waynecc.edu, or visit us at our Web site at www.waynecc.edu/opsmgt.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
BUS	137	Principles of Management	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry.....	3	3
ISC	121	Environmental Health and Safety	3	3
OMT	110	Intro to Operations Management	3	3
				16
SECOND SEMESTER				
ACC	120	Principles of Financial Accounting	5	4
ENG	114	Prof Research and Reporting ..	3	3
ISC	132	Mfg. Quality Control	5	3
MAT	143	Quantitative Literacy	4	3
OMT	112	Material Management	3	3
				16
SUMMER SEMESTER				
ISC	220	Lean Manufacturing	4	3
		Humanities/Fine Arts Elective ..	3	3
				6
THIRD SEMESTER				
ISC	210	Production and Operational Planning	3	3
OMT	135	FDA GMP Compliance.....	3	3
OMT	156	Problem-Solving Skills	3	3
OMT	218	Develop Team Performance	3	3
		Social/Behavior Science Elective	3	3
				15
FOURTH SEMESTER				
BUS	115	Business Law I.....	3	3
ECO	252	Principles of Macroeconomics .	3	3
MKT	120	Principles of Marketing	3	3
OMT	222	Project Managment.....	3	3
OMT	260	Issues in Operations Management	3	3
				15
		Total Credit Hours		68

Business Administration/Operations Management Certificate (C2512G)

Certificate Awarded:

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

For More Information:

The Business Administration/Operations Management program is in the Applied Technology Division. For more information, call (919) 739-6815, send e-mail to fkkeller@waynecc.edu, or visit us at our Web site at www.waynecc.edu/opsmgt.

Admissions:

- A high school diploma or equivalent is required.
- A placement test in mathematics and reading is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
ISC	121	Environmental Health and Safety	3	3
ISC	210	Production and Operational Planning	3	3
				7
SECOND SEMESTER				
ISC	132	Mfg. Quality Control	5	3
OMT	112	Material Management	3	3
OMT	222	Project Management.....	3	3
				9
		Total Hours		16

Collision Repair and Refinishing Technology (A60130)

Official Program Description registered with the NC Community College System:

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

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/ electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension,

transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Collision Repair and Refinishing Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Program Learning Outcomes

Upon completion of the Collision Repair and Refinishing Technology Degree program, the new graduate should be able to perform vehicle repairs related to Automotive Service Excellence (ASE) Automobile areas B2-B5 including Painting and Refinishing, Non-Structural Analysis and Damage Repair, Structural Analysis and Damage Repair, and Mechanical and Electrical Components.

Degree Awarded

An Associate in Applied Science Degree-Collision Repair and Refinishing Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair and Refinishing Technology program is in the Applied Technology Division. For more information, call (919) 739-6819 or (919) 739-6821 visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
TRN	110	Intro to Transport Tech	3	2
TRN	180	Basic Welding for Transp	5	3
AUB	111	Painting & Refinishing I	8	4
AUB	121	Non-Structural Damage I	5	3
AUB	131	Structural Damage I	6	4
				17
SECOND SEMESTER				
AUB	112	Painting & Refinishing II	8	4
AUB	122	Non-Structural Damage II	8	4
AUB	132	Structural Damage II	8	4
ENG	111	Expository Writing	3	3
				15
SUMMER SEMESTER				
AUB	141	Mech & Elec Components I	4	3
AUB	142	Mech & Elec Components II	12	6
TRN	140	Transp Climate Control	3	2
MAT	110	Mathematical Measurement and Literacy	4	3
				14
THIRD SEMESTER				
ENG	114	Prof. Research & Reporting	3	3
TRN	170	PC Skills for Transp	3	2
AUB	136	Plastics & Adhesives	5	3
AUC	114	Custom Fiberglass Skills	6	4
AUB	162	Autobody Estimating	3	2
		OR		
WBL	112	Work-Based Learning I	20	2
				14
FOURTH SEMESTER				
AUC	112	Auto Custom Fabrication	6	4
AUB	114	Special Finishes	3	2
		OR		
WBL	122	Work-Based Learning II	20	2
		Humanities Fine Arts Elective	3	3
		Social Behavioral Science Elective	3	3
				12
		Total Hours		72

Collision Repair and Refinishing Technology Diploma (D60130)

Official Program Description registered with the NC Community College System:

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

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

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

Collision Repair and Refinishing Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Diploma Awarded

A Diploma-Collision Repair and Refinishing Technology is awarded by the College upon completion of this program.

Note

All students are required to pay $30 for ASE Student Exams and purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair and Refinishing Technology program is in the Applied Technology Division. For more information call about these programs call (919) 739-6819 or 6821 or visit us at our Web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
TRN	110	Intro to Transport Tech	3	2
TRN	180	Basic Welding for Transp	5	3
AUB	111	Painting and Refinishing I	8	4
AUB	121	Non-Structural Damage I	5	3
AUB	131	Structural Damage I	6	4
				17
SECOND SEMESTER				
AUB	112	Painting & Refinishing II	8	4
AUB	122	Non-Structural Damage II	8	4
AUB	132	Structural Damage II	8	4
ENG	111	Writing and Inquiry	3	3
				15
SUMMER SEMESTER				
AUB	141	Mech & Elec Components I	4	3
AUB	142	Mech & Elec Components II	12	6
TRN	140	Transp Climate Control	3	2
MAT	110	Mathematical Measurement and Literacy	4	3
				14
		Total Credit Hours		46

Collision Repair and Refinishing Technology Certificate (C60130)

Official Program Description registered with the NC Community College System:

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

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

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

Collision Repair and Refinishing Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Certificate Awarded

A Certificate-Collision Repair and Refinishing Technology is awarded by the College upon completion of this program.

Note

All students are required to purchase a laptop, personal protective equipment, safety glasses, specialty tools, and uniforms. Costs are available by calling the Collision Repair and Refinishing instructor at (919) 739-6821.

For More Information

The Collision Repair and Refinishing Technology program is in the Applied Technology Division. For more information call about these programs call (919) 739-6819 or 6821 or visit us at our Web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
TRN	110	Intro to Transport Tech	3	2
TRN	180	Basic Welding for Transp	5	3
AUB	111	Painting and Refinishing I	8	4
AUB	121	Non-Structural Damage I	5	3
AUB	131	Structural Damage I	6	4
				17

Computer Information Technology (A25260)

Official Program Description registered with the NC Community College System:

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

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

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

The Computer Information Technology curriculum is designed to train graduates to use hardware and software and provide graduates with the broad spectrum of skills needed to productively use computers in organizational settings.

Program Learning Outcomes

Upon completion of the Computer Information Technology program, a graduate should be able to:

- Produce documents using current office suite software.
- Write computer programs using standard programming techniques.
- Complete a system support project from the definition phase through implementation.

- Solve common system-level problems using trouble-shooting skills.

Degree Awarded

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

Note

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

Students are required to purchase CompTIA A+ 220-801 and CompTIA A+ 220-802 exam vouchers. The exams will be included in the cost of the CTS 120 and CTS 220 courses.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our Web site at www.waynecc.edu/computer-information.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in English, mathematics, reading, and computer skills may be required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry	3	3
NET	125	Networking Basics	5	3
NOS	110	Operating Systems Concepts	5	3
				13
SECOND SEMESTER				
CIS	115	Introduction to Prog and Logic	5	3
CTS	120	Hardware/Software Support	5	3
CTS	130	Spreadsheet	4	3
ENG	114	Prof Research and Reporting	3	3
NOS	130	Windows Single User	4	3
				15
SUMMER SEMESTER				
DBA	110	Database Concepts	5	3
SEC	110	Security Concepts	4	3
SGD	168	Mobile SG Programming I	5	3
				9
THIRD SEMESTER				
BUS	110	Introduction to Business	3	3
CTS	220	Adv Hard/Software Support	5	3
CTS	285	Systems Analysis and Design	3	3
DBA	120	Database Programming I	4	3
NOS	230	Windows Admin I	4	3
				15
FOURTH SEMESTER				
CTS	289	System Support Project	5	3
		Social/Behavioral Science Elective	3	3
		Humanities/Fine Arts Elective	3	3
		Major Elective	-	1
		Math Elective	3	3-4
				13
		Total Credit Hours		65-66

*Select 1 semester hour of Major Electives from the courses below:

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

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

MAT	121	Algebra/Trigonometry I	4	3
MAT	143	Quantitative Literacy	3	3
MAT	171	Precalculus Algebra	5	4

Computer Information Technology - Diploma (D25260)

Diploma Awarded

A diploma in Computer Information Technology is awarded by the College upon completion of this program.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our Web site at www.waynecc.edu/computer-information/.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in English, mathematics, reading, and computer skills may be required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry	3	3
NET	125	Networking Basics	5	3
NOS	110	Operating System Concepts	5	3
				13
SECOND SEMESTER				
CIS	115	Intro to Prog and Logic	5	3
CTS	120	Hardware/Software Support	5	3
CTS	130	Spreadsheet	4	3
ENG	114	Prof Research and Reporting	3	3
NOS	130	Windows Single User	4	3
				15
SUMMER SEMESTER				
DBA	110	Database Concepts	5	3
SEC	110	Security Concepts	3	3
SGD	168	Mobile SG Programming I	5	3
				9
		Total Credit Hours		37

Computer Information Technology - Certificate in Software Applications Certificate (C25260SO)

Certificate Awarded

A certificate in Computer Information Technology - Software Applications is awarded by the College upon completion of this program.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879, or visit us at our Web site at www.waynecc.edu/computer-information.

Admissions

- A high school diploma or equivalent is required.
- Placement test in computer skills may be required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CIS	110	Introduction to Computers	4	3
NOS	110	Operating Systems Concepts	5	3
				6
SECOND SEMESTER				
CTS	120	Hard/Software Support	5	3
NOS	130	Windows Single User	4	3
				6
		Total Credit Hours		12

Computer-Integrated Machining (A50210)

Official Program Description registered with the NC Community College System:

The Computer-Integrated Machining curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Program Learning Outcomes

Upon completion of the Computer Integrated Machining program, a graduate should be able to:

- Complete a part or parts using manual machines.
- Program, operate, and setup computer numerical control (CNC) machines.
- Manufacture a complex assembly to specification by using computer aided manufacturing (CAM) software, CNC and manual machine.

Degree Awarded

The Associate in Applied Science Degree Computer-Integrated Machining is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Computer-Integrated Machining instructor at (919) 739-6806, (919) 739-6812, or (919) 739-6965.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965. or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications I	8	4
MAC	151	Machining Calculations	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench and Layout	2	1
				16
SECOND SEMESTER				
DFT	119	Basic CAD	3	2
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
MAC	132	Blueprint Reading/Mach II	3	2
MAC	142	Machining Applications II	8	4
		Humanities/Fine Arts Elective	3	3
				15
SUMMER SEMESTER				
CIS	110	Introduction to Computers	4	3
MAC	222	Advanced CNC Turning	4	2
MAC	224	Advanced CNC Milling	4	2
				7
THIRD SEMESTER				
MAC	143	Machining Applications III	8	4
MAC	160	Coordinate Measuring Machine	4	3
MAC	228	Advanced CNC Processes	5	3
MAT	121	Algebra/Trigonometry I	4	3
MEC	231	Comp-Aided Manufacturing I	5	3
				16
FOURTH SEMESTER				
ENG	114	Professional Research and Reporting	3	3
MAC	233	Appl. in CNC Machining	14	6
MEC	232	Comp-Aided Manufacturing II	5	3
		Social/Behavioral Science Elective	3	3
		**Professional Elective	2-20	2-4
				17-19
		Total Credit Hours		71-73

**Professional Electives may be taken after the second semester upon consulting with his/her academic advisor.

WBL	111	Work-Based Learning I	10	1
WBL	112	Work-Based Learning I	20	2
WBL	121	Work-Based Learning II	10	1
DFT	151	CAD I	5	3
MAC	114	Intro to Metrology	2	2
WLD	112	Basic Welding Processes	5	2
WLD	121	GMAW (MIG) Plate	8	4
WLD	131	GTAW (TIG) Plate	8	4

Computer-Integrated Machining Diploma (D50210)

Diploma Awarded

A diploma in Computer-Integrated Machining is awarded by the college upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919)739-6806, 6812, or 6965 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, reading, and computer skills is

required to determine entry-level courses that match individual needs.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications I	8	4
MAC	151	Machining Calculations	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench and Layout	2	1
				16
SECOND SEMESTER				
DFT	119	Basic CAD	3	2
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
MAC	132	Blueprint Reading/Mach II	6	2
MAC	142	Machining Applications II	8	4
		Humanities/Fine Arts Elective	3	3
				15
SUMMER SEMESTER				
CIS	110	Introduction to Computers	4	3
MAC	222	Advanced CNC Turning	4	2
MAC	224	Advanced CNC Milling	4	2
				7
		Total Credit Hours		38

Computer-Integrated Machining - Basic Machining Certificate (C50210A)

Certificate Awarded

A certificate in Computer-Integrated Machining - Basic Machining is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications	8	4
MAC	151	Machining Calculations	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench and Layout	2	1
				12
		Total Credit Hours		12

Computer-Integrated Machining - CNC Operator Certificate (C50210C)

Certificate Awarded

A certificate in Computer-Integrated Machining - CNC Operator is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench and Layout	2	1
				6
SECOND SEMESTER				
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
MAC	132	Blueprint Reading/Mach II	3	2
				6
		Total Credit Hours		12

Computer-Integrated Machining - CNC Programming Certificate (C50210D)

Certificate Awarded

A certificate in Computer-Integrated Machining - CNC Programming is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications	8	4
				8
SECOND SEMESTER				
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
				4
SUMMER SEMESTER				
MAC	222	Advanced CNC Turning	4	2
MAC	224	Advanced CNC Milling	4	2
				4
		Total Credit Hours		16

Computer-Integrated Machining - Computer-Aided Manufacturing Certificate (C50210F)

Certificate Awarded

A certificate in Computer-Integrated Machining – Computer-Aided Manufacturing Certificate is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications	8	4
MEC	231	Comp-Aided Mfg I	5	3
				11
SECOND SEMESTER				
DFT	119	Basic CAD	3	2
MEC	232	Comp-Aided Mfg. II	10	3
				5
		Total Credit Hours		16

Computer-Integrated Machining - Coordinate Measuring Machine Certificate (C50210E)

Certificate Awarded

A certificate in Computer-Integrated Machining - Coordinate Measuring Machine is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	131	Blueprint Reading/Mach I	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench and Layout	2	1
MAC	151	Machining Calculations	3	2
				6
SECOND SEMESTER				
DFT	119	Basic CAD	3	2
MAC	132	Blueprint Reading/Mach II	3	2
				4
THIRD SEMESTER				
MAC	160	Coordinate Measuring Machine	4	3
				3
		Total Credit Hours		13

Computer-Integrated Machining - Intermediate Machining Certificate (C50210B)

Certificate Awarded

A certificate in Computer Integrated Machining - Intermediate Machining is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6965 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench and Layout	2	1
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications I	8	4
				8
SECOND SEMESTER				
MAC	132	Blueprint Reading/Mach II	3	2
MAC	142	Machining Applications II	8	4
				6
SUMMER SEMESTER				
MAC	143	Machining Applications III	8	4
				4
		Total Credit Hours		18

Criminal Justice Technology (A55180)

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

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

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

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

Program Learning Outcomes

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

- Identify deviant behavior from a criminological and sociological perspective.
- Demonstrate critical reasoning, problem solving, and ethical concerns in criminal justice.
- Describe how criminal law is related to the diversity of people and cultures within society.
- Explore various professions in criminal justice.
- Investigate a crime scene using legal procedures.

Degree Awarded

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

For More Information

The Criminal Justice Technology program is in the Public Safety Division. Additional information can be obtained by calling (919) 739-6800, or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CJC	111	Introduction to Criminal Justice	3	3
CJC	121	Law Enforcement Operations	3	3
ENG	111	Writing and Inquiry	3	3
POL	120	American Government	3	3
		OR		
POL	130	State and Local Government	3	3
SOC	210	Introduction to Sociology	3	3
				16
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
CJC	112	Criminology	3	3
CJC	141	Corrections	3	3
CJC	212	Ethics and Comm Relations	3	3
ENG	112	Writing/Research in the Disc	3	3
		Humanities/Fine Arts Elective	3	3
				8
SUMMER SEMESTER				
PSY	150	General Psychology	3	3
				3
THIRD SEMESTER				
CJC	132	Court Procedures	3	3
CJC	213	Substance Abuse	3	3
CJC	225	Crisis Intervention	3	3
CJC	215	Organization and Administration	3	3
MAT	143	Quantitative Literacy	4	3
		Major Elective	3	3
				18
FOURTH SEMESTER				
CJC	221	Investigative Principles	5	4
CJC	113	Juvenile Justice	3	3
CJC	131	Criminal Law	3	3
CJC	231	Constitutional Law	3	3
HEA	110	Personal Health/Wellness	4	3
		OR		
HEA	112	First Aid and CPR	3	2
				15
		Total Credit Hours		70
Major Electives - Select one course:				
CJC	160	Terrorism: Underlying Issues	3	3
CJC	170	Critical Incident Management for Public Safety	3	3
CJC	232	Civil Liabilities	3	3
CJC	255	Issues in Criminal Justice Applications	3	3
PSY	281	Abnormal Psychology	3	3
SOC	220	Social Problems	3	3
SOC	230	Race and Ethnic Relations	3	3

Criminal Justice Technology - Management Certificate (C55180)

Certificate Awarded

A certificate in Criminal Justice Technology - Management is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. For more information, call (919) 739-6800 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CJC	111	Intro to Criminal Justice	3	3
CJC	131	Criminal Law	3	3
CJC	212	Ethics and Community Relations	3	3
CJC	231	Constitutional Law	3	3
				12
SECOND SEMESTER				
CJC	170	Critical Incident Mgmt	3	3
CJC	232	Civil Liability	3	3
				6
		Total Credit Hours		18

Criminal Justice Technology/Latent Evidence (A5518A)

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Program Learning Outcomes

Upon completion of the Criminal Justice/Latent Evidence program, a graduate should be able to:

- Identify deviant behavior from a criminological and sociological perspective.
- Demonstrate critical reasoning, problem solving, and ethical concerns in criminal justice.
- Describe the services of a typical comprehensive crime laboratory.
- Identify and compare ridge characteristics in the same relative position between two impression evidence.
- Investigate a crime scene using legal procedures.

Degree Awarded

The Associate in Applied Science Degree - Criminal Justice Technology/Latent Evidence is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. Additional information can be obtained by calling (919) 739-6800, or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
CJC	111	Introduction to Criminal Justice	3	3
CJC	144	Crime Scene Processing	5	3
CJC	225	Crisis Intervention	3	3
ENG	111	Writing and Inquiry	3	3
				16
SECOND SEMESTER				
CJC	113	Juvenile Justice	3	3
CJC	146	Trace Evidence	5	3
CJC	221	Investigative Principles	5	4
CJC	231	Constitutional Law	3	3
CJC	250	Forensic Biology I	4	3
				16
SUMMER SEMESTER				
ENG	112	Writing/Research in the Disc	3	3
MAT	143	Quantitative Literacy	4	3
				6
THIRD SEMESTER				
CJC	114	Investigative Photography	3	2
CJC	120	Interviews/Interrogations	3	2
CJC	245	Friction Ridge Analysis	5	3
PSY	150	General Psychology	3	3
		Humanities/Fine Arts Elective	3	3
				13
FOURTH SEMESTER				
CJC	112	Criminology	3	3
CJC	131	Criminal Law	3	3
CJC	212	Ethics and Comm Relations	3	3
CJC	246	Advance Friction Ridge Analysis	5	3
CJC	255	Issues in Criminal Justice Apps	3	3
				15
		Total Credit Hours		66

Criminal Justice Technology/Latent Evidence Certificate (C5518A)

Certificate Awarded

A certificate in Criminal Justice Technology/Latent Evidence is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology/Latent Evidence program is in the Public Safety Division. For more information, call (919) 739-6800 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CJC	114	Investigative Photography	3	2
CJC	120	Interviews/Interrogations	3	2
CJC	245	Friction Ridge Analysis	5	3
CJC	144	Crime Scene Processing	5	3
				10
SECOND SEMESTER				
CJC	146	Trace Evidence	5	3
CJC	246	Advance Friction Ridge Analysis	5	3
				6
		Total Semester Hours		16

Dental Assisting Diploma (D45240)

Official Program Description registered with the NC Community College System:

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Functions performed by the dental assistant include infection control, dental health education, preparing dental materials, preparing the patient for treatment, taking dental x-rays, maintaining dental supplies and equipment, assisting the dentist, providing selected services for the patient, making appointments, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health departments, dental manufacturers and insurance companies.

Program Learning Outcomes

Upon successful completion of the Dental Assisting program, the graduate should be able to:

- Demonstrate professionalism with patients, students, faculty, and dental professionals/staff.
- Perform dental assisting skills and procedures in the clinical and laboratory setting utilizing proper infection control and safety practices.
- Perform dental administrative management procedures.
- Perform dental radiographic procedures.
- Provide dental health related education with appropriate patient assessment.

Diploma Awarded

A Diploma in Dental Assisting is awarded by the College upon completion of this program.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

Information about the progression and readmission policy is outlined in the Dental Assisting Admission Policies and Procedures packet available on Wayne Community College's Web site at www.waynecc.edu/admissions/allied-health/uploads/dental-assisting.pdf.

In addition to tuition and textbooks, costs of this program include a laboratory fee, uniforms, shoes, physical examinations, immunizations, health insurance, cost of national board examination and other miscellaneous fees.

For More Information

The Dental Assisting program is in the Allied Health and Public Services Division. For more information, call (919) 739-6773 or visit us at our Web site at www.waynecc.edu.

Admissions

- Individuals desiring a career in dental assisting should, if possible, take biology, mathematics, English, humanities, and psychology courses prior to entering the program.

- Individuals desiring admission to the program must follow the admissions procedure outlined on page 9 of this catalog and in the Dental Assisting Application Policies and Procedures packet available in the Office of Admissions and Records and on the WCC Web site.

- Applicants must present evidence of good physical and mental health.

Students must demonstrate competency in computer skills by attaining a minimally acceptable score (78) on the CIS 070 placement test or completion of CIS 070 with a grade of "P."

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
DEN	100	Basic Orofacial Anatomy	2	2
DEN	101	Preclinical Procedures	10	7
DEN	102	Dental Materials	7	5
DEN	111	Infection/Hazard Control	2	2
BIO	106	Introduction to Anat/ Physio/Micro	4	3
				20
SECOND SEMESTER				
DEN	103	Dental Sciences	2	2
DEN	104	Dental Health Education	4	3
DEN	105	Practice Management	2	2
DEN	106	Clinical Practice I	13	5
DEN	112	Dental Radiography	5	3
ENG	111	Writing and Inquiry	3	3
				18
SUMMER SEMESTER				
DEN	107	Clinical Practice II	13	5
PSY	150	General Psychology	3	3
				8
		Total Credit Hours		46

Dental Hygiene (A45260)

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

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Program Learning Outcomes

Upon successful completion of the Dental Hygiene program, a graduate should be able to:

- Perform assessments and dental prophylaxis on patients with differing levels of dental health at increasingly higher levels of competency with proper infection control.
- Perform dental radiographic procedures including bitewings, full mouth series, and panoramic views on the DXTR simulator and patients with proper infection control.
- Assess, plan, implement and evaluate appropriate dental health prevention and/or education services to diverse patients and groups.
- Perform dental clinic/office support duties.
- Maintain required medical/legal documentation in accordance with the North Carolina Dental Practice Act.
- Demonstrate professionalism with patients, faculty, peers, community organizations and dental associations.

Degree Awarded

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

Graduates are eligible to take the National Board Dental Hygiene Examination, which is administered by the American Dental Association, Joint Commission on Dental Examinations; and the Regional Clinical Exam, which is administered by the Council of Interstate Testing Agencies. A passing grade on both examinations is required in order to apply to the State Board of Dental Examiners for licensure and become a Registered Dental Hygienist in North Carolina.

Program Accreditation

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program. Information about the progression and readmission policy is outlined in the Dental Hygiene Admission Policies and Procedures packet available in the Office of Admissions and Records.

In addition to tuition and textbooks, costs of this program include a laboratory fee, uniforms, shoes, instruments, physical and dental examinations, immunizations, health insurance, cost of licensure exams and miscellaneous other fees.

For More Information

The Dental Hygiene program is in the Allied Health and Public Services Division. For more information, call (919) 739-6773 or visit us at our Web site at www.waynecc.edu.

Admissions

- Individuals desiring a career in Dental Hygiene should, if possible, take biology, algebra, and chemistry courses prior to entering the program.

- Individuals seeking admission to the program must follow the admissions procedures outlined on page 9 of this catalog and in the Dental Hygiene Application Policies and Procedures packet available on the WCC Web site, at www.waynecc.edu/admissions/allied-health/uploads/dental-hygiene.pdf.

- Applicants must present evidence of good physical and mental health.

- Students must demonstrate competency in computer skills by attaining a minimally acceptable score (78) on CIS 070 placement test or completion of CIS 070 with a grade of "P."

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
DEN	120	Dental Hygiene Preclinical Lecture	2	2
DEN	121	Dental Hygiene Preclinical Lab	6	2
DEN	110	Orofacial Anatomy	4	3
DEN	111	Infection/Hazard Control	2	2
DEN	112	Dental Radiography	5	3
CHM	130	General, Organic and Biochemistry	3	3
CHM	130A	Lab	3	1
				17
SECOND SEMESTER				
DEN	123	Nutrition/Dental Health	2	2
DEN	124	Periodontology	2	2
DEN	130	Dental Hygiene Theory I	2	2
DEN	131	Dental Hygiene Clinic I	9	3
DEN	223	Dental Pharmacology	2	2
BIO	168	Anatomy and Physiology I	6	4
ENG	111	Writing and Inquiry	3	3
				18
SUMMER SEMESTER				
DEN	140	Dental Hygiene Theory II	1	1
DEN	141	Dental Hygiene Clinic II	6	2
BIO	169	Anatomy and Physiology II	6	4
				7
THIRD SEMESTER				
DEN	220	Dental Hygiene Theory III	2	2
DEN	221	Dental Hygiene Clinic III	12	4
DEN	222	General and Oral Pathology	2	2
DEN	224	Materials and Procedures	4	2
BIO	175	General Microbiology	4	3
ENG	114	Professional Research and Reporting	3	3
				16
FOURTH SEMESTER				
DEN	230	Dental Hygiene Theory IV	1	1
DEN	231	Dental Hygiene Clinic IV	12	4
DEN	232	Community Dental Health	5	3
DEN	233	Professional Development	2	2
PSY	150	General Psychology	3	3
		Humanities/Fine Arts Elective	3	3
				16
		Total Credit Hours		74

Early Childhood Education (A55220)

Official Program Description registered with the NC Community College System:

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

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

Graduates are prepared to plan and implement developmentally appropriate porgrams 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.

Program Learning Outcomes

Upon completion of the Early Childhood Education program, a graduate should be able to:

- Create learning environments that are healthy, respectful, supportive and challenging for all children.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Establish trusting and respectful reciprocal relationships with all children, families and communities.
- Use authentic assessment responsibly to make informed decisions to guide all children's learning.
- Communicate effectively using standard written and verbal skills.
- Utilize technology to enhance learning for all children.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Degree Awarded

The Associate in Applied Science Degree - Early Childhood Education is awarded by the College upon completion of this program.

Note

Upon successful completion of EDU 119, the student is qualified to receive the North Carolina Child Care Credential.

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, practicum or WBL experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement. Please refer to application policies and procedures packets for specific program requirements available in the Office of Admissions or on the Wayne Community College Web site at www.waynecc.edu/earlychildhood.

For More Information

The Early Childhood Education program is in the Allied Health and Public Services Division, for more information call (919) 739-6795, or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.
- Students selecting a science course must also meet the requirements for DMA 010 through DMA 050 through the Math diagnostic test or course completion prior to receiving a degree.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
EDU	119	Intro to Early Child Educ	4	4
EDU	131	Child Family and Community	3	3
EDU	144	Child Development I	3	3
EDU	162	Observation and Assessment	3	3
ENG	111	Writing and Inquiry	3	3
				17

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
EDU	145	Child Development II	3	3
EDU	151	Creative Activities	3	3
EDU	151A	Creative Activities Lab	2	1
EDU	153	Health, Safety, and Nutrition	3	3
EDU	184	Early Childhood Intro Pract	4	2
		Humanities/Fine Arts Elective	3	3
				18
SUMMER SEMESTER				
EDU	146	Child Guidance	3	3
		*EDU Elective	3	3
				6
THIRD SEMESTER				
EDU	271	Educational Technology	4	3
EDU	280	Language and Literacy Exper.	3	3
EDU	280A	Literacy Experiences Lab	2	1
PSY	150	General Psychology	3	3
		*EDU Elective	3	3
		Math or Natural Science Elec	3-4	3-4
				16-17
FOURTH SEMESTER				
EDU	221	Children w/Exceptionalities	3	3
EDU	234	Infants, Toddlers, and Twos	3	3
EDU	259	Curriculum Planning	3	3
EDU	284	Early Childhood Capstone Practicum	10	4
ENG	114	Prof Research and Reporting	3	3
				16
		Total Credit Hours		73-74

Required Subject Area Sets

*EDU Elective:

EDU	223	Specific Learning Disabilities	3	3
EDU	235	School-Age Child Dev. and Prog	3	3
EDU	248	Developmental Delays	3	3
EDU	251	Exploration Activities	3	3
EDU	261	Early Childhood Admin I	3	3
EDU	262	Early Childhood Admin II	3	3
EDU	282	Early Childhood Literature	3	3

* MAT and Natural Science Requirement

Students must demonstrate competency in Math Skills by completion of DMA 010 through DMA 050 with a minimum grade of P or equivalent scores for DMA 010 through DMA 050 on Math diagnostic test or equivalent course work with C or better.

Math or Natural Science Elective:

MAT	110	Mathematical Measurement and Literacy
BIO	110	Principles of Biology

Early Childhood Administrator's Certificate (C55220A)

Official Program Description registered with the NC Community College System:

The Early Childhood Administrator's Certificate prepares students to become or continue as Administrators in Early Childhood programs. Successful completion of EDU 261 and EDU 262 plus 7 additional hours of early childhood courses, qualifies the student to receive the NC Administrator's Credential.

All courses in this certificate will apply to the AAS Degree.

Certificate Awarded

An Early Childhood Administrator's Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090/ DRE 098
2. Numerical	41	55	44	DMA 010 through DMA 030

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	119	Intro to Early Childhood Ed	4	4
EDU	144	Child Development I	3	3
		OR		
EDU	153	Health, Safety and Nutrition	3	3
EDU	261	Early Childhood Administration I	3	3
				10
SECOND SEMESTER				
EDU	145	Child Development II	3	3
		OR		
EDU	146	Child Guidance	3	3
EDU	262	Early Childhood Administration II	3	3
				6
		Total Credit Hours		16

Early Childhood Certificate (C55220B)

Official Program Description registered with the NC Community College System:

The Early Childhood Certificate prepares students to become or continue as Lead Teachers in Early Childhood programs. Successful completion of EDU 119 qualifies the student to receive the NC Early Childhood Credential.

All courses in this certificate will apply to the AAS Degree.

Certificate Awarded

An Early Childhood Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090/ DRE 098
2. Numerical	41	55	44	DMA 010 through DMA 030

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	119	Intro to Early Childhood	4	4
EDU	144	Child Development I	3	3
				7
SECOND SEMESTER				
EDU	145	Child Development II	3	3
EDU	153	Health, Safety and Nutrition.....	3	3
EDU	146	Child Guidance	3	3
				9
		Total Credit Hours		16

Early Childhood Special Needs Certificate (C55220C)

Official Program Description registered with the NC Community College System:

This curriculum is designed to prepare early childhood educators to recognize children with typical and atypical developmental needs and plan appropriate care and education to meet their needs.

Course work includes child development, observation and assessment, and an introduction to children with exceptionalities. Specific courses in behavioral disorders, learning disabilities, sensory and physical disabilities, and developmental delays are also included.

Students should be able to plan and implement developmentally appropriate experiences that stimulate all young children's development and learning, provide an optimal learning environment that is safe and healthy, provide positive guidance for all children, and communicate effectively with the children, co-workers, and parents.

Program Learning Outcomes

Upon successful completion of the Early Childhood Special Needs Certificate program, a graduate should be able to:

- Apply selected theories and concepts of child development to the education of all youg children including those with atypical development.
- Plan and implement developmentally appropriate experiences that stimulate all young children's development and learning.
- Provide an optimal learning environment for all young children.
- Establish and maintain a safe and healthy environment for all young children.
- Provide positive guidance for all young children.
- Communicate effectively with all children, co-workers, and parents.

Certificate Awarded

The Early Childhood Special Needs Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.

- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090/ DRE 098
2. Numerical	41	55	44	DMA 010 through DMA 030

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	144	Child Development I	3	3
EDU	145	Child Development II	3	3
EDU	162	Observ and Assess in ECE.....	3	3
				9
SECOND SEMESTER				
EDU	221	Children w/Exceptionalities.....	3	3
EDU	223	Specific Learning Disabilities...	3	3
				6
SUMMER SEMESTER				
EDU	248	Developmental Delays.....	3	3
				3
		Total Credit Hours		18

Infant/Toddler Care Certificate (C55290)

Official Program Description registered with the NC Community College System:

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual setings with infants and toddlers. Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics. Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Program Learning Outcomes

Upon completion of the Infant/Toddler Care Certificate program, a graduate should be able to:

- Plan and implement developmentally appropriate environments/ activities for the infant/toddler

Certificate Awarded

An Infant/Toddler Care Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.

- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090/ DRE 098
2. Numerical	41	55	44	DMA 010 through DMA 030

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	119	Intro to Early Childhood Ed.....	4	4
EDU	144	Child Development I	3	3
EDU	131	Child, Family and Community..	3	3
				10

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
EDU	153	Health, Safety, and Nutrition	3	3
EDU	234	Infant, Toddlers, and Twos	3	3
				6
		Total Semester Hours		16

Emergency Management (A55460)

Official Program Description registered with NC Community College System:

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include a.m.bulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Program Learning Outcomes

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

- Access and respond to emergency situations by public service agencies through scenario based problems.
- Develop an emergency preparedness plan demonstrating critical reasoning, problem solving and communication skills and ethical concerns.
- Apply practical principles through a case study involving law, fire, and emergency services.
- Apply the appropriate laws when investigating, detecting and developing enforcement procedures for emergency scenarios.
- Utilize the latest technology in the field of emergency preparedness as prescribed by local, state, and federal agencies as it applies to the preservation of life and property in emergency situations

Degree Awarded

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

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6799 or (919) 739-6804; or visit us at our Web site at www.waynecc.edu/ept/.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
CIS	110	Introduction to Computers	4	3
CJC	170	Critical Incident Mgmt Pub Saf	3	3
ENG	111	Writing and Inquiry.....	3	3
EPT	120	Sociology of Disaster	3	3
				13
SECOND SEMESTER				
ENG	112	Writing/Research in the Disc....	3	3
FIP	128	Detection - Investigation	3	3
EPT	140	Emergency Management.....	3	3
FIP	256	Municipal Public Relations.....	3	3
MAT	143	Quantitative Literacy	4	3
				15
SUMMER SEMESTER				
EPT	220	Terrorism and Emergency Mgt.	3	3
FIP	176	HazMat: Operations.....	4	4
FIP	120	Introduction to Fire Protect	3	3
				10
THIRD SEMESTER				
CJC	232	Civil Liabilities	3	3
EPT	130	Mitigation of Preparedness	3	3
FIP	228	Local Gov't Finance	3	3
		Humanities/Fine Arts Elective ..	3	3
				15
FOURTH SEMESTER				
EPT	210	Response to Recovery	3	3
EPT	275	Emergency Ops Center Mgt	3	3
FIP	152	Fire Protection	3	3
FIP	276	Managing Fire Services	3	3
POL	130	State and Local Government ...	3	3
				15
		Total Credit Hours		65

Emergency Management - Management Certificate (C55460M)

Certificate Awarded

A certificate in Emergency Management - Management Certificate is awarded by the College upon completion of this program.

For More Information

The Emergency Management program is in the Public Safety Division. For more information, call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EPT	140	Emergency Management.....	5	3
FIP	256	Municipal Public Relations.....	3	3
CJC	170	Critical Incident Mgmt Pub Saf	3	3
				9
SECOND SEMESTER				
EPT	220	Terrorism and Emer Mgmt	3	3
EPT	275	Emergency Ops Center Mgt	3	3
CJC	232	Civil Liability	3	3
				9
		Total Credit Hours		18

Forest Management Technology (A15200)

Official Program Description registered with NC Community College System:

The Forest Management Technology curriculum is designed to help students acquire technical knowledge, understanding, and abilities essential in developing, conserving, and utilizing forest resources.

Students develop an understanding and ability in the principles and practices of forest resource management. Students will spend much of their time in field training situations where emphasis is placed on the practical application of this knowledge and skill.

Graduates should be qualified for entry into positions as forest technicians with federal, state, and private forestry enterprises. Graduates will have competencies in forest protection, forest management, forest procurement and in performing various related technical activities.

Program Learning Outcomes

Upon completion of the Forest Management Technology program, a graduate should be able to:

- Create a forest management plan to develop, conserve and utilize sustainable forest resources.
- Calculate and analyze data and apply the results to common forest management problems.
- Summarize sustainable forest management issues on a regional, national and global level.
- Analyze historical trends in forestry and how they will influence future trends.

Degree Awarded

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

Note

Students are required to purchase hard hats, field boots, compasses, and tapes which are used in the training process. Approximate cost is $150.

For More Information

The Forest Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6809 or (919) 739-6811 or visit us at our Web site at www.waynecc.edu/forestry/.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
FOR	121	Dendrology	8	4
FOR	161	Safety and Woodsmanship	4	2
FOR	171	Intro to Forest Resources	3	3
MAT	121	Algebra/Trigonometry	4	3
		OR		
MAT	171	Precalculus Algebra	5	4
				16-17
SECOND SEMESTER				
AGR	170	Soil Science	4	3
CIS	110	Introduction to Computers	4	3
ENG	114	Professional Research and Reporting	3	3
FOR	131	Forest Measurements	5	3
		Humanities/Fine Arts Elective	3	3
				15
SUMMER SEMESTER				
FOR	225	Silvics and Silviculture	6	4
FOR	232	Forest Mensuration	8	4
FOR	243	Insects/Diseases	5	3
				11
THIRD SEMESTER				
AGR	110	Agricultural Economics	3	3
FOR	175	Wildlife/Environ Studies	5	3
FOR	215	Introduction to GIS and GPS	5	3
FOR	285	Logging and Marketing	5	3
		Social/Behavioral Science Elect.	3	3
				15
FOURTH SEMESTER				
AGR	140	Agricultural Chemicals	4	3
FOR	212	Forest Survey - Aerial Manag.	5	3
FOR	241	Forest Fire Managment	5	3
FOR	273	Forest Management Issues	6	2
FWL	142	Wildlife Management	5	3
				14
		Total Credit Hours		71-72

Healthcare Management Technology (A25200)

Official Program Description registered with the NC Community College System:

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives, including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Program Learning Outcomes

The Associate of Applied Science degree in Healthcare Management Technology is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

Graduates of this program will:

- Apply the basic management functions of planning, organizing, staffing, directing, and controlling within the healthcare environment.
- Build an extensive medical vocabulary and apply an understanding of basic anatomical systems to the interpretation of records and reports in a variety of medical settings.
- Understand the major types of insurance plans, apply standard coding guidelines, and process third-party claims.
- Demonstrate the ability to use business and medical software in

the healthcare environment.
- Demonstrate the ability to communicate effectively through written, oral and other forms of communication.
- Develop tea.m.-building skills and participate as a member of a team.
- Think and plan strategically in making healthcare business decisions.
- Demonstrate knowledge of current medical law and accepted ethical behavior in the healthcare industry.

Degree Awarded

The Associate in Applied Science Degree-Healthcare Management Technology is awarded by Pitt Community College (PCC) upon completion of this program.

Note

Pitt Community College is the degree-granting institution, and all Healthcare Management Technology (HMT) courses must be taken there. All other courses can be taken at WCC.

For More Information

The Healthcare Management Technology program is in the Business and Computer Technologies Division. For more information call (919) 739-6877, or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine the entry-level courses that match individual needs.

- Students must also meet the Admissions requirements for Pitt Community College before enrolling in classes at that institution.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BUS	110	Introduction to Business	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry (C required)	3	3
HMT	110	Introduction Healthcare Mgt (PCC)	3	3
MAT	143	Quantitative Literacy	4	3
		OR		
MAT	152	Statistical Methods I	5	4
		OR		
MAT	171	Precalculus Algebra	5	4
				16-17
SECOND SEMESTER				
ACC	120	Principles of Financial Acct	5	4
SOC	210	Introduction to Sociology	3	3
		OR		
PSY	150	General Psychology	3	3
ENG	112	Writing/Research in the Disc	3	3
HMT	212	Management of Healthcare Organization (PCC)	3	3
MED	121	Medical Terminology I	3	3
				16
SUMMER SEMESTER				
COM	231	Public Speaking	3	3
		OR		
COM	120	Intro Interpersonal Com	3	3
HMT	211	Long-Term Care Administration (PCC)	3	3
MED	122	Medical Terminology II	3	3
CTS	130	Spreadsheet	4	3
				12
THIRD SEMESTER				
ACC	121	Principles of Managerial Acct	5	4
BUS	153	Human Resource Management	3	3
HMT	210	Medical Insurance (PCC)	3	3
BUS	151	People Skills	3	3
		OR		
GRO	120	Gerontology	3	3
		OR		
MKT	231	Healthcare Marketing	3	3
MUS	110	Music Appreciation	3	3
		OR		
MUS	112	Introduction to Jazz	3	3
		OR		
PHI	240	Introduction to Ethics	3	3
				16
FOURTH SEMESTER				
ACC	140	Payroll Accounting	3	2
		OR		
ACC	150	Acct Software Application	3	2
WBL	110	World of Work	1	1
WBL	112	Work-Based Learning I	20	2
HMT	220	Healthcare Financial Mgt. (PCC)	4	4
HMT	225	Practice Mgt. Simu (PCC)	4	3
HMT	215	Legal Asp of Healthcare Admin (PCC)	3	3
				15
		Total Credit Hours		75-76

Human Services Technology (A45380)

Official Program Description registered with the NC Community College System:

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service area. Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies.

Program Learning Outcomes

Upon completion of the Human Services Technology program, the graduate should be able to:
- Analyze human behavior and development from historical, biological, psychological and sociological perspectives.
- Apply principles related to the diversity of peoples and cultures in the therapeutic relationship.
- Apply practical principles related to the Human Services profession.
- Apply critical reasoning, problem-solving abilities, and communication skills in clinical practice.
- Employ professional and ethical behavior in clinical practice.

Degree Awarded

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

For More Information

The Human Services Technology program is in the Allied Health and Public Services Division. For more information call (919) 739-6796, or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or the equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

Students must demonstrate competency in Math Skills by completion of DMA 010 through DMA 050 with a minimum of P or equivalent scores for DMA 010 through DMA 050 on math diagnostic test or equivalent course work with C or better.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
HSE	110	Intro to Human Services	4	3
HSE	112	Group Process I	3	2
PSY	150	General Psychology	3	3
SOC	210	Introduction to Sociology	3	3
				15
SECOND SEMESTER				
DDT	110	Developmental Disabilities	3	3
ENG	114	Professional Research and Reporting	3	3
HSE	123	Interviewing Techniques	4	3
HSE	125	Counseling	4	3
PSY	241	Developmental Psychology	3	3
				15
SUMMER SEMESTER				
BIO	161	Introduction to Human Body	3	3
CIS	110	Introduction to Computers	4	3
WBL	110	World of Work	1	1
				7
THIRD SEMESTER				
WBL	111	Work-Based Learning I	1	1
WBL	115	Work Experience Seminar	10	1
HSE	210	Human Service Issues	2	2
HSE	225	Crisis Intervention	3	3
PSY	141	Psychology of Death and Dying	3	3
PSY	281	Abnormal Psychology	3	3
				13
FOURTH SEMESTER				
WBL	121	Work-Based Learning II	10	1
GRO	120	Gerontology	3	3
HEA	112	First Aid and CPR	3	2
PSY	183	Psychology of Addictions	3	3
SOC	220	Social Problems	3	3
		Humanities/Fine Arts Elective	3	3
				15
		Total Credit Hours		65

Industrial Systems Technology (A50240)

Official Program Description registered with the NC Community College System:

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

Program Learning Outcomes

Upon completion of the Industrial Systems Technology program,a graduate should be able to:

- Design and install industrial electrical systems.
- Analyze industrial diagrams.
- Demonstrate basic welding skills.
- Design and install industrial control systems.
- Apply mechanical principles to solve industrial problems.
- Design and install industrial fluid power systems.

Degree Awarded

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

Note

Students will be required to purchase basic hand tools and personal safety equipment.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
EGR	110	Intro to Engineering Tech	3	2
ELC	111	Intro to Electricity	4	3
ELC	125	Diagrams and Schematics	3	2
ELC	127	Software for Technicians	4	2
OMT	222	Project Management	3	3
		OR		
WBL	111	Work-Based Learning I	10	1
WLD	112	Basic Welding Processes	4	2
				13-15
SECOND SEMESTER				
ELC	120	Intro to Wiring	4	3
ELN	133	Digital Electronics	6	4
ENG	111	Writing and Inquiry	3	3
DFT	151	CAD I	5	3
MAT	121	Algebra/Trigonometry I	4	3
				16

			Contact Hours	Semester Credit Hours
SUMMER SEMESTER				
ISC	121	Envir. Health and Safety	3	3
MNT	110	Intro to Maint. Procedures	4	2
		Humanities/Fine Arts Elective	3	3
				8
THIRD SEMESTER				
ELC	128	Intro to PLC	5	3
ELN	231	Industrial Controls	5	3
ENG	114	Prof Research and Reporting	3	3
HYD	110	Hydraulics/Pneumatics I	5	3
MNT	165	Mechanical Industrial Sys	4	2
SST	120	Energy Use Analysis	4	3
				17
FOURTH SEMESTER				
ATR	280	Robotics Fundamentals	5	4
HYD	121	Hydraulics/Pneumatics	4	2
MEC	111	Machine Processes I	5	3
PCI	264	Process Control with PLCs	6	4
WLD	212	Inert Gas Welding	4	2
		OR		
WBL	121	Work-Based Learning II	10	1
		Social/Behavioral Science Elective	3	3
				17-18
		Total Credit Hours		71-74

Industrial Systems Certificate (C50240)

Certificate Awarded

A Certificate in Industrial Systems is awarded by the College upon completion of this program.

For More Information

The Industrial Systems program is in the Applied Technology Division. For more information call (919) 739-6806 or 6818 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
ELC	125	Diagrams and Schematics	3	2
ELC	127	Software for Technician	4	2
MNT	165	Mechanical Industrial Sys	4	2
				6
SPRING SEMESTER				
ELC	120	Intro to Wiring	4	3
MEC	111	Machine Processes I	5	3
				6
SUMMER SEMESTER				
*ISC	121	Envir. Health and Safety	3	3
*MNT	110	Intro to Maint Procedures	4	2
				5
		Total Credit Hours		17

*Online Courses.

Industrial Systems Technology - Industrial Controls Certificate (C50240IC)

Certificate Awarded

A certificate in Industrial Systems Technology-Industrial Controls is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
SPRING SEMESTER				
ELC	125	Diagrams and Schematics	3	2
ELN	231	Industrial Controls	5	3
SST	120	Energy Use Analysis	4	3
				8
FALL SEMESTER				
ELC	120	Intro to Wiring	4	3
PCI	264	Process Controls w/PLC's	6	4
				7
		Total Credit Hours		15

Industrial Systems Technology - Maintenance Management Certificate (C50240MM)

Certificate Awarded

A certificate in Industrial Systems Technology-Maintenance Management is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
ELC	125	Diagrams and Schematics	3	2
ELC	127	Software for Technicians	4	2
SST	120	Energy Use Analysis	4	3
				7
SPRING SEMESTER				
DFT	151	CAD I	5	3
*ISC	121	Envir. Health and Safety	3	3
				6
SUMMER SEMESTER				
*MNT	110	Intro to Maintenance Proc	4	2
				2
		Total Credit Hours		15

*Online courses

Industrial Systems Technology - Mechanical Systems Certificate (C50240MS)

Certificate Awarded

A certificate in Industrial Systems Technology- Mechanical Systems is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
WLD	112	Basic Welding Processes	4	2
HYD	110	Hydraulics/Pneumatics I	5	3
MNT	165	Mechanical Industrial Systems	4	2
				7
SPRING SEMESTER				
MEC	111	Machine Processes I	5	3
WLD	212	Inert Gas Welding	4	2
				5
SUMMER SEMESTER				
MNT	110	Intro to Maint Procedures	4	2
				2
		Total Credit Hours		14

Mechanical Engineering Technology (A40320)

Official Program Description registered with the NC Community College System:

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and electronics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of this curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Program Learning Outcomes

Upon completion of the Industrial Systems Technology program, a graduate should be able to:

- Construct advanced CAD drawings.
- Prepare complete working drawings using mechanical drafting techniques.
- Apply concepts of hydraulic/pneumatic to mechanical design.
- Apply concepts of statics/strength of materials to mechanical design.
- Design mechanical systems that include but are not exclusive to: Jig and Fixture Design, Gears, Cams, and Pulleys, and Linkages.
- Use traditional machine shop practices to create and measure machined parts.
- Prepare mathematical engineering technology calculations and apply to mechanical designs.

Degree Awarded

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

Note

Students are required to purchase minor drafting supplies (about $50). The math department requires purchase of a graphics calculator (about $100).

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6814 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
DFT	111	Technical Drafting	4	2
DFT	151	CAD I	5	3
EGR	110	Intro to Engineering Technologies	3	2
ELC	111	Intro to Electricity	4	3
ENG	111	Writing and Inquiry (C required)	3	3
				14
SECOND SEMESTER				
DFT	112	Technical Drafting II	4	2
DFT	154	Intro. to Solid Modeling	5	3
ECO	251	Principles of Microeconomics	3	3
MAT	121	Alg./Trig. I	4	3
MEC	110	Intro. to CAD/CAM	3	2
MEC	145	Manufacturing Materials I	5	3
				16
SUMMER SEMESTER				
CIS	110	Introduction to Computers	4	3
DDF	211	Design Processes I	7	4
				7
THIRD SEMESTER				
DDF	212	Design Processes II	7	4
HYD	110	Hydraulics	5	3
HUM	110	Technology and Society	3	3
MAT	122	Alg./Trig. II	4	3
PHY	131	Physics/Mechanics	5	4
				17
FOURTH SEMESTER				
DFT	231	Jig and Fixture Design	3	2
EGR	250	Statics & Strengths of Materials	7	5
ENG	114	Professional Research & Reporting	3	3
OMT	222	Project Management	3	3
MEC	276	Capstone Design Project	3	1
				14
		Total Credit Hours		68

Mechanical Engineering Technology - Drafting Certificate (C40320A)

Certificate Awarded

A certificate in Mechanical Engineering Technology - Drafting is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919)739-6814 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6814.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DFT	111	Technical Drafting I	4	2
DFT	151	CAD I	5	3
EGR	110	Intro to Engineering Tech	3	2
				7
SECOND SEMESTER				
DFT	112	Tech Drafting II	4	2
DFT	154	Intro. to Solid Modeling	5	3
				5
		Total Credit Hours		12

Mechanical Engineering Technology - Engineering Technology Certificate (C40320C)

Certificate Awarded

A certificate in Mechanical Engineering Technology - Engineering Technology is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919)739-6814 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DFT	111	Technical Drafting I	4	2
DFT	151	CAD I	5	3
HYD	110	Hydraulics	5	3
				8
SECOND SEMESTER				
DFT	154	Intro. To Solid Modeling	5	3
MEC	145	Manufacturing Materials	5	3
				6
		Total Credit Hours		14

Mechanical Engineering Technology - Tool Design Certificate (C40320B)

Certificate Awarded

A certificate in Mechanical Engineering Technology - Tool Design is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6814 or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6814.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DFT	111	Technical Drafting I	4	2
DFT	151	CAD I	5	3
				5
SECOND SEMESTER				
DFT	112	Technical Drafting II	4	2
DFT	154	Intro. To Solid Modeling	5	3
MEC	145	Manufacturing Materials	5	3
				8
THIRD SEMESTER				
OMT	222	Project Management	3	3
DFT	231	Jig & Fixture Design	3	2
				5
		Total Credit Hours		18

Mechatronics Engineering Technology (A40350)

Official Program Description registered with the NC Community College System:

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Program Learning Outcomes

Upon completion of the Mechatronics Engineering Technology program, a graduate should be able to:

- Interpret technical drawings, schematics, and diagrams as they relate to automated process control systems
- Troubleshoot process control system components in an automated system
- Analyze the interaction between the various components of a system that could include fluid power, mechanical, Servo, and electrical components to operate an automated system.
- Analyze, construct and test automated systems including electronic sensors, mechanical actuators and computer control.
- Fabricate and assemble mechanical/ automated assemblies from technical drawings job specific tools.

Degree Awarded

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

Note

A grade of C must be achieved in all MED curriculum courses in order to progress within the program.

A student convicted of a felony may not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver leased upon mitigating circumstances.

For More Information

The Mechatronics Engineering Technology program is in the Applied Technology Division. For more information call (919) 739-6817 or visit us at our web site at www.waynecc.edu.

Admissions

A high school diploma or equivalent is required.

A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
DFT	151	CAD I	5	3
EGR	110	Intro to Engineering Tech	3	2
ELC	111	Intro to Electricity	4	3
ELC	125	Diagrams and Schematics	3	2
ELC	127	Software for Technicians	4	2
ENG	111	Expository Writing	3	3
				16
SECOND SEMESTER				
ELC	120	Intro to Wiring	4	3
NET	125	Networking Basics	5	3
ATR	112	Introduction to Automation	5	3
ELC	213	Instrumentation	5	4
MAT	121	Algebra/Trigonometry I	4	3
				16
SUMMER TERM				
ELC	128	Intro to PLC	5	3
ISC	112	Industrial Safety	2	2
MEC	130	Mechanisms	4	3
HUM	110	Technology & Society	3	3
				11
THIRD SEMESTER				
ECO	251	Princ. Of Micro	3	3
ELC	117	Motors and Controls	8	4
HYD	110	Hydraulics/Pneumatics I	5	3
OMT	222	Project Management	3	3
PHY	131	Physics/Mechanics	5	4
				17
FOURTH SEMESTER				
ATR	280	Robotics Fundamentals	5	4
EGR	285	Design Project	4	2
ENG	114	Prof Research & Reporting	3	3
HYD	121	Hydraulics/Pneumatics II	4	2
PCI	264	Process Control w/PLC's	6	4
				15
		Total Credit Hours		75

Mechatronics Engineering Technology Certificate (C40350A)

Certificate Awarded

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

For More Information

The Mechatronics Engineering Technology program is in the Applied Technology Division. For more information call (919) 739-6817 or visit us at our web site at www.waynecc.edu.

Admissions

A high school diploma or equivalent is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ELC	111	Intro to Electricity	4	3
				3
SECOND SEMESTER				
ELC	120	Intro to Wiring	4	3
ATR	112	Introduction to Automation	5	3
ELC	213	Instrumentation	5	4
				10
SUMMER TERM				
ISC	112	Industrial Safety	2	2
				2
		Total Credit Hours		15

Medical Assisting (A45400)

Official Program Description registered with the NC Community College System:

The Medical Assisting Curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Program Learning Outcomes

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

- Demonstrate professional behavior that reflects an understanding of ethical, legal, and self-management concepts.
- Communicate effectively with patients, their families, and other health care team members.
- Practice entry level administrative, clinical and laboratory functions as they relate to the examination and treatment of patients in medical facilities.
- Implement teaching plan based on individual needs as well as community needs.

Degree Awarded

The Associate in Applied Science Degree-Medical Assisting is

awarded by the College upon completion of the program.

Note

A grade of C must be achieved in all MED curriculum courses in order to progress within the program.

A student convicted of a felony may not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver leased upon mitigating circumstances.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Medical Assisting students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Medical Assisting program. The student will be dismissed from the program.

Accreditation

The Wayne Community College AAS-Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, www.caahep.org.

For More Information

The Medical Assisting Technology program is in the Allied Health and Public Services Division. For more information, call (919) 739-6782, or visit our Web site at www.waynecc.edu.

Admissions

Individuals desiring a career as a medical assistant should take biology, mathematics, and typing/keyboarding/computer courses prior to entering the program.

Individuals desiring admission to the program should follow the admissions procedures outlined on page 10 of this catalog and in the Application Policies and Procedures Packet.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BIO	163	Basic Anatomy and Physiology	6	5
ENG	111	Writing and Inquiry	3	3
MAT	110	Mathematical Measurement and Literacy	4	3
MED	110	Orientation to Medical Assist	1	1
MED	121	Medical Terminology I	3	3
OST	131	Keyboarding	3	2
				18
SECOND SEMESTER				
ENG	114	Professional Research and Reporting	3	3
MED	122	Medical Terminology II	3	3
MED	140	Exam Room Procedures I	7	5
OST	136	Word Processing	4	3
PSY	150	General Psychology	3	3
				17
SUMMER SEMESTER				
MED	130	Administrative Office Procedures I	3	2
MED	150	Laboratory Procedures I	7	5
				7
THIRD SEMESTER				
MED	131	Administrative Office Procedures II	3	2
MED	240	Exam Room Procedures II	7	5
MED	250	Laboratory Procedures II	7	5
MED	272	Drug Therapy	3	3
				15
FOURTH SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	232	Medical Insurance and Coding	4	2
MED	260	Medical Clinical Practicum	15	5
MED	264	Medical Assisting Overview	2	2
		Humanities/Fine Arts Elective	3	3
				14
		Total Credit Hours		71

Medical Assisting/Advanced Standing Alternative for Medical Office Administration or Medical Transcription (A45400)

Prerequisite/Transfer Credit

			Contact Hours	Semester Credit Hours
ACA	111	College Student Success	1	1
BIO	163	Basic Anatomy & Physiology	6	5
MAT	110	Mathematical Measurement and Literacy	4	3
MED	110	Orientation to Medical Assisting	1	1
ENG	111	Writing and Inquiry	3	3
OST	131	Keyboarding	3	2
MED	121	Medical Terminology I	3	3
				18
SECOND SEMESTER				
ENG	114	Professional Research & Reporting	3	3
MED	122	Medical Terminology II	3	3
MED	140	Exam Room Procedures I	7	5
OST	136	Word Processing	4	3
PSY	150	General Psychology	3	3
				17
SUMMER SEMESTER				
MED	130	Admin. Office Procedures I	3	2
MED	150	Laboratory Procedures I	7	5
				7
THIRD SEMESTER				
MED	131	Administrative Office Procedures II	3	2
MED	240	Exam Room Procedures II	7	5
MED	250	Laboratory Procedures II	7	5
MED	272	Drug Therapy	3	3
				15
FOURTH SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	232	Medical Insurance and Coding	4	2
MED	260	Medical Clinical Practicum	15	5

			Contact Hours	Semester Credit Hours
MED	264	Medical Assisting Overview	2	2
		Humanities/Fine Arts Elective ..	3	3
				14
		Total Credit Hours		71

Medical Laboratory Technology (A45420)

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

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

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

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Mission Statement

The mission of the Wayne Community College Medical Laboratory Technology Program is to prepare graduates for employment in the healthcare field by providing students with training and education in the technical skills and knowledge needed to perform routine clinical laboratory testing in all major areas of the laboratory, proper handling of biohazards, maintenance of patient data, critical thinking, and communication skills.

Program Learning Outcomes

Upon completion of the Medical Laboratory Technology program, a graduate should be able to:

- Demonstrate the written and oral communication skills required for safe and legal practice in the role of medical laboratory technician.
- Demonstrate the critical thinking skills necessary for practice in a modern clinical laboratory.
- Apply policies, procedures and methods of quality assessment in the clinical laboratory.
- Perform mathematical calculations needed to safely generate lab results.
- Use current technologies and information processing in collecting, processing and analyzing biological specimens.
- Demonstrate the knowledge and technical skills necessary for producing accurate laboratory results for use in diagnosis and treatment.
- Collaborate with members of team to improve patient care and assure the quality laboratory services, displaying sensitivity to cultural diversity.
- Practice in a legal, ethical and professional manner.

Degree Awarded

The associate in Applied Science Degree-Medical Laboratory Technology is awarded by the College upon completion of this program.

Program Accreditation

The Medical Laboratory Technology Program is currently seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd. Suite 720, Rosemont, IL 60018, Phone: (773) 714-8880, Fax: (773) 714-8886, www.naacls.org.

Note

Students must earn a grade of C or better in all MLT curriculum courses in order to progress in the program. Information about the program and readmission policy is outlined in the Medical Laboratory Technology Admissions Policies and Procedures available in the Office of Admissions and Records.

In addition to tuition and textbooks, costs of this program include a watch with a second hand, uniforms, shoes, lab coat, American Heart Health Care Provider CPR certification, physical examination and immunizations. Students must also have access to reliable transportation for attendance of clinical practicums at various off-site facilities.

For More Information

The Medical Laboratory Technology Program is in the Allied Health and Public Services Division. For more information, call (919) 739-6781, or visit our Web site at www.waynecc.edu.

Admissions

- Individuals desiring a career in Medical Laboratory Technology should take biology, chemistry, and math courses prior to entering the program.
- Individuals seeking admission to the program must follow the admissions procedures outlined on page 10 of this catalog and in the Medical Laboratory Technology Application Policies and Procedures packet available on the WCC Web site at http://waynecc.edu/admissions/allied-health/
- Applicants must present evidence of good physical and mental health.
- Applicants must demonstrate competency in computer skills by attaining a minimally acceptable score (78) on the CIS 070 placement test or completion of CIS 070 with a grade of "P" or better to apply to the Medical Laboratory Technology program.

Criminal Background Check/ Drug Screen

Affiliating clinical agencies with which the College has contracted to provide clinical experiences require students to submit to criminal background checks and drug testing prior to and/or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing in the program. The student will be dismissed from the Medical Laboratory Technology Program.

First Step to Apply

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
BIO	163	Basic Anat. & Phys.	6	5
CHM	130	Gen, Org, & Biochemistry	3	3
CHM	130A	Gen, Org, & Biochem Lab.....	2	1
MED	121	Med Terminology I.....	3	3
MLT	110	Intro to MLT.....	5	3
				16
SECOND SEMESTER				
ENG	111	Writing and Inquiry.....	3	3
MLT	111	UA & Body Fluids.....	4	2
MLT	120	Hematology/Hemostasis I.....	6	4
				9
THIRD SEMESTER				
MAT	110	Mathematical Measurement and Literacy	4	3
MLT	125	Immunohematology	7	5
MLT	140	Intro to Microbiology	5	3
MLT	220	Hematology/Hemostasis II.....	5	3
				14
FOURTH SEMESTER				
MLT	130	Clinical Chem I.....	6	4
MLT	240	Special Clin Micro	5	3
MLT	255	MLT Practicum I	15	5
				12

			Contact Hours	Semester Credit Hours
FIFTH SEMESTER				
MLT	264	MLT Practicum II	12	4
				4
SIXTH SEMESTER				
ENG	114	Prof Research & Reporting	3	3
MLT	215	Professional Issues	1	1
MLT	275	MLT Practicum III	15	5
PSY	150	General Psychology	3	3
		Humanities/Fine Arts Elective	3	3
				15
		Total Credit Hours		70

Medical Office Administration (A25310)

Official Program Description registered with the NC Community College System:

The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare-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 healthcare-related organizations.

Program Learning Outcomes

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

- Use technology to perform administrative tasks required for day to-day operations in a medical setting.
- Produce accurate business documents.
- Produce accurate medial documents.
- Apply professional and ethical standards within a healthcare setting.

Degree Awarded

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

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry	3	3
MED	121	Medical Terminology I	3	3
OST	132	Keyboarding Skill Building	3	2
OST	136	Word Processing	4	3
OST	164	Text Editing Applications	3	3
				18
SECOND SEMESTER				
ENG	114	Professional Research and Reporting	3	3
MED	122	Medical Terminology II	3	3
OST	134	Text Entry and Formatting	4	3
OST	184	Records Management	4	3
OST	236	Adv Word/Info. Processing	4	3
		Humanities/Fine Arts Elective	3	3
				18
THIRD SEMESTER				
WBL	110	World of Work	1	1
OST	148	Medical Coding, Billing, and Insurance	3	3
OST	149	Medical Legal Issues	3	3
OST	153	Office Finance Solutions	3	2
OST	248	Diagnostic Coding	3	2
OST	286	Professional Development	3	3
		Social/Behavioral Science Elective	3	3
				17
FOURTH SEMESTER				
MAT	110	Mathematical Measurement and Literacy	4	3
OST	241	Medical Office Transcription I	3	2
OST	243	Medical Office Simulation	4	3
OST	247	Procedure Coding	3	2
OST	289	Admin Office Management	4	3
		Major Elective	-	2-3
				15-16
		Total Credit Hours		68-69

Major Electives (select two or three semester hours):

WBL	111	Work-Based Learning I	10	1
WBL	112	Work-Based Learning I	20	2
WBL	121	Work-Based Learning II	10	1
MED	118	Medical Law and Ethics	2	2
OST	131	Keyboarding	3	2
OST	242	Medical Office Transcription II	3	2
OST	249	CPC Certification	5	4

Medical Office Administration/Medical Coding Diploma (D25310)

Degree Awarded

A diploma in Medical Office Administration/Medical Coding is awarded by the College upon completion of this program. Graduates will be eligible to sit for the Certified Professional Coder (CPC) exam.

Note

Courses in the following areas will be helpful to students: computer applications, health occupations, keyboarding, word processing, records management, and business English. Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881 or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
MED	121	Medical Terminology I	3	3
OST	132	Keyboarding Skill Building	3	2
OST	136	Word Processing	4	3
OST	148	Medical Coding, Billing and Ins	3	3
				15
SECOND SEMESTER				
ENG	111	Writing and Inquiry	3	3
MED	122	Medical Terminology II	3	3
OST	153	Office Finance Solutions	3	2
OST	243	Medical Office Simulation	4	3
OST	247	Procedure Coding	3	2
OST	248	Diagnostic Coding	3	2
				15
THIRD SEMESTER				
WBL	110	World of Work	1	1
ENG	114	Prof Research and Reporting	3	3
OST	149	Medical Legal Issues	3	3
OST	164	Text Editing Applications	3	3
OST	249	CPC Certification	5	4
OST	289	Admin Office Management	4	3
				17
		Total Credit Hours		47

Medical Office Administration/Medical Transcription Diploma (D25310MT)

Degree Awarded

A diploma in Medical Office Administration/Medical Transcription is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, reading, and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
MED	121	Medical Terminology I	3	3
OST	132	Keyboard Skill Building	3	2
OST	136	Word Processing	4	3
OST	164	Text Editing Applications	3	3
				15
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
MED	122	Medical Terminology II	3	3
OST	134	Text Entry and Formatting	4	3
OST	148	Medical Coding, Billing, and Insurance	3	3
OST	241	Medical Office Transcription I	3	2
				14
THIRD SEMESTER				
WBL	110	World of Work	1	1
ENG	114	Professional Research and Reporting	3	3
OST	149	Medical Legal Issues	3	3
OST	242	Medical Office Transcription II	3	2
OST	243	Medical Office Simulation	4	3
OST	289	Admin Office Management	4	3
				15
		Total Credit Hours		44

Medical Office Administration/Medical Insurance Certificate (C25310MI)

Certificate Awarded

A certificate in Medical Office Administration/Medical Insurance is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in reading is required.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	121	Medical Terminology I	3	3
OST	148	Medical Coding, Billing, and Insurance	3	3
				8
SECOND SEMESTER				
MED	122	Medical Terminology II	3	3
OST	243	Medical Office Simulation	4	3
OST	247	Procedure Coding	3	2
OST	248	Diagnostic Coding	3	2
				10
		Total Credit Hours		18

Networking Technology (A25340)

Official Program Description registered with the NC Community College System:

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area

network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Upon completion of the Networking Technology (A25340) program, a graduate should be able to:

- Complete a networking project from the definition phase through implementation.
- Configure networks and servers for optimal performance.
- Solve common system-level problems using trouble-shooting skills.

Degree Awarded

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

Note

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

Students are required to purchase a CompTIA A+ 220-801 exam voucher. The exam will be included in the cost of the CTS 120 course.

For More Information

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

Admissions

- A high school diploma or equivalent is required.

- Placement tests in English, mathematics, reading and computer skills may be required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
ENG	111	Writing and Inquiry	3	3
NET	125	Networking Basics	5	3
NOS	110	Operating System Concepts	5	3
				13
SECOND SEMESTER				
CIS	115	Intro to Prog and Logic	5	3
CTS	120	Hardware/Software Support	5	3
NET	126	Routing Basics	5	3
NOS	120	Linux/UNIX Single User	4	3
NOS	130	Windows Single User	4	3
				15
SUMMER SEMESTER				
CTI	141	Cloud and Storage Concepts	5	3
DBA	110	Database Concepts	5	3
SEC	110	Security Concepts	4	3
				9
THIRD SEMESTER				
ENG	114	Professional Research and Reporting	3	3
NET	225	Routing and Switching I	5	3
NET	226	Routing and Switching II	5	3
NOS	230	Windows Admin I	4	3
		Math Elective	-	3-4
				15-16
FOURTH SEMESTER				
BUS	110	Introduction to Business	3	3
CTI	240	Visualization Admin I (Spring I)	5	3
NET	289	Networking Project	5	3
		Humanities/Fine Arts Elective	3	3
		Major Elective	-	1
		Social/Behav Science Elective	-	3
				16
		Total Credit Hours		68-69

*Select 1 semester hour of Math Electives from the courses below:

MAT	121	Algebra/Trigonometry I	4	3
MAT	143	Quantitative Literacy	4	3
MAT	171	Precalculus Algebra	5	4

Select 1 semester hour of Major Elective from the courses below:

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

Network Technology - Routing and Switching Certificate (C25340RS)

Certificate Awarded

A certificate in Network Technology - Routing and Switching is awarded by the College upon completion of this program.

For More Information

The Network Technology - Routing and Switching program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our Web site at www.waynecc.edu/networking/.

Admissions

- A high school diploma or equivalent is required.

- Placement test in computer skills may be required to determine the entry-level courses that match the individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
NET	125	Networking Basics	5	3
NOS	110	Operating Systems Concepts	5	3
				6
SECOND SEMESTER				
NET	126	Routing Basics	5	3
NOS	120	Linix/Unix Single User	4	3
				6
		Total Credit Hours		12

Nursing, Associate Degree (A45110)

Official Program Description registered with the NC Community College System:

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000 or visit www.acenursing.org.

Program Learning Outcomes

Upon completion of the Associate Degree Nursing Program, a graduate should be able to:

- Apply the nursing process, critical thinking skills and evidence based practice to provide individualized, safe, competent and effective nursing care to diverse clients across the lifespan.
- Demonstrate caring behaviors when implementing nursing care to diverse clients across the lifespan.
- Use a variety of communication skills to establish and maintain a therapeutic and/or effective relationship with clients, families and members of the interdisciplinary healthcare team.
- Utilize resources, informatics and technologies in the delivery of nursing care.
- Develop and implement teaching plans for clients and families incorporating teaching and learning principles.
- Utilize basic management skills to implement nursing care and quality improvement processes. to evaluate and enhance outcomes for diverse groups of clients and families.
- Collaborate with client and members of the interdisciplinary team to plan, implement and evaluate the health care plan.
- Function within the legal framework of registered nurse practice and demonstrate accountability for own professional growth.

Degree Awarded

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

Note

Students demonstrate competency in computer skills by attaining minimally acceptable score (78) on CIS 070 placement test or completion of CIS 070 with a grade of "C" or better.

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, costs of this program include a watch with a second hand, uniforms, shoes, lab coat, physical examination, testing and assessment fees, immunizations, and fees for application for licensure for the North Carolina State Board of Nursing and National Council Licensure Examination.

For More Information

The Associate Degree Nursing program is in the Allied Health and Public Services Division. For more information, call (919) 739-6770, or visit us at our Web site at www.waynecc.edu/nursing.

Admissions

- High school or college Chemistry is required prior to admission to the program.

- Individuals desiring admission to the program must follow the admissions procedures outlined on page 9 of this catalog and in the Associate Degree Nursing Application Policies and Procedures packet available in the Office of Admissions and Records or on the Web site.

- Applicants must present evidence of good physical and mental health upon admission.

Note

An applicant to the nursing program who has been convicted or pled guilty to a misdemeanor and/or felony (excluding minor traffic violations) may not be eligible for licensure by the NC Board of Nursing.

The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for nursing students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the nursing program. The student will be dismissed from the program.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6727.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BIO	168	Anatomy and Physiology I	6	4
NUR	111	Intro to Health Concepts	16	8
NUR	117	Pharmacology	4	2
				15
SECOND SEMESTER				
BIO	169	Anatomy and Physiology II	6	4
PSY	150	General Psychology	3	3
1st 8 Weeks				
NUR	112	Health-Illness Concepts	9	5
2nd 8 Weeks				
NUR	211	Health Care Concepts	9	5
				17
SUMMER SEMESTER				
PSY	241	Developmental Psychology	3	3
NUR	114	Holistic Health Concepts	9	5
				8
THIRD SEMESTER				
BIO	175	General Microbiology	4	3
ENG	111	Writing and Inquiry	3	3
1st 8 Weeks				
NUR	113	Family Health Concepts	9	5
2nd 8 Weeks				
NUR	212	Health System Concepts	9	5
				16
FOURTH SEMESTER				
ENG	112	Writin/Research in the Disc	3	3
NUR	213	Complex Health Concepts	22	10
		Humanities/Fine Arts Elective	3	3
		(See page 76 for Hum/FA Elect.)		
				16
		Total Credit Hours		72

Advanced Standing Alternative for Graduate Practical Nurses

			Contact Hours	Semester Credit Hours
Prerequisite/Transfer Credit				
BIO	168	Anatomy and Physiology I	6	4
BIO	169	Anatomy and Physiology II	6	4
PSY	150	General Psychology	3	3
NUR	117	Pharmacology	4	2
				13
Course Equivalency upon completion of NUR 214: Nsg Transition Concepts with C or better				
NUR	111	Intro to Health Concepts	16	8
NUR	112	Health-Illness Concepts	9	5
NUR	211	Health Care Concepts	9	5
				18
SUMMER SEMESTER				
ACA	111	College Student Success	1	1
NUR	114	Holistic Health Concepts	9	5

			Contact Hours	Semester Credit Hours
PSY	241	Developmental Psychology	3	3
				9
THIRD SEMESTER				
BIO	175	General Microbiology.....	4	3
ENG	111	Writing and Inquiry.....	3	3
1st 8 Weeks				
NUR	113	Family Health Concepts.....	9	5
2nd 8 Weeks				
NUR	212	Health System Concepts	9	5
				16
FOURTH SEMESTER				
ENG	112	Writing/Research in the Disc....	3	3
NUR	213	Complex Health Concepts	22	10
		Humanities/Fine Arts Elective ..	3	3
		(See page 76 for Hum/FA Elect.)		
				16
		Total Credit Hours		72

The Associate Degree Nursing (Advanced Standing Alternate for Graduate Practical Nurses) Application Policies and Procedures packet is available in the Office of Admissions and Records and on the WCC Web site www.waynecc.edu/alliedhealth.

Nursing/Practical Diploma (D45660)

Official Program Description registered with the NC Community College System:

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.

This Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, N.E. Suite 850 Atlanta, GA 30326, (404) 975-5000 or visit www.acenursing.org.

Program Learning Outcomes

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

- Participate in applying the nursing process and quality improvement activities to provide individualized, safe, competent, and effective nursing care in a structured setting under supervision.
- Demonstrate caring behaviors in implementing nursing care to diverse clients across the lifespan.
- Use verbal and non-verbal communication skills to establish and maintain effective relationships with clients, families, and members of the interdisciplinary healthcare team.
- Utilize established policies, procedures, practice and technology in the delivery of nursing care.
- Participate in the teaching and counseling of clients as assigned by the registered nurse.
- Organize care for groups of clients.
- Work cooperatively as a member of the interdisciplinary team in implementing the health care plan.
- Function within the legal and ethical framework of licensed practical nurse practice and demonstrate accountability for personal development.

Diploma Awarded

A Diploma in Practical Nursing is awarded by the College upon completion of this program.

Note

Students demonstrate competency in computer skills by attaining minimally acceptable score (78) on CIS 070 placement test or completion of CIS 070 with a grade of "C" or better.

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, cost of this program include a watch with a second hand, uniforms, shoes, lab coat, physical examination, immunizations, and fees for application for licensure for the North Carolina State Board of Nursing, and National Council Licensure Examination.

For More Information

The Practical Nursing program is in the Allied Health and Public Services Division. For more information, call (919) 739-6770 or visit us at our Web site at www.waynecc.edu/nursing.

Admissions

- High school or college Chemistry is required prior to admission to the program.
- Individuals desiring admission to the program must follow the admissions procedures outlined on page 9 of this catalog and in the Practical Nursing Application Policies and Procedures packet available in the Office of Admissions and Records and on the WCC Web site.
- Applicants must present evidence of good physical and mental health upon admission.

Note

An applicant to the nursing program who has been convicted or pled guilty to a misdemeanor and/or felony (excluding minor traffic violations) may not be eligible for licensure by the NC Board of Nursing.

The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for nursing students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student form progressing and completing the nursing program. The student will be dismissed from the program.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6727.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
NUR	101	Practical Nursing I.....	19	11
BIO	163	Basic Anatomy and Physiology	6	5
ACA	111	College Student Success.....	1	1
				17
SECOND SEMESTER				
NUR	102	Practical Nursing II.....	20	12
NUR	117	Pharmacology.....	4	2
PSY	150	General Psychology.....	3	3
				17
SUMMER SEMESTER				
NUR	103	Practical Nursing III.....	18	10
ENG	111	Writing and Inquiry.....	3	3
				13
		Total Credit Hours		47

Office Administration (A25370)

Official Program Description registered with the NC Community College System:

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Program Learning Outcomes

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

- Use technology to perform administrative tasks required for day-to-day operation in an office setting.
- Produce accurate business documents.
- Apply professional and ethical standards in the workplace.

Degree Awarded

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

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computer	4	3
ENG	111	Writing and Inquiry	3	3
OST	132	Keyboarding Skill Building	3	2
OST	136	Word Processing	4	3
OST	164	Text Editing Applications	3	3
		Humanities/Fine Arts Elective	3	3
				18
SECOND SEMESTER				
CTS	130	Spreadsheet	4	3
ENG	114	Professional Research and Reporting	3	3
OST	134	Text Entry and Formatting	4	3
OST	137	Office Software Applications	4	3
OST	184	Records Management	4	3
OST	236	Advanced Word/ Information Processing	4	3
				18
THIRD SEMESTER				
BUS	153	Human Resource Management	3	3
BUS	260	Business Communications	3	3
WBL	110	World of Work	1	1
OST	153	Office Finance Solutions	3	2
OST	286	Professional Development	3	3
		Social/Behavioral Science Elective	3	3
				15
FOURTH SEMESTER				
BUS	137	Principles of Management	3	3
BUS	240	Business Ethics	3	3
MAT	110	Mathematical Measurement and Literacy	4	3
OST	289	Admin Office Management	4	3
		*Major Elective	3	2-3
				14-15
		Total Credit Hours		65-66

*Major Electives (Select 2-3 semester hours):

			Contact Hours	Semester Credit Hours
WBL	111	Work-Based Learning I	10	1
WBL	112	Work-Based Learning	20	2
WBL	121	Work-Based Learning II	10	1
OST	131	Keyboarding	3	2

Office Administration - Diploma (D25370)

Diploma Awarded

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

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, reading, and computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computer	4	3
ENG	111	Writing and Inquiry	3	3
OST	132	Keyboard Skill Building	3	2
OST	136	Word Processing	4	3
OST	164	Text Editing Applications	3	3
				15

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
WBL	110	World of Work	1	1
CTS	130	Spreadsheet	4	3
OST	134	Text Entry and Formatting	4	3
OST	137	Office Software Applications	4	3
OST	184	Records Management	4	3
OST	236	Adv Word/Info Processing	4	3
				16
THIRD SEMESTER				
BUS	240	Business Ethics	3	3
ENG	114	Professional Research and Reporting	3	3
OST	153	Office Finance Solutions	3	2
OST	289	Admin Office Management	4	3
				11
		Total Credit Hours		42

Office Administration - Certificate (C25370)

Certificate Awarded

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

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, reading, and computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CIS	110	Introduction to Computers	4	3
OST	132	Keyboarding Skillbuilding	3	2
OST	136	Word Processing	4	3
				8
SECOND SEMESTER				
OST	134	Text Entry and Formatting	4	3
OST	164	Text Editing Applications	3	3
OST	184	Records Management	4	3
				9
		Total Credit Hours		17

Office Administration/Microsoft Applications Certificate (C25370MA)

Certificate Awarded

A certificate in Office Administration/Microsoft Applications is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881, or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CIS	110	Introduction to Computers	4	3
OST	136	Word Processing	4	3
				6
SECOND SEMESTER				
CTS	130	Spreadsheet	4	3
OST	137	Office Software Applications	4	3
OST	236	Advanced Word/ Information Processing	4	3
				9
		Total Credit Hours		15

Pharmacy Technology (D45580)

Official Program Description registered with the NC Community College System:

The Pharmacy Technology program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

Program Learning Outcomes

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

- Demonstrate the written and oral communication skills required for safe and legal practice in the role of pharmacy technicians.
- Apply critical thinking skills and technical skills necessary for safe preparation and distribution of medication.

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

- Perform mathematical calculations needed to safely prepare medications and solutions.
- Use current technologies to prepare, store, inventory, and distribute medications.
- Function effectively as a member of the health care team displaying sensitivity to cultural diversity.
- Practice in a legal manner.

Diploma Awarded

A diploma in Pharmacy Technology is awarded by the College upon completion of the program.

Note: In addition to tuition and textbooks, costs of this program include uniforms, lab coat, physical examination, immunizations, a reliable transportation, criminal background check, drug screen and other miscellaneous fees.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Pharmacy Technology students may require students to submit to criminal background checks and drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Pharmacy Technology program. The student will be dropped from the program.

For More Information

The Pharmacy Technology program is in the Allied Health and Public Services Division. For more information, call (919) 739-6950 or visit us at our we site at www.waynecc.edu.

Admissions

Individuals desiring admission to the program must follow the admissions procedures outlined on page 10 of this catalog.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
PHM	110	Introduction to Pharmacy	3	3
PHM	111	Pharmacy Practice I	6	4
PHM	115	Pharmacy Calculations	3	3
PSY	150	General Psychology	3	3
				14
SECOND SEMESTER				
ENG	111	Writing and Inquiry	3	3
PHM	118	Sterile Products	6	4
PHM	120	Pharmacology I	3	3
PHM	135	Pharmacy Clinical	15	5
PHM	140	Trends in Pharmacy	2	2
				17
SUMMER SEMESTER				
PHM	125	Pharmacology II	3	3
PHM	132	Pharmacy Clinical	6	2
PHM	165	Pharmacy Professional Practice	2	2
				7
		Total Credit Hours		38

Phlebotomy Certificate (C45600)

Official Program Description registered with the NC Community College System:

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Program Learning Outcomes

Upon completion of the Phlebotomy program, a graduate shoould be able to:

- Perform phlebotomy procedures while adhering to safety guidelines.
- Demonstrate professional behavior during the practice of phlebotomy.

Certificate Awarded

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

Note

In addition to tuition and textbooks, costs of this program include lab coat, physical examination, immunizations, certification fees, a reliable car, criminal background check, drug screen and other miscellaneous fees.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Phlebotomy students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Phlebotomy program. The student will be dismissed from the program.

For More Information

The Phlebotomy program is in the Allied Health and Public Services Division. For more information, call (919) 739-6781 or visit us at our Web site at www.waynecc.edu.

Admissions

Individuals desiring admission to the program must follow the admissions procedures outlined on page 10 of this catalog.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
PBT	100	Phlebotomy Technology	7	6
PBT	101	Phlebotomy Practicum	9	3
PSY	101	Applied Psychology	3	3
		Total Credit Hours		12

School-Age Education (A55440)

Official Program Description registered with the NC Community College System:

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

Program Learning Outcomes

Upon completion of the School Age Education program, a graduate should be able to:

- Establish trusting and respectful reciprocal relationships with all children, families and communities.
- Assist in the authentic assessment of all children's learning.
- Assist in creating environments that are healthy, respectful, supportive and challenging for all children.
- Implement developmentally effective curriculum that addresses all domains of learning.
- Communicate effectively using standard written and verbal skills.
- Utilize technology to enhance learning for all children.

Degree Awarded

The Associate in Applied Science Degree - School-Age Education is awarded by the College upon completion of this program.

For More Information

The School-Age Education program is in the Allied Health and Public Services Division. For more information call (919) 739-6794, or visit us at our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

- Students selecting a science course must also meet the requirements for DMA 010 through DMA 050 through the math diagnostic test or course completion prior to receiving a degree.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
EDU	118	Princ and Pract of Inst Ast	3	3
EDU	131	Child, Family, and Community	3	3
EDU	144	Child Development I	3	3
EDU	162	Observation and Assessment	3	3
ENG	111	Writing and Inquiry	3	3
				16
SECOND SEMESTER				
CIS	110	Intro to Computers	4	3
WBL	111	Work-Based Learning I	10	1
EDU	145	Child Development II	3	3
EDU	163	Classroom Mgt and Instruct	3	3
EDU	256	Instr Strat/Social Studies	4	3
ENG	114	Professional Research and Reporting	3	3
				16
SUMMER SEMESTER				
PSY	150	General Psychology	3	3
		Humanities/Fine Arts Elective	3	3
				6
THIRD SEMESTER				
EDU	257	Inst Strat/Math	4	3
EDU	271	Educational Technology	4	3
EDU	281	Instr Strat/Read and Writ	4	3
EDU	289	Advanced Issues/School Age	2	2
		Humanities/Fine Arts Elective	3	3
		* MAT/Nat Science Elective	3-4	3-4
				17-18
FOURTH SEMESTER				
EDU	221	Children with Exceptional	3	3
EDU	258	Instr Strat/Science	4	3
EDU	282	Early Childhood Lit	3	3
EDU	285	Internship Experience	10	4
		Social/Behav Science Elective	3	3
				16
		Total Credit Hours		71-72

*MAT/Natural Science Elective choices:

MAT	110	Mathematical Measurement and Literacy	4	3
BIO	110	Principles of Biology	6	4

Simulation and Game Development (A25450)

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

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

Program Learning Outcomes

Upon completion of the Simulation and Game Development program, a graduate should be able to:

- Create advanced simulations and games using industry standard software applications.
- Produce assets using techniques that reflect an understanding of the intended audience within predetermined limitations for a variety of platforms.
- Solve programming and content creation problems through efficient use of resources.
- Communicate simulation and game design concepts to technical and non-technical personnel.
- Identify basic business and legal concepts applied to the games industry.
- Discuss simulation and game design concepts including the history of games.

Degree Awarded

The Associate in Applied Science Degree-Simulation and Game Development is awarded by the college upon completion of this program.

For More Information

The Simulation and Game Development program is in the Business and Computer Technologies Division. For more information call (919) 739-6879, or visit us at our Web site at www.waynecc.edu/simulation-game-development/.

Admissions

- A high school diploma or equivalent is required.

- A placement test in basic computer skills, English, mathematics, and reading may be required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admission and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Writing and Inquiry	3	3
SGD	111	Introduction to SGD	5	3
SGD	116	Graphic Design Tools	4	3
SGD	158	SGD Business Management	3	3
				13
SECOND SEMESTER				
ENG	114	Prof Research and Reporting	3	3
SGD	112	SGD Design	5	3
SGD	113	SGD Programing	5	3
SGD	114	3D Modeling	5	3
		*Math Elective	3-5	3-4
				15-16
SUMMER SEMESTER				
CIS	110	Intro to Computers	4	3
SGD	168	Mobile SG Programming I	5	3
SGD	172	Virtual SG Environments	5	3
				9
THIRD SEMESTER				
SGD	134	SG Quality Assurance	4	3
SGD	174	SG Level Design	5	3
SGD	212	SGD Design II	5	3
SGD	214	3D Modeling II	5	3
		Humanities Elective	3	3-4
				15
FOURTH SEMESTER				
SGD	164	SG Audio/Video	5	3
SGD	271	SGD Level Design II	5	3
SGD	289	SGD Project	5	3
		*Major Elective	-	1
		*Social/Behavioral Sci Elective	3	3
				13
		Total Credit Hours		65-66

Professional Electives:
(Select 1.0 hour from the following courses)

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

Math Elective:
(Select 3.0 hours from the following courses)

MAT	121	Algebra/Trigonometry I	4	3
MAT	143	Quantitative Literacy	4	3
MAT	171	Precalculus Algebra	5	4

Simulation and Game Development Certificate (C25450)

Certificate Awarded

A certificate in Simulation and Game Development is awarded by the College upon completion of this program.

For More Information

The Simulation & Game Development program is in the Business and Computer Technologies Division. For more information, call (919) 739-6879 or visit us at our Web site at www.waynecc.edu/simulation-game-development/.

Admissions

- A high school diploma or equivalent is required
- A placement test in computer skills is required to determine entry-level courses that match individual needs.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
SGD	111	Introduction to SGD	5	3
SGD	116	Graphic Design Tools	4	3
				6
SECOND SEMESTER				
SGD	113	SGD Programming	5	3
SGD	114	3D Modeling	5	3
				6
		Total Credit Hours		12

Sustainability Technologies (A40370)

The Associate in Applied Science degree program in Sustainability Technologies will not be offered during the 2014-2015 academic year. Interested students should enroll in the Building Science Certificate or Energy Management Certificate.

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

Program Learning Outcomes

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

- Recognize various alternative energy systems.
- Discuss relevant topics of environmental science and natural resources.
- Select and design an alternative energy system for a typical application.
- Analyze the factors that affect long-term sustainable systems.
- Analyze energy use and identify energy management opportunities.
- Plan and effectively schedule a sustainability related project.

Sustainability Technology - Building Science Certificate (C40370D)

Certificate Awarded

A certificate in Sustainability Technology - Alternative Energy Certificate is awarded by the College upon completion of this program.

For More Information

The Sustainability Technology program is in the Applied Technology Division. For more information, call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

Admissions
- A high school diploma or equivalent is required.

First Step to Enroll:
Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CST	111	Construction I	6	4
SST	110	Intro to Sustainability	3	3
				7
SECOND SEMESTER				
CST	150	Building Science	4	3
ALT	120	Renewable Energy Technology	4	3
SST	140	Green Bldg & Design Concepts	3	3
				9
		Total Credit Hours		16

Sustainability Technology - Energy Management Certificate (C40370B)

Certificate Awarded
A certificate in Sustainability Technology - Energy Management Certificate is awarded by the College upon completion of this program.

For More Information
The Sustainability Technology program is in the Applied Technology Division. For more information, call (919) 739-6818 or visit us at our Web site at www.waynecc.edu.

Admissions
- A high school diploma or equivalent is required.

First Step to Enroll:
Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ELC	125	Diagram and Schematics	3	2
ELC	127	Software for Technicians	4	2
OMT	222	Project Management	3	3
				7
SECOND SEMESTER				
CST	150	Building Science	4	3
ELC	120	Intro to Wiring	4	3
SST	120	Energy Use Analysis	4	3
				9
		Total Credit Hours		16

Sustainable Agriculture (A15410)

Official Program Description registered with the NC Community College System:

The Sustainable Agriculture program is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of sustainable agriculture, focusing on crop production and farm business. Emphasis is placed on entrepreneurial and practical field training. Students will complete a business plan and an agricultural internship in marketing and farming.

Graduates should qualify for employment in a variety of positions associated with sustainable agriculture, including horticultural and live stock operations, wholesale and retail produce management, nursery operations, and environmental and agricultural education.

Program Learning Outcomes
Upon completion of the Sustainable Agriculture program, the graduate should be able to:
- Develop a business plan to produce an agricultural commodity.
- Recognize the economic importance of non-crop plants and various methods of control.
- Develop a crop rotation plan.
- Practice effective interpersonal communication skills

Degree Awarded
The Associate in Applied Science Degree - Sustainable Agriculture is awarded by the College upon completion of this program.

For More Information
The Sustainable Agriculture program is in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our Web site at www.waynecc.edu.

Admissions
- A high school diploma or equivalent is required.
- Placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step to Enroll:
Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AGR	111	Basic Farm Maintenance	4	2
AGR	139	Intro to Sustainable Ag	3	3
AGR	170	Soil Science	4	3
BIO	160	Introductory Life Science	4	3
ENG	111	Writing and Inquiry	3	3
				15
SECOND SEMESTER				
AGR	150	Ag-O-Metrics	3	3
AGR	110	Agricultural Economics	3	3
AGR	160	Plant Science	4	3
CIS	110	Introduction to Computers	4	3
WBL	110	World of Work	1	1
ENG	114	Profess. Research and Rep.	3	3
				16
SUMMER SEMESTER				
WBL	111	Work-Based Learning I	10	1
AGR	121	Biological Pest Mgmt.	3	3
				4
THIRD SEMESTER				
AGR	213	Ag Law and Finance	3	3
ANS	110	Animal Science	3	3
BUS	151	People Skills	3	3
BUS	280	REAL Small Business	4	4
		Humanities Elective	3	3
				16
FOURTH SEMESTER				
AGR	212	Farm Business Management	3	3
AGR	214	Agricultural Marketing	3	3
AGR	262	Weed ID and Control	5	3
AGR	265	Organic Crop Production: Spring	4	3
		Social/Behavior Science Elective	3	3
				15
		Total Credit Hours		66

Sustainable Agriculture Certificate (C15410)

Certificate Awarded

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

For More Information

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

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AGR	111	Basic Farm Maintenance	4	2
AGR	139	Intro to Sustainable Ag	3	3
BUS	151	People Skills	3	3
				8
SECOND SEMESTER				
AGR	121	Biological Pest Mgmt	3	3
AGR	160	Plant Science	4	3
AGR	265	Organic Crop Prod: Spring	4	3
				9
		Total Credit Hours		17

Turfgrass Management Technology (A15420)

Official Program Description registered with the NC Community College System:

The Turfgrass Management Technology curriculum is designed to provide skills necessary to perform duties related to management of golf courses, sports fields, lawn care, irrigation design, and sod production.

Course work includes turfgrass management, irrigation, ornamental horticulture, soil science, entomology, plant pathology, as well as courses in communications, computers, and the social sciences.

Graduates should qualify for employment at golf courses, local, state, and national parks, sports complexes, highway vegetation and turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the examination for the North Carolina pesticide licenses.

Program Learning Outcomes

Upon successful completion of the Turfgrass Management Technology program of study, the student will be able to:

- Develop both establishment and maintenance plans for high quality tufgrass areas.
- Make recommendations regarding nutrient management of soil and methods of weed control.
- Complete functional design for a turfgrass irrigation system.
- Demonstrate the ability to perform calculations needed in the Turfgrass field.
- Operate and maintain turfgrass management equipment.
- Turfgrass program and use for integrated pest management

Degree Awarded

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

For More Information

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

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AGR	170	Soil Science	4	3
CIS	110	Introduction to Computers	4	3
TRF	110	Intro to Turfgrass Cultivation and ID	5	4
TRF	210	Turfgrass Equipment Management	5	3
				14
SECOND SEMESTER				
AGR	150	Ag-O-Metrics	3	3
WBL	110	World of Work	1	1
ENG	111	Writing and Inquiry	3	3
TRF	120	Turfgrass Irrigat and Design	6	4
		Humanities/Fine Arts Elective	3	3
				14
SUMMER SEMESTER				
AGR	110	Agricultural Economics	3	3
AGR	140	Agricultural Chemicals	4	3
WBL	112	Work-Based Learning I	20	2
HOR	150	Intro to Horticulture	2	2
				10
THIRD SEMESTER				
AGR	210	Ag Accounting	5	3
BUS	151	People Skills	3	3
ENG	114	Prof Research and Reporting	3	3
TRF	152	Landscape Maintenance	4	3
TRF	230	Turfgrass Management App	3	2
				14
FOURTH SEMESTER				
AGR	262	Weed ID and Control	5	3
MAT	110	Mathematical Measurement and Literacy	4	3
TRF	240	Turfgrass Pest Control	4	3
TRF	260	Adv Turfgrass Management	5	4
		Humanities/Fine Arts Elective	3	3
		Social/Behavioral Science Elective	3	3
				16
		Total Credit Hours		68

Turfgrass Management Technology Certificate (C15420)

Certificate Awarded

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

For More Information

The Turfgrass Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6810 or visit us at our Web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AGR	170	Soil Science	4	3
TRF	110	Intro to Turfgrass	5	4
				7
SECOND SEMESTER				
TRF	120	Turfgrass Irrigation	6	4
TRF	240	Turfgras Pest Control	4	3
TRF	260	Adv. Turfgrass Management	5	4
				11
		Total Credit Hours		18

Welding Technology Diploma (D50420)

Official Program Description registered with the NC Community College System:

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses 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.

Program Learning Outcomes

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

- Weld a V-Groove in all positions using the SMAW process.
- Weld Lap, T, and Corner joint using the GMAW process in steel, aluminum, and stainless.
- Weld a Lap, T, and Corner joint using the GTAW process in steel, aluminum, and stainless.

Diploma Awarded

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

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6806 or (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6806 or (919) 739-6816 or visit us at our Web site at www.waynecc.edu.

Admissions

A placement test in mathematics and reading (RED 080/DRE 097) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	102	Applied Communication II	3	3
WLD	110	Cutting Processes	4	2
WLD	112	Basic Welding Processes	4	2
WLD	115	SMAW (Stick) Plate	11	5
WLD	121	GMAW (MIG) FCAW/Plate	8	4
				17
SECOND SEMESTER				
MAT	110	Mathematical Measurement and Literacy	4	3
WLD	116	SMAW (Stick)Plate/Pipe	10	4
WLD	122	GMAW (MIG) Plate/Pipe	7	3
WLD	131	GTAW (TIG) Plate	8	4
				14
SUMMER SEMESTER				
WLD	132	GTAW (TIG) Plate/Pipe	7	3
WLD	141	Symbols and Specifications	4	3
				6
		Total Credit Hours		37

Welding Technology Certificate (C50420WT)

Certificate Awarded

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

For More Information

The Welding Technology is in Applied Technology Division. For more information, call (919) 739-6816 or visit us at our Web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
WLD	115	SMAW (Stick) Plate	11	5
WLD	121	GMAW (MIG) FCAW/Plate	8	4
				9
SECOND SEMESTER				
WLD	112	Basic Welding Processes	4	2
WLD	131	GTAW (TIG) Plate	8	4
				6
		Total Credit Hours		15

Welding Technology - MIG Welding Certificate (C50420MG)

Certificate Awarded

A certificate in Welding Technology-MIG Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our Web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
WLD	112	Basic Welding Processes	4	2
WLD	121	GMAW (MIG) FCAW/Plate	8	4
				6

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
WLD	122	GMAW (MIG) Plate/Pipe.....	7	3
				3
SUMMER SEMESTER				
WLD	141	Symbols and Specifications.....	4	3
				3
		Total Credit Hours		12

Welding Technology - Stick Welding Certificate (C50420S)

Certificate Awarded

A certificate in Welding Technology-Stick Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our Web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
WLD	112	Basic Welding Processes	4	2
WLD	115	SMAW (Stick) Plate	11	5
				7
SECOND SEMESTER				
WLD	116	SMAW (Stick) Plate/Pipe	10	4
				4
SUMMER SEMESTER				
WLD	141	Symbols and Specifications.....	4	3
				3
		Total Credit Hours		14

Welding Technology-Certificate in TIG Welding (C50420TG)

Certificate Awarded

A certificate in Welding Technology-TIG Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our Web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
WLD	112	Basic Welding Processes	4	2
				2
SECOND SEMESTER				
WLD	131	GTAW (TIG) Plate.....	8	4
				4
SUMMER SEMESTER				
WLD	132	GTAW (TIG) Plate/Pipe.....	7	3
WLD	141	Symbols and Specifications.....	4	3
				6
		Total Credit Hours		12

Optional General Education Courses for AAS Programs

The following courses may be used to meet the General Education course requirements in Humanities/Fine Arts and Social/Behavioral Sciences. Please refer to your program of study as some programs have identified specific courses to meet these requirements.

Humanities/Fine Arts Electives

*ART 111 Art Appreciation
*ART 114 Art History Survey I
*ART 115 Art History Survey II
DRA 111 Theatre Appreciation
DRA 126 Storytelling
ENG 231 American Literature I
ENG 232 American Literature II
ENG 241 British Literature I
ENG 242 British Literature II
ENG 261 World Literature I
ENG 262 World Literature II
ENG 273 African-American Literature
HUM 110 Technology and Society
*HUM 115 Critical Thinking
HUM 120 Cultural Studies
HUM 121 The Nature of America
HUM 130 Myth in Human Culture
HUM 211 Humanities I
*MUS 110 Music Appreciation
*MUS 112 Introduction to Jazz
*PHI 215 Philosophical Issues
*PHI 240 Introduction to Ethics
REL 110 World Religions
REL 211 Introduction to Old Testament
REL 212 Introduction to New Testament
REL 221 Religion in America

*Approved Humanites/Fine Arts Electives for Associate Degree Nursing Program.

Social/Behavioral Science Electives

ANT 210 General Anthropology
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
GEO 111 World Regional Geography
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 121 Western Civilization I
HIS 122 Western Civilization II
HIS 131 American History I
HIS 132 American History II
HIS 162 Women and History
HIS 221 African-American History
POL 120 American Government
PSY 150 General Psychology
PSY 237 Social Psychology
SOC 210 Introduction to Sociology
SOC 213 Sociology of the Family
SOC 220 Social Problems
SOC 225 Social Diversity

SOC 230 Race and Ethnic Relations
SOC 242 Sociology of Deviance

Note

A required General Education course in an AAS program may not be used to meet the Humanities/Fine Arts or Social/Behavioral Science requirement.

Associate in General Education Program (A10300)

Program Description

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

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

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

Program Learning Outcomes

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

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.

Students in the AGE program who take courses outside of AA or AS programs may be assessed by Program Learning Outcomes identified in that program.

Degree Awarded

Associate in General Education

Note:

- Courses must be at the 110-199 or 210-299 level.
- Students should note, however, that they must satisfy any course prerequisites listed.
- Although some of the courses may be equivalent to college transfer courses, the program is not intended for students who want to transfer to a four-year institution.
- The AGE program is also to prepare students to enter one of the limited admission health science fields. Students may be placed into the AGE program until they are admitted into their intended major: Associate Degree Nursing, Practical Nursing, Dental Hygiene, or Dental Assisting. If AGE students are unable to meet the minimum requirements to apply to these programs, students should work closely with an advisor to determine a more appropriate course of study.

For More Information

For more information, call (919) 739-6755 or visit our Web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

- Students are required to demonstrate competency in Math Skills by completion of DMA 010 through DMA 050 with a minimum of P or equivalent scores for DMA 010 through DMA 050 or math diagnostic test or equivalent course work with C or better.

General Education Courses

	Semester Credit Hours
English Composition	6
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Natural Sciences/Mathematics	3
	15
Other Required Hours	49-50

Recommended Courses:

English Composition (Select 6 SHC):
Required Course: ENG 111
Select one of the following:
Composition (Select 3 SHC): ENG 112, ENG 114

Humanities/Fine Arts (Select 3 SHC):
Select one of the following:
Art (ART 111, 114, 115)
Communication (COM 110, 120, 140, 231)
Drama (DRA 111, 126)
Humanities (HUM 110, 115, 120, 121, 122, 211)
Literature (ENG 131, 231, 232, 241, 242, 261, 262, 273)
Music (MUS 110, 112, 210)
Philosophy (PHI 215, 240)
Religion (REL 110, 211, 212, 221)

Social/Behavioral Science (Select 3 SHC):
Select one of the following:
Anthropology (ANT 210)
Economics (ECO 251, 252)
Geography (GEO 111)
History (HIS 111, 112, 121, 122, 131, 132, 162, 221, 226, 228, 236)
Political Science (POL 120)
Psychology (PSY 150, 237, 241, 281)
Sociology (SOC 210, 213, 220, 225, 230)

Natural Sciences/Mathematics (3 SHC-4 SHC)
Select one of the following:
Astronomy (AST 111 and 111A)
Biology
(BIO 110 or 111, 112, 130, 140 and 140A, 163, 168, 169, 175, 275)
Chemistry (CHM 131 and 131A, 132, 151, 152)
Computer Science (CIS 110, 115)
Mathematics (MAT 143, 152, 171, 172, 263, 271, 272, 273)
Physics (PHY 151, 152, 251, 252)

OTHER REQUIRED HOURS (Select 48-49 SHC):

Other required hours include any additional general education, college transfer, or technical courses. A maximum of 6 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

Total Credit Hours 64-65

Associate In Arts, and Associate In Science Programs

Program Descriptions

The Associate Degree Programs in arts and science prepare students to transfer to a four-year college for a baccalaureate degree (B.A. or B.S.). Graduates of these two-year programs complete the academic requirements and develop the skills in analysis, interpretation, and communication necessary for transfer to a four-year institution.

Program Learning Outcomes

Upon completion of the AA and AS program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.
- Apply appropriate mathematics to solve real world problems.
- Analyze a problem or question using the scientific method. (AS only)

Degrees Awarded

Associate in Arts Degree (AA)
Associate in Science Degree (AS)

Requirements

- Completion of a minimum of 60-61 semester hours credit.
- 2.0 grade-point average in program.

Note

Transfer requirements vary among four-year colleges and universities; therefore, students need to visit Web site for relevant transfer information from the institution they plan to attend. Using this information, counselors and academic advisors at WCC assist students in planning their course of study.

For More Information

Call the Director of the College Transfer Advising Center at (919) 739-6755 or visit us at our Web site at www.waynecc.edu.

The College Transfer Advising Center offers students pursuing the Associate in Arts, Associate in Science and Associate in General Education degrees a central location to seek academic advising. The purpose of the Advising Center is to serve, guide, and support students preparing to transfer to a four year university or preparing to apply for limited admission health science programs. The center is open from 7:45 a.m. to 5:30 p.m. on Monday thru Wednesday, 9:15 a.m. to 7:00 p.m. on Thursday, and 8:00 a.m. to 1:00 p.m. on Friday. Summer hours vary. The College Transfer Advising Center is located in the Wayne Learning Center on the second floor Room 229A.

College Transfer

Minimum Admission Requirements (MAR) and Minimum Course Requirement (MCR)

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature).
- Four (4) units of mathematics in any of the following combinations.
  - Algebra I and II, Geometry, and one unit beyond Algebra II,
  - Algebra I and II, and two units beyond Algebra II, or
  - Integrated Math I, II and III, and one unit beyond integrated Math III.
- Two (2) units of social studies (including one unit of U.S. history).
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).
- Two (2) units of the same foreign language.

Removal of High School Deficiencies

Transfer students that did not meet the University of North Carolina minimum course requirements at the high school level must do one of the following before transferring:

1. A student who completes the Associate in Arts or the Associate in Science degree will satisfy UNC's minimum admission requirements (MAR) and minimum course requirements (MCR).
2. A transfer student will also be considered to have satisfied (MAR) and (MCR) if he or she has:
   - received the Associate in Arts, the Associate in Science, the baccalaureate, or any higher degree, or
   - completed at least six (6) semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-04 and beyond) a second language.

The North Carolina Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between North Carolina Community Colleges and North Carolina Public Universities and has as its objective, the smooth transfer of students. The CAA includes two degrees at the community college level: the Associate in Arts and the Associate in Science. Both degrees consist of a general education core and electives. The general education transfer core reflects the distribution of discipline areas commonly included in institution-wide, lower division, general education requirements for the baccalaureate degree. The general education core includes study in the following areas: English composition, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Community colleges and universities have identified community college courses appropriate to a general education transfer core. These courses are listed in this section of the catalog.

Transfer Assured Admissions Policy (TAAP)

The CAA addresses the admission of community college graduates to UNC institutions and the transfer of credits between institutions within the North Carolina Community College System and institutions within The University of North Carolina.

The TAAP assures admission to one of the 16 UNC institutions under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

The major components of the CAA are described below:

- The CAA enables North Carolina Community College graduates of two-year Associate in Arts(AA) and Associate in Science(AS) degree programs who are admitted to constituent institutions of the University of North Carolina to transfer with junior status.
- Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
- A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower-division general education requirements.
- Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
- Community college graduates of the Associate in Arts or Associate

in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.

- Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major or elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
- CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a "C" will not negate the provisions of the CAA.
- Students not completing the Associate in Arts or Associate in Science degrees

Students not completing the Associate in Arts or Associate in Science degrees:

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

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

Associate In Arts Program (A10100)

The Associate in Arts Degree is designed for students desiring to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background.

Associate In Arts A10100

I. General Education Core (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

A. Universal General Education Transfer Component

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

1. English Composition (6 SHC)

The following two English composition courses are required.

ENG 111	Writing and Inquiry	3 SHC
ENG 112	Writing/Research in the Disciplines	3 SHC

2. Communications/Humanities/Fine Arts (9 SHC)

Select three courses from the following from at least two different disciplines:

Communications

COM 231	Public Speaking	3 SHC

Humanities/Fine Arts

ART 111	Art Appreciation	3 SHC
ART 114	Art History Survey I	3 SHC
ART 115	Art History Survey II	3 SHC
ENG 231	American Literature I	3 SHC
ENG 232	American Literature II	3 SHC
MUS 110	Music Appreciation	3 SHC
MUS 112	Introduction to Jazz	3 SHC
PHI 215	Philosophical Issues	3 SHC
PHI 240	Introduction to Ethics	3 SHC

3. Social/Behavioral Sciences (9 SHC)

Select three courses from the following from at least two different disciplines:

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

4. Math (3-4 SHC)

Select one course from the following

MAT 143	Quantative Literacy	3 SHC
MAT 152	Statistical Methods I	4 SHC
MAT 171	Pre-calculus Algebra	4 SHC

5. Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

AST 111	Descriptive Astronomy	(3 SHC) and
AST 111A	Descriptive Astronomy Lab	(1 SHC)
BIO 110	Principles of Biology	4 SHC
BIO 111	General Biology I	4 SHC
CHM 151	General Chemistry I	4 SHC

B. Additional General Education (13-14 SHC)

An additional 13-14 semester hour credit of courses should be selected from courses above, Universal General Education (section A) that were not used or from courses listed below (section B) that are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

ANT 210	General Anthropology	3 SHC
BIO 112	General Biology II	4 SHC
BIO 130	Introductory Zoology	4 SHC
BIO 140	Environmental Biology	3 SHC
BIO 140A	Environmental Biology Lab	1 SHC
CHI 111	Elementary Chinese I	3 SHC
CHI 112	Elementary Chinese II	3 SHC
CHM 131	Introduction to Chemistry	3 SHC
CHM 131A	Introduction to Chemistry Lab	1 SHC
CHM 132	Organic and Biochemistry	4 SHC
CHM 152	General Chemistry II	4 SHC
CIS 110	Introduction to Computers	3 SHC
CIS 115	Intro. to Prog. and Logic	3 SHC
COM 110	Intro to Communication	3 SHC
COM 120	Interpersonal Communication	3 SHC
COM 140	Intro to Intercultural Communication	3 SHC
DRA 111	Theatre Appreciation	3 SHC
DRA 126	Storytelling	3 SHC
ENG 131	Intro to Literature	3 SHC

ENG	241	British Literature I	3 SHC
ENG	242	British Literature II	3 SHC
ENG	261	World Literature I	3 SHC
ENG	262	World Literature II	3 SHC
FRE	111	Elementary French I	3 SHC
FRE	112	Elementary French II	3 SHC
FRE	211	Intermediate French I	3 SHC
FRE	212	Intermediate French II	3 SHC
GEO	111	World Regional Geography	3 SHC
HIS	121	Western Civilization I	3 SHC
HIS	122	Western Civilization II	3 SHC
HUM	110	Technology and Society	3 SHC
HUM	115	Critical Thinking	3 SHC
HUM	120	Cultural Studies	3 SHC
HUM	121	The Nature of America	3 SHC
HUM	122	Southern Culture	3 SHC
HUM	130	Myth in Human Culture	3 SHC
HUM	211	Humanities I	3 SHC
JPN	111	Elementary Japanese I	3 SHC
JPN	112	Elementary Japanese II	3 SHC
MAT	172	Precalculus Trigonometry	4 SHC
MAT	263	Brief Calculus	4 SHC
MAT	271	Calculus I	4 SHC
MAT	272	Calculus II	4 SHC
MAT	273	Calculus III	4 SHC
MUS	210	History of Rock Music	3 SHC
MUS	212	American Musical Theatre	3 SHC
PHY	151	College Physics I	4 SHC
PHY	152	College Physics II	4 SHC
PHY	251	General Physics I	4 SHC
PHY	252	General Physics II	4 SHC
PSY	237	Social Psychology	3 SHC
PSY	241	Developmental Psychology	3 SHC
PSY	281	Abnormal Psychology	3 SHC
REL	110	World Religion	3 SHC
REL	211	Into. to Old Testament	3 SHC
REL	212	Into. to New Testament	3 SHC
REL	221	Religion in America	3 SHC
SOC	213	Sociology of the Family	3 SHC
SOC	220	Social Problems	3 SHC
SOC	225	Social Diversity	3 SHC
SOC	230	Race and Ethnic Relations	3 SHC
SPA	111	Elementary Spanish I	3 SHC
SPA	112	Elementary Spanish II	3 SHC
SPA	211	Intermediate Spanish I	3 SHC
SPA	212	Intermediate Spanish II	3 SHC

II. OTHER REQUIRED HOURS (15 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. (Section I. A and B, and Section II). Students should select these courses based on their intended major and transfer university.

ACC	120	Prin of Financial Accounting	4 SHC
ACC	121	Prin of Managerial Accounting	4 SHC
ART	121	Two Dimensional Design	3 SHC
ART	122	Three Dimensional Design	3 SHC
ART	131	Drawing I	3 SHC
ART	132	Drawing II	3 SHC
ART	240	Painting I	3 SHC
ART	241	Painting II	3 SHC
BIO	163	Basic Anatomy and Physiology	5 SHC
BIO	168	Anatomy and Physiology I	4 SHC
BIO	169	Anatomy and Physiology II	4 SHC
BIO	175	General Microbiology	3 SHC
BIO	243	Marine Biology	4 SHC
BIO	275	Microbiology	4 SHC
BUS	110	Introduction to Business	3 SHC
BUS	115	Business Law I	3 SHC
BUS	137	Principles of Management	3 SHC
CHI	181	Chinese Lab I	1 SHC
CHI	182	Chinese Lab II	1 SHC
CHM	130	Gen., Org., and Biochemistry	3 SHC
CHM	130A	Gen., Org., and Biochemistry Lab	1 SHC
CHM	251	Organic Chemistry I	4 SHC
CHM	252	Organic Chemistry II	4 SHC
CJC	111	Intro to Criminal Justice	3 SHC
CJC	121	Law Enforcement Operations	3 SHC
CJC	141	Corrections	3 SHC
EGR	150	Intro to Engineering	2 SHC
EGR	220	Engineering Statics	3 SHC
ENG	125	Creative Writing	3 SHC
ENG	126	Creative Writing II	3 SHC
ENG	132	Introduction to Drama	3 SHC
ENG	235	Survey Film as Literature	3 SHC
ENG	273	African-American Literature	3 SHC
FRE	181	French Lab 1	1 SHC
FRE	182	French Lab 2	1 SHC
FRE	281	French Lab 3	1 SHC
FRE	282	French Lab 4	1 SHC
HEA	110	Personal Health/Wellness	3 SHC
HEA	112	First Aid and CPR	2 SHC
HIS	116	Current World Problems	3 SHC
HIS	162	Women and History	3 SHC
HIS	221	African-American History	3 SHC
HIS	226	The Civil War	3 SHC
HIS	228	History of the South	3 SHC
HIS	236	North Carolina History	3 SHC
HUM	230	Leadership Development	3 SHC
JPN	181	Japanese Lab I	1 SHC
JPN	182	Japanese Lab II	1 SHC
JOU	110	Intro to Journalism	3 SHC
MAT	285	Differential Equations	3 SHC
MUS	111	Fundamentals of Music	3 SHC
MUS	131	Chorus I	1 SHC
MUS	132	Chorus II	1 SHC
MUS	151	Class Music I	1 SHC
MUS	152	Class Music II	1 SHC
MUS	231	Chorus III	1 SHC
MUS	232	Chorus IV	1 SHC
MUS	251	Class Music III	1 SHC
MUS	252	Class Music IV	1 SHC
PED	110	Fit and Well for Life	2 SHC
PED	113	Aerobics I	1 SHC
PED	117	Weight Training I	1 SHC
PED	119	Circuit Training	1 SHC
PED	120	Walking for Fitness	1 SHC
PED	121	Walk, Jog, Run	1 SHC
PED	122	Yoga I	1 SHC

PED	128	Golf-Beginning	1 SHC
PED	130	Tennis-Beginning	1 SHC
PED	131	Intermediate Tennis	1 SHC
PED	132	Racquetball-Beginning	1 SHC
PED	139	Bowling-Beginning	1 SHC
PED	148	Softball	1 SHC
PED	149	Flag Football	1 SHC
PED	152	Swimming-Beginning	1 SHC
POL	130	State and Local Government	3 SHC
PSY	263	Educational Psychology	3 SHC
SOC	242	Sociology of Deviance	3 SHC
SPA	181	Spanish Lab 1	1 SHC
SPA	182	Spanish Lab 2	1 SHC
SPA	281	Spanish Lab 3	1 SHC
SPA	282	Spanish Lab 4	1 SHC
		Total Credit Hours	60-61

Associate In Science Program (A10400)

The Associate in Science Degree is for students desiring to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds.

Associate In Science A10400

I. General Education (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

A. Universal General Education Transfer Component

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

1. English Composition (6 SHC)

The following two English composition courses are required.

ENG	111	Writing and Inquiry	3 SHC
ENG	112	Writing/Research in the Disciplines	3 SHC

2. Communications/Humanities/Fine Arts

Select two courses from the following from at least two different disciplines (6 SHC)

Communications

COM	231	Public Speaking	3 SHC

Humanities/Fine Arts

ART	111	Art Appreciation	3 SHC
ART	114	Art History Survey I	3 SHC
ART	115	Art History Survey II	3 SHC
ENG	231	American Literature I	3 SHC
ENG	232	American Literature II	3 SHC
MUS	110	Music Appreciation	3 SHC
MUS	112	Introduction to Jazz	3 SHC
PHI	215	Philosophical Issues	3 SHC
PHI	240	Introduction to Ethics	3 SHC

3. Social/Behavioral Sciences (6 SHC)

Select two courses from the following from at least two different disciplines:

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

4. Math (8 SHC)

Select two courses from the following:

MAT	171	Pre-calculus Algebra	4 SHC
MAT	172	Pre-calculus Trigonometry	4 SHC
MAT	263	Brief Calculus	4 SHC
MAT	271	Calculus I	4 SHC

5. Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

BIO	110	Principles of Biology	4 SHC
BIO	111	General Biology I	(4 SHC) and
BIO	112	General Biology II	(4 SHC)
CHM	151	General Chemistry I	(4 SHC) and
CHM	152	General Chemistry II	(4 SHC)
PHY	151	College Physics I	(4 SHC) and
PHY	152	College Physics II	(4 SHC)
PHY	251	General Physics I	(4 SHC) and
PHY	252	General Physics II	(4 SHC)

B. Additional General Education (11 SHC)

An additional 11 semester hour credit of courses should be selected from courses above, Universal General Education (section A) that were not used or from courses listed below (section B) that are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

ANT	210	General Anthropology	3 SHC
AST	111	Descriptive Astronomy	3 SHC
AST	111A	Descriptive Astronomy Lab	1 SHC
BIO	130	Introductory Zoology	4 SHC
BIO	140	Environmental Biology	3 SHC
BIO	140A	Environmental Biology Lab	1 SHC
CHI	111	Elementary Chinese I	3 SHC
CHI	112	Elementary Chinese II	3 SHC
CHM	131	Introduction to Chemistry	3 SHC
CHM	131A	Introduction to Chemistry Lab	1 SHC
CHM	132	Organic and Biochemistry	4 SHC
CIS	110	Introduction to Computers	3 SHC
CIS	115	Into. to Prog. and Logic	3 SHC
COM	110	Intro to Communication	3 SHC
COM	120	Interpersonal Communication	3 SHC
COM	140	Intro to Intercultural Communication	3 SHC
DRA	111	Theatre Appreciation	3 SHC
DRA	126	Storytelling	3 SHC
ENG	131	Intro to Literature	3 SHC
ENG	241	British Literature I	3 SHC
ENG	242	British Literature II	3 SHC
ENG	261	World Literature I	3 SHC
ENG	262	World Literature II	3 SHC
FRE	211	Intermediate French I	3 SHC
FRE	212	Intermediate French II	3 SHC
GEO	111	World Regional Geography	3 SHC
HIS	121	Western Civilization I	3 SHC
HIS	122	Western Civilization II	3 SHC
HUM	110	Technology and Society	3 SHC
HUM	115	Critical Thinking	3 SHC
HUM	120	Cultural Studies	3 SHC
HUM	121	The Nature of America	3 SHC

HUM	122	Southern Culture	3 SHC
HUM	130	Myth in Human Culture	3 SHC
HUM	211	Humanities I	3 SHC
JPN	111	Elementary Japanese I	3 SHC
JPN	112	Elementary Japanese II	3 SHC
MAT	143	Quantitative Literacy	3 SHC
MAT	152	Statistical Methods I	4 SHC
MAT	272	Calculus II	4 SHC
MAT	273	Calculus III	4 SHC
MUS	210	History of Rock Music	3 SHC
MUS	212	American Musical Theatre	3 SHC
PSY	237	Social Psychology	3 SHC
PSY	241	Developmental Psychology	3 SHC
PSY	281	Abnormal Psychology	3 SHC
REL	110	World Religion	3 SHC
REL	211	Into. to Old Testament	3 SHC
REL	212	Into. to New Testament	3 SHC
REL	221	Religion in America	3 SHC
SOC	213	Sociology of the Family	3 SHC
SOC	220	Social Problems	3 SHC
SOC	225	Social Diversity	3 SHC
SOC	230	Race and Ethnic Relations	3 SHC
SPA	111	Elementary Spanish I	3 SHC
SPA	112	Elementary Spanish II	3 SHC
SPA	211	Intermediate Spanish I	3 SHC
SPA	212	Intermediate Spanish II	3 SHC

II. OTHER REQUIRED HOURS (15 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA	122	College Transfer Success	(1 SHC)

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their Intended major and transfer university.

ACC	120	Prin of Financial Accounting	4 SHC
ACC	121	Prin of Managerial Accounting	4 SHC
ART	121	Two Dimensional Design	3 SHC
ART	122	Three Dimensional Design	3 SHC
ART	131	Drawing I	3 SHC
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ART	240	Painting I	3 SHC
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BUS	110	Introduction to Business	3 SHC
BUS	115	Business Law I	3 SHC
BUS	137	Principles of Management	3 SHC
CHI	181	Chinese Lab I	1 SHC
CHI	182	Chinese Lab II	1 SHC
CHM	130	Gen., Org., and Biochemistry	3 SHC
CHM	130A	Gen., Org., and Biochemistry Lab	1 SHC
CHM	251	Organic Chemistry I	4 SHC
CHM	252	Organic Chemistry II	4 SHC
CJC	111	Intro to Criminal Justice	3 SHC
CJC	121	Law Enforcement Operations	3 SHC
CJC	141	Corrections	3 SHC
EGR	150	Intro to Engineering	2 SHC
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FRE	181	French Lab 1	1 SHC
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FRE	282	French Lab 4	1 SHC
HEA	110	Personal Health/Wellness	3 SHC
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HIS	236	North Carolina History	3 SHC
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JPN	181	Japanese Lab I	1 SHC
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JOU	110	Intro to Journalism	3 SHC
MAT	285	Differential Equations	3 SHC
MUS	111	Fundamentals of Music	3 SHC
MUS	131	Chorus I	1 SHC
MUS	132	Chorus II	1 SHC
MUS	151	Class Music I	1 SHC
MUS	152	Class Music II	1 SHC
MUS	231	Chorus III	1 SHC
MUS	232	Chorus IV	1 SHC
MUS	251	Class Music III	1 SHC
MUS	252	Class Music IV	1 SHC
PED	110	Fit and Well for Life	2 SHC
PED	113	Aerobics I	1 SHC
PED	117	Weight Training I	1 SHC
PED	119	Circuit Training	1 SHC
PED	120	Walking for Fitness	1 SHC
PED	121	Walk, Jog, Run	1 SHC
PED	122	Yoga I	1 SHC
PED	128	Golf-Beginning	1 SHC
PED	130	Tennis-Beginning	1 SHC
PED	131	Intermediate Tennis	1 SHC
PED	132	Racquetball-Beginning	1 SHC
PED	139	Bowling-Beginning	1 SHC
PED	148	Softball	1 SHC
PED	149	Flag Football	1 SHC
PED	152	Swimming-Beginning	1 SHC
POL	130	State and Local Government	3 SHC
PSY	263	Educational Psychology	3 SHC
SOC	242	Sociology of Deviance	3 SHC
SPA	181	Spanish Lab 1	1 SHC
SPA	182	Spanish Lab 2	1 SHC
SPA	281	Spanish Lab 3	1 SHC
SPA	282	Spanish Lab 4	1 SHC
		Total Credit Hours	60-61

Course Descriptions

The following abbreviations after certain course descriptions indicate the semester in which those courses are usually offered:

F = Fall Sp = Spring S = Summer

"On Demand" will indicate courses offered only when there is sufficient demand to justify scheduling the course.

Cl. Hrs. Lab Hrs. Clinic/Sem. WorkCredit Exp. Hrs. Hrs.

ACA - Academic Related

ACA 085 Improving Study Skills 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes. If a student places into DMA and DRE level courses (regardless of the level), that student must take ACA 085. (F., Sp., S.)

ACA 111 College Student Success 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ACA 122 College Transfer Success 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

ACC - Accounting

ACC 120 Prin Of Financial Accounting 3 2 0 4
Prerequisite: *MAT 060 or DMA 010-030; RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ACC 121 Prin of Managerial Accounting 3 2 0 4
Prerequisite: *ACC 120* Corequisite: *None*
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ACC 122 Prin of Financial Acct II 3 0 0 3
Prerequisite: *ACC 120* Corequisite: *None*
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. (Sp.)

ACC 129 Individual Income Taxes 2 2 0 3
Prerequisite: *None* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ACC 130 Business Income Taxes 2 2 0 3
Prerequisite: *ACC 120 and ACC 129* Corequisite: *None*
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

ACC 140 Payroll Accounting 1 2 0 2
Prerequisite: *ACC 115 or ACC 120* Corequisite: *None*
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).* (F.)

ACC 150 Acct Software Application 1 2 0 2
Prerequisite: *ACC 115 or ACC 120* Corequisite: *None*
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).* (F.)

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisite: *ACC 120 (C or better) and ACC 121 (C or better)*
Corequisite: *None*
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 extensiive 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. *This course is also available through the Virtual Training Community (VLC).* (F.)

ACC 221 Intermediate Acct II 3 2 0 4
Prerequisite: *ACC 220* Corequisite: *None*
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. (Sp.)

ACM - Animal Care and Management

ACM 111 Health Care for Animal 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic techniques of routine health care and emergency medical care of animals. Topics include handling of sick and injured animals, recognition of symptoms, and general health care concerns for animals. Upon completion, students should be able to demonstrate basic techniques of routine health care and discuss health needs and problems of a variety of animals. (Sp.)

AGR - Agriculture

AGR 110 Agricultural Economics 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules. (F., Sp., S.)

AGR 111 Basic Farm Maintenance 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment. (F.)

AGR 121 Biological Pest Mgmt 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases. (S.)

AGR 139 Intro to Sustainable Ag 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. (S., F.)

AGR 140 Agricultural Chemicals 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations, and demonstrate safe handling of pesticides. (F., Sp., S.)

AGR 150 Ag-O-Metrics 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production. (F., Sp.)

AGR 160 Plant Science 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems. (Sp.)

AGR 170 Soil Science 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. (F., Sp.)

AGR 210 Agricultural Accounting 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes. (F.)

AGR 212 Farm Business Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. (Sp.)

AGR 213 Ag Law & Finance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. (F.)

AGR 214 Agricultural Marketing 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. (Sp.)

AGR 262 Weed ID & Control 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. (Sp.)

AGR 265 Organic Crop Prod 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season. (Sp.)

AHR - Air Conditioning, Heating, and Refrigeration

AHR 110 Intro to Refrigeration 2 6 0 5
Prerequisite: *None* Corequisite: *None*
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. (F.)

AHR 111 HVACR Electricity 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. (F.)

AHR 112 Heating Technology 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. (Sp.)

AHR 113 Comfort Cooling 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. (F.)

AHR 114 Heat Pump Technology 2 4 0 4
Prerequisite: *AHR 110 or AHR 113* Corequisite: *None*
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. (Sp.)

AHR 130 HVAC Controls 2 2 0 3
Prerequisite: *AHR 111 or ELC 111* Corequisite: *None*
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls. (Sp.)

AHR 160 Refrigerant Certification 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. (F.)

AHR 172 Heat Pump Lab 0 3 0 1
Prerequisite: None Corequisite: AHR 114
This course provides a laboratory experience in heat pump technology. Emphasis is placed on providing practical experience with air source and water source heat pumps. Upon completion, students should be able to demonstrate an understanding of heat pump year round comfort systems. (F.)

AHR 211 Residential System Design 2 2 0 3
Prerequisite: None Corequisite: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. (Sp.)

AHR 245 Chiller Systems 1 3 0 2
Prerequisite: *AHR 110* Corequisite: *None*
This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks. (S.)

AHR 247 Atypical System 1 3 0 2
Prerequisite: *AHR 110* Corequisite: *None*
This course introduces refrigeration systems utilizing non-fluorocarbon based refrigerants. Topics include mechanical compression a.m.monia systems, a.m.monia absorption systems, and other absorption type systems. Upon completion, students should be able to demonstrate an understanding of the operation of certain non-fluorocarbon based refrigeration systems. (S.)

ALT - Alternative Energy Technology

ALT 120 Renewable Energy Tech 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydo-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. (On Demand)

ALT 220 Photovoltaic Sys Tech 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. (F.)

ALT 240 Wind & Hydro Power 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source. (On Demand)

ALT 250 Thermal Systems 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations. (F.)

ANS - Animal Science

ANS 110 Animal Science 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide and internationally. (F.)

ANS 115 Animal Feeds & Nutrition 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate a knowledge of nutritional requirements and feeding practices of farm animals. (F.)

ANS 120 Beef Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology (including sustainable practices), and pasture management. Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic impact of the beef cattle industry locally, regionally, state-wide and internationally. (Sp.)

ANS 130 Poultry Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic impact of the poultry industry locally, regionally, state-wide and internationally. (F.)

ANS 140 Swine Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic impact of the swine industry locally, regionally, state-wide and internationally. (F.)

ANS 141 Swine Herd Management 2 0 0 2
Prerequisite: *ANS 140* Corequisite: *None*
This course is designed to expand topics covered in ANS 140. Emphasis is placed on management techniques as they relate to breeding, farrowing, nursery, and grower/finisher. Upon completion, students should be able to analyze and respond to management and production problems as they occur on the farm. (F.)

ANS 150 Animal Health Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures. (S.)

ANS 160 Animal Waste Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces proper animal waste management. Emphasis is placed on waste management practices, environmental laws and issues relating to animal waste, soil and water conservation, and dead animal disposal. Upon completion, students should be able to calculate proper application rates, apply best management practices, and identify methods of animal waste collection, storage, and utilization. (S.)

ANS 170 Sheep & Goat Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to sheep and goat production. Topics include reproduction, marketing, and production practices specific to each species. Upon completion, students should be able to demonstrate a basic understanding of sheep and goat production practices and the economic impact of each. (F.)

ANS 180 Equine Production 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the production of horses. Topics include anatomy and physiology, reproduction, genetics, selection, and basic management practices. Upon completion, students should be able to demonstrate a basic understanding of the production and management of horses. (Sp.)

ANS 210 Livestock Prod Issues 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course explores areas associated with livestock production. Emphasis is placed on monthly work schedules; qualities of a successful manager; and recruiting, motivating, and retaining employees. Upon completion, students should be able to prepare a livestock management program, write a resume, complete an interview, and identify ways to improve community relations. (Sp.)

ANS 213 Animal Reproduction 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers principles of reproductive physiology and their practical farm applications. Emphasis is placed on cattle and swine reproduction. Upon completion, students should be able to recognize reproductive anatomy, describe hormone function, and be able to breed animals naturally and artificially. (Sp.)

ANS 230 Poultry Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to expand topics covered in ANS 130. Emphasis is placed on management techniques as they relate to brooding, growing, and housing poultry and the environmental needs of various types of poultry. Upon completion, students should be able to analyze and respond to management and production problems as they occur. (Sp.)

ANT - Anthropology

ANT 210 General Anthropology 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ARC - Architecture

ARC 111 Intro to Arch Technology 1 6 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (F.)

ART - Art

ART 111 Art Appreciation 3 0 0 3
Prerequisite: *RED 090 or DRE 098 or ENG 095* Corequisite: *None*
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. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ART 114 Art History Survey I 3 0 0 3
Prerequisite: *RED 090 or DRE 098 or ENG 095* Corequisite: *None*
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F.)

ART 115 Art History Survey II 3 0 0 3
Prerequisite: *RED 090 or DRE 098 or ENG 095* Corequisite: *None*
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (Sp.)

ART 121 Two Dimensional Design 0 6 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to

two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (On Demand)*

ART 122 Three Dimensional Design 0 6 0 3
Prerequisite: *ART 121 (C or better) or IPO* Corequisite: *None*
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (On Demand)*

ART 131 Drawing I 0 6 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (On Demand)*

ART 132 Drawing II 0 6 0 3
Prerequisite: *ART 131 (C or better) or IPO* Corequisite: *None*
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (On Demand)*

ART 240 Painting I 0 6 0 3
Prerequisite *None* Corequisite: *None*
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.*This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (On Demand)*

ART 241 Painting II 0 6 0 3
Prerequisite *ART 240* Corequisite: *None*
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (F., Sp.)

AST - Astronomy

AST 111 Descriptive Astronomy 3 0 0 3
Prerequisite: *MAT 070 or DMA 010-050* Corequisite: *AST 111A AND RED 090 or ENG 095 or DRE 098*
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.* (On Demand)

AST 111A Descriptive Astronomy Lab 0 2 0 1
Prerequisite: *MAT 070 or DMA 010-050* Corequisite: *AST 111 AND RED 090 or ENG 095 or DRE 098*
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (On Demand)

ATR - Automation and Robotics

ATR 112 Intro to Automation 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. (Sp.)

ATR 280 Robotic Fundamentals 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems. (Sp.)

ATT - Alternative Transportation Tech

ATT 125 Hybrid-Electric Trans 2 4 0 4
Prerequisite: *TRN-120* Corequisite: *None*
This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles. (Sp.)

ATT 140 Emerging Transp Tech 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies. (Sp.)

AUB - Autobody

AUB 111 Painting & Refinishing I 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (F.)

AUB 112 Painting & Refinishing II 2 6 0 4
Prerequisite: *AUB 111* Corequisite: *None*
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (Sp.)

AUB 114 Special Finishes 1 2 0 2
Prerequisite: *AUB 111* Corequisite: *None*
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (S.)

AUB 121 Non-Structural Damage I 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/ repairing/ replacing of body panels to accepted standards. (F.)

AUB 122 Non-Structural Damage II 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (Sp.)

AUB 131 Structural Damage I 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (F.)

AUB 132 Structural Damage II 2 6 0 4
Prerequisite: *AUB 131* Corequisite: *None*
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. (Sp.)

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (S.)

AUB 141 Mech & Elec Components 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards. (S.)

AUB 142 Mech & Elec Components II 3 9 0 6
Prerequisite: *AUB 141* Corequisite: *None*
This course provides an in-depth study of automotive mechanical and electrical systems. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, restraint, fuel intake, and exhaust systems. Upon completion, students should be able to demonstrate a comprehensive understanding of the operation, inspections, and repair of automotive mechanical and electrical systems. (S.)

AUB 162 Autobody Estimating 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. (S.)

AUC - Auto Customizing Technology

AUC 112 Auto Custom Fabrication 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques. (F.)

AUC 114 Custom Fiberglass Skills 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course will provide instruction in non-metallic customizing and repair techniques. Emphasis will be placed on diagnosis and repair of cracks, proper use of bonding agents, fiberglass body parts removal/ replacement, and custom fabrication techniques using fiberglass materials. Upon completion, students should be able to identify types of fiberglass and demonstrate the ability to properly prepare, apply, and finish fiberglass components. (F.)

AUT - Automotive

AUT 113 Automotive Servicing I 0 6 0 2
Prerequisite: *None* Corequisite: *None*
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment. (F.)

AUT 116 Engine Repair 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F.)

AUT 141 Suspension & Steering Sys 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (Sp.)

AUT 151 Brake Systems 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (Sp.)

AUT 163 Adv Auto Electricity 2 3 0 3
Prerequisite: *AUT 161* Corequisite: *None*
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (Sp.)

AUT 181 Engine Performance 1 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the introduction, theory, of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (S.)

AUT 183 Engine Performance 2 2 6 0 4
Prerequisite: *AUT 181* Corequisite: *None*
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. (F.)

AUT 213 Automotive Servicing 2 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment. (F.)

AUT 221 Auto Transm/Transaxles 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (Sp.)

AUT 231 Man Trains/Axles/DrTrains 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (F.)

AUT 281 Adv Engine Performance 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. (Sp.)

AVI - Aviation

AVI 110 Aviation Maint - General 10 15 0 15
Prerequisite: *None* Corequisite: *None*
This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic privileges/limitations; math and physics/basic electricity; aircraft drawings; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings. (F.)

AVI 120 Airframe Maintenance I 6 18 0 12
Prerequisite: *AVI 110* Corequisite: *None*
This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft non-metallic (composite), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate. (Sp.)

AVI 130 Airframe Maintenance II 6 9 0 9
Prerequisite: *AVI 110* Corequisite: *None*
This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's certificate. (S.)

AVI 230 Airframe Maintenance III 4 9 0 7
Prerequisite: *AVI 110* Corequisite: *None*
In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. In addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate. (F.)

AVI 240 Powerplant Maintenance I 3 9 0 6
Prerequisite: *AVI 110* Corequisite: *None*
This first course in the powerplant series covers theoretical and practical aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledge of aircraft engines to include maintenance and operation at the level required by the FAA to qualify for a powerplant rating on a mechanic's certificate. (F.)

AVI 250 Powerplant Maintenance II 10 15 0 15
Prerequisite: *AVI 110* Corequisite: *None*
This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. Students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical tests as for the powerplant rating. (Sp.)

AVI 260 Powerplant Maintenance III 5 12 0 9
Prerequisite: *AVI 110* Corequisite: *None*
This final course in the powerplant series covers engine systems and components; propellers and unducted fans; and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral, and practical exams for the powerplant rating at the completion of this course. (S.)

BIO - Biology

BIO 106 Intro to Anat/Phys/Micro 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. (F.)

BIO 110 Principles of Biology 3 3 0 4
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.* (F. Sp., S.)

BIO 111 General Biology I 3 3 0 4
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

BIO 112 General Biology II 3 3 0 4
Prerequisite: *BIO 111* Corequisite: *None*
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (Sp., On Demand)

BIO 130 Introductory Zoology 3 3 0 4
Prerequisite: *BIO 110 or BIO 111* Corequisite: *None*
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.* (On Demand)

BIO 140 Environmental Biology 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *BIO 140A*
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., On Demand)

BIO 140A Environmental Biology Lab 0 3 0 1
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *BIO 140*
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., Sp., On Demand)

BIO 160 Introductory Life Science 2 2 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces scientific and biological concepts. Topics include basic chemistry, cell structure and function, cell division, basic genetic concepts, anatomical terminology, and metric-English measurements and conversions. Upon completion, students should be able to demonstrate an understanding of basic chemistry, cell biology, genetic concepts; anatomical terminology; and metric-English measurements and conversions. (F.)

BIO 161 Intro to Human Biology 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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 an understanding of normal anatomy and physiology and the appropriate use of medical terminology. (F.)

BIO 163 Basic Anat & Physiology 4 2 0 5
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

BIO 168 Anatomy and Physiology I 3 3 0 4
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BIO 169 Anatomy and Physiology II 3 3 0 4
Prerequisite: *BIO 168* Corequisite: *None*
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (Sp., S.)

BIO 175 General Microbiology 2 2 0 3
Prerequisite: *BIO 110 or BIO 111 or BIO 163 or BIO 165 or BIO 168* Corequisite: *None*
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

BIO 243 Marine Biology 3 3 0 4
Prerequisite: *BIO 110 or BIO 111* Corequisite: *None*
This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. (F.)

BIO 275 Microbiology 3 3 0 4
Prerequisite: *BIO 110 BIO 111 or BIO 112 or BIO 163 or BIO 165 or BIO 168* Corequisite: *None*
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has*

been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Sp., On Demand)

BPR - Blueprint Reading

BPR 135 Schematics & Diagrams 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals. (F.)

BTC - Biotechnology

BTC 150 Bioethics 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues. (F.)

BUS - Business

BUS 110 Introduction to Business 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 115 Business Law I 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 116 Business Law II 3 0 0 3
Prerequisite: *BUS 115* Corequisite: *None*
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

BUS 135 Principles of Supervision 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC).* (On Demand)

BUS 137 Principles of Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved to satisfy the Comprehensive articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 151 People Skills 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns. (F.)

BUS 153 Human Resource Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 225 Business Finance 2 2 0 3
Prerequisite: *ACC 120* Corequisite: *None*
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. This course is also available through the Virtual Learning Community (VLC). (Sp.)

BUS 239 Bus Applications Seminar 1 2 0 2
Prerequisite: *ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, or ECO 251, or ECO 252*
Corequisite: *None*
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

BUS 240 Business Ethics 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. (F., Sp.)

BUS 260 Business Communication 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 280 Real Small Business 4 0 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. (F.)

CHI - Chinese

CHI 111 Elementary Chinese I 3 0 0 3
Prerequisites: None Corequisite: CHI 181
This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

CHI 112 Elementary Chinese II 3 0 0 3
Prerequisites: CHI 111 Corequisite: CHI 182
This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

CHI 181 Chinese Lab I 0 2 0 1
Prerequisites: None Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

CHI 182 Chinese Lab II 0 2 0 1
Prerequisites: CHI 181 Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

CHM - Chemistry

CHM 090 Chemistry Concepts 4 0 0 4
Prerequisite: *None* Corequisite: *None*
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. (On Demand)

CHM 121 Foundations of Chemistry 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses. (On Demand)

CHM 121A Foundations of Chem Lab 0 2 0 1
Prerequisite: *None* Corequisite: *CHM 121*
This course is a laboratory for CHM 121. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 121. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 121. (On Demand)

CHM 130 Gen, Org, & Biochemistry 3 0 0 3
Prerequisite: *None* Corequisite: *CHM 130A*
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

CHM 130A Gen, Org, & Biochem Lab 0 2 0 1
Prerequisite: *None* Corequisite: *CHM 130*
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

CHM 131 Introduction to Chemistry 3 0 0 3
Prerequisite: *None* Corequisite: *CHM 131A*
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., On Demand)

CHM 131A Introduction to Chemistry Lab 0 3 0 1
Prerequisite: *None* Corequisite: *CHM 131*
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., On Demand)

CHM 132 Organic and Biochemistry 3 3 0 4
Prerequisites: *CHM 131 and CHM 131A or CHM 151*
Corequisite: *None*
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. This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CHM 151 General Chemistry I 3 3 0 4
Prerequisite: *None* Corequisite: *None*
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.* (F., Sp., S.)

CHM 152 General Chemistry II 3 3 0 4
Prerequisite: *CHM 151* Corequisite: *None*
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.* (F., Sp., S.)

CHM 251 Organic Chemistry I 3 3 0 4
Prerequisite: *CHM 152* Corequisite: *None*
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F.)

CHM 252 Organic Chemistry II 3 3 0 4
Prerequisite: *CHM 251* Corequisite: *None*
This course provides a continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of the organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

CIS - Information Systems

CIS 070 Fundamentals of Computing 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents, and perform basic application operations. (F., Sp.)

CIS 110 Introduction to Computers 2 2 0 3
Prerequisite: *CIS 070 or appropriate computer skills test score* Corequisite: *None*
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). (F., Sp.)

CIS 115 Intro to Prog & Logic 2 3 0 3
Prerequisite: *CIS 070 or appropriate computer skills test score, MAT 060 and DMA 040 or MAT 070 or DMA 010-040* Corequisite: *None*
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).* (Sp., On Demand)

CJC - Criminal Justice

CJC 100 Basic Law Enforcement Trn 9 30 0 19
Prerequisite: *None* Corequisite: *None*
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. (F., Sp.)

CJC 111 Intro to Criminal Justice 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

CJC 112 Criminology 3 0 0 3
Prerequisite: *DRE 098 or RED 090 or ENG 095* Corequisite: *None*
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 113 Juvenile Justice 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 114 Investigative Photography 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations. (F.)

CJC 120 Interviews/Interrogations 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/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. (F.)

CJC 121 Law Enforcement Operations 3 0 0 3
Prerequisite: *None* Corequisite: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F.,S.)

CJC 131 Criminal Law 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state

and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 141 Corrections 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (Sp., S.)

CJC 144 Crime Scene Processing 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (F.)

CJC 146 Trace Evidence 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (Sp.)

CJC 160 Terrorism: Underlying Issues 3 0 0 3
Prerequisite: *DRE 098 or RED 090 or ENG 095* Corequisite: None
This course identifies the fundamental reasons why a.m.erica is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. (F.)

CJC 170 Critical Incident Mgt for Public Safety 3 0 0 3
Prerequisite: *None* Corequisite: None
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents. (F.)

CJC 212 Ethics & Comm Relations 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 213 Substance Abuse 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. (F.)

CJC 215 Organization & Administration 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. (F.)

CJC 221 Investigative Principles 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. *This is also available through the Virtual Learning Community (VLC.)* (Sp.)

CJC 225 Crisis Intervention 3 0 0 3
Prerequisite: *DRE 098 or RED 090 or ENG 095* Corequisite: None
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. (F.)

CJC 231 Constitutional Law 3 0 0 3
Prerequisite: *None* Corequisite: *None*
The course covers the impact of the Constitution of the United States and its a.m.endments on the criminal justice system. Topics include the structure of the Constitution and its a.m.endments, court decisions

pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/ procedures as interpreted by the courts. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 232 Civil Liability 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. (S.)

CJC 245 Friction Ridge Analysis 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (F.)

CJC 246 Adv Friction Ridge Analysis 2 3 0 3
Prerequisite: *CJC 245* Corequisite: *None*
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (F.)

CJC 250 Forensic Biology I 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion students should be able to articulate how a crime laboratory process physical evidence submitted by law enforcement agencies. (Sp.)

CJC 255 Issues in Crim Justice App 3 0 0 3
Prerequisite: *CJC 111, CJC 221, and CJC 231* Corequisite: *None*
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. (Sp.)

CMT - Construction Management

CMT-120 Codes and Inspections 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects. (On Demand)

COM - Communication

COM 110 Introduction to Communication 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).* (On Demand)

COM 120 Intro Interpersonal Com 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. (On Demand)

COM 140 Intro Intercultural Com 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in Humanities/ Fine Arts (Substitute). (On Demand)

COM 231 Public Speaking 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

CST - Construction

CST-111 Construction I 3 3 0 4
Prerequisite: *None* Corequisite: *None*
This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing. (F.)

CST-150 Building Science 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance. (Sp.)

CTI - Computer Technology Integration

CTI 141 Cloud & Storage Concepts 1 4 0 3
Prerequisite: *CTS 120 and NET 125* Corequisite: *None*
This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems. (S.)

CTI 240 Virtualization Admin I 1 4 0 3
Prerequisite: *CTI 141* Corequisite: *None*
This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration. (Sp.)

CTS - Computer Information Technology

CTS 120 Hardware/Software Support 2 3 0 3
Prerequisite: *CIS 070 or appropriate computer skills test score* Corequisite: *None*
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. (Sp.)

CTS 130 Spreadsheet 2 2 0 3
Prerequisite: *CIS 110 or CIS 111 or OST 137* Corequisite: *None*
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. (Sp.)

CTS 220 Adv Hard/Software Support 2 3 0 3
Prerequisite: *CTS 120* Corequisite: *None*
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers. (F.)

CTS 285 Systems Analysis & Design 3 0 0 3
Prerequisite: *CIS 115* Corequisite: *None*
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. (F.)

CTS 289 System Support Project 1 4 0 3
Prerequisite: *CTS 285* Corequisite: *None*
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. (Sp.)

DBA - Database Management

DBA 110 Database Concepts 2 3 0 3
Prerequisite: *CIS 110 or CIS 111* Corequisite: *None*
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. (Sp.)

DBA 120 Database Programming I 2 2 0 3
Prerequisite: *DBA 110* Corequisite: *None*
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. (F.)

DDF - Design Drafting

DDF 211 Design Process I 1 6 0 4
Prerequisite: *DFT 112 and DFT 154* Corequisite: *None*
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. (S.)

DDF 212 Design Process II 1 6 0 4
Prerequisite: *DDF 211* Corequisite: *None*
This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project. (F.)

DDF 213 Design Process III 1 6 0 4
Prerequisite: *DDF 212* Corequisite: *None*
This course provides an opportunity to produce a complete design project. Topics include materials, production means, analysis, documentation, calculations, and specifications. Upon completion, students should be able to produce a completed design project. (Sp.)

DDF 214 Tool Design 2 4 0 4
Prerequisite: *DFT 112* Corequisite: *None*
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. (Sp.)

DDT- Developmental Disabilities

DDT 110 Developmental Disabilities 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. (Sp.)

DEN - Dental

DEN 100 Basic Orofacial Anatomy 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. (F.)

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisite: *None* Corequisite: *DEN 100, DEN 111, DEN 102*
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. (F.)

DEN 102 Dental Materials 3 4 0 5
Prerequisite: *None* Corequisite: *None*
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. (F.)

DEN 103 Dental Sciences 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 106*
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. (Sp.)

DEN 104 Dental Health Education 2 2 0 3
Prerequisite: *None* Corequisite: None
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. (Sp.)

DEN 105 Practice Management 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 106*
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. (Sp.)

DEN 106 Clinical Practice I 1 0 12 5
Prerequisite: *BIO 106, DEN 101 and DEN 111*
Corequisite: *DEN 103, DEN 104, DEN 105, and DEN 112*
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. (Sp.)

DEN 107 Clinical Practice II 1 0 12 5
Prerequisite: *DEN 106* Corequisite: *None*
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. (S.)

DEN 110 Orofacial Anatomy 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. (F.)

DEN 111 Infection/Hazard Control 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (F.)

DEN 112 Dental Radiography 2 3 0 3
Prerequisite: *None*
Corequisite: *DEN 106, DEN 100 or DEN 110 and DEN 111*
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (F., Sp.)

DEN 120 Dental Hyg Preclinic Lec 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 121*
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation. (F.)

DEN 121 Dental Hygiene Precl Lab 0 6 0 2
Prerequisite: *None* Corequisite: *DEN 110, DEN 111, DEN 120*
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures. (F.)

DEN 123 Nutrition/Dental Health 2 0 0 2
Prerequisite: *CHM 130, CHM 130A* Corequisite: *DEN 131*
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health. (Sp.)

DEN 124 Periodontology 2 0 0 2
Prerequisite: *DEN 110* Corequisite: *None*
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management. (Sp.)

DEN 130 Dental Hygiene Theory I 2 0 0 2
Prerequisite: *DEN 120* Corequisite: *DEN 124, DEN 131, DEN 223*
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis. (Sp.)

DEN 131 Dental Hygiene Clinic I 0 0 9 3
Prerequisite: *DEN 121* Corequisite: *DEN 123, DEN 124, DEN 130, DEN 223*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (Sp.)

DEN 140 Dental Hygiene Theory II 1 0 0 1
Prerequisite: *DEN 130* Corequisite: *DEN 141*
This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities. (S.)

DEN 141 Dental Hygiene Clinic II 0 0 6 2
Prerequisite: *DEN 131* Corequisite: *DEN 140*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (S.)

DEN 220 Dental Hygiene Theory III 2 0 0 2
Prerequisite: *DEN 140* Corequisite: *DEN 221*
This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients. (F.)

DEN 221 Dental Hygiene Clinic III 0 0 12 4
Prerequisite: *DEN 141* Corequisite: *DEN 220, DEN 222, DEN 224*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (F.)

DEN 222 General & Oral Pathology 2 0 0 2
Prerequisite: *BIO 168 and BIO 169* Corequisite: *None*
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis. (F.)

DEN 223 Dental Pharmacology 2 0 0 2
Prerequisite: *BIO 163, 165 or BIO 168 and CHM 130, CHM 130A* Corequisite: *NONE*
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures. (Sp.)

DEN 224 Materials and Procedures 1 3 0 2
Prerequisite: *DEN 111* Corequisite: *None*
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions. (F.)

DEN 230 Dental Hygiene Theory IV 1 0 0 1
Prerequisite: *DEN 220* Corequisite: *DEN 231*
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations. (Sp.)

DEN 231 Dental Hygiene Clinic IV 0 0 12 4
Prerequisite: *DEN 221* Corequisite: *DEN 230*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (Sp.)

DEN 232 Community Dental Health 2 0 3 3
Prerequisite: *None* Corequisite: *DEN 231*
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program. (Sp.)

DEN 233 Professional Development 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws. (Sp.)

DFT - Drafting

DFT 111 Technical Drafting I 1 3 0 2
Prerequisite: *None* Corequisite: *None*
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. (F., Sp.)

DFT 112 Technical Drafting II 1 3 0 2
Prerequisite: *DFT 111* Corequisite: *None*
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. (Sp.)

DFT 119 Basic CAD 1 2 0 2
Prerequisite: *None* Corequisite: *None*
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. (Sp.)

DFT 151 CAD I 2 3 0 3
Prerequisite: *None* Corequisite: *None*
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. (F., Sp.)

DFT 154 Intro Solid Modeling 2 3 0 3
Prerequisite: *None* Corequisite: *None*
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. (Sp.)

DFT 231 Jig and Fixture Design 1 2 0 2
Prerequisite: *DFT 112 and 154* Corequisite: *None*
This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture. (Sp.)

DMA - Developmental Mathematics

DMA 010 Operations With Integers.75 .50 0 1
Prerequisite: *None* Corequisite: *None*
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent

concepts and principles and apply this knowledge in the evaluation of expressions. (F., Sp., S.)

DMA 020 Fractions and Decimals 0.75 0.50 0 1
Prerequisite: *DMA 010* Corequisite: *None*
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. (F., Sp., S.)

DMA 030 Propor/Ratio/Rate/Percent 0.75 0.50 0 1
Prerequisite: *DMA 010 and DMA 020* Corequisite: *None*
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. (F., Sp., S.)

DMA 040 Express/Lin Equat/Inequal 0.75 0.50 0 1
Prerequisite: *DMA 010, DMA 020 and DMA 030 or MAT-060* Corequisite: *None*
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. (F., Sp., S.)

DMA 050 Graphs/Equations of Lines 0.75 0.50 0 1
Prerequisite: *DMA 010-DMA 040 or DMA 040 and MAT 060* Corequisite: *None*
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (F., Sp., S.)

DMA 060 Polynomial/Quadratic Appl 0.75 0.50 0 1
Prerequisite: *DMA 010-DMA 050 or DMA-040, DMA-050, and MAT-060 or MAT-060 and MAT-070* Corequisite: *None*
This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (F., Sp., S.)

DMA 065 Algebra for Precalculus 1.50 1 0 2
Prerequisite: *DMA 010-DMA 050* Corequisite: *None*
This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. (F., Sp., S.)

DMA 070 Rational Express/Equation Class 0.75 0.50 0 1
Prerequisite: *DMA 010-DMA 060 or DMA 040, DMA 050, DMA 060, and MAT 060 or DMA 060, MAT 060, and MAT 070* Corequisite: *None*
This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (F., Sp., S.)

DMA 080 Radical Express/Equations 0.75 0.50 0 1
Prerequisite: *DMA 010-DMA 070 or DMA 060, DMA 070, MAT 060, and MAT 070 or DMA 040-DMA 070, and MAT-060* Corequisite: *None*
This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (F., Sp., S.)

DRA - Drama/Theatre

DRA 111 Theatre Appreciation 3 0 0 3
Prerequisite: *ENG 095 or RED 090 or DRE 098* Corequisite: *None*
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.* (On Demand)

DRA 126 Storytelling 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduce the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories form the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

DRE - Developmental Reading/English

DRE 096 Integrated Reading and Writing 2.50 1 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a

variety of academic and career-related texts and composing effective paragraphs. (F., Sp., S.)

DRE 097 Integrated Reading and Writing II 2.50 1 0 3

Prerequisite: *DRE 096* Corequisite: *None*

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. (F., Sp., S.)

DRE 098 Integrated Reading and Writing III 2.50 1 0 3

Prerequisite: *DRE 097* Corequisite: *None*

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (F., Sp., S.)

DRE 099 Integrated Reading and Writing III 2 0 0 2

Prerequisite: *DRE 097* Corequisite: *ENG 111*

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (On Demand)

ECO - Economics

ECO 251 Prin of Microeconomics 3 0 0 3

Prerequisite: *ENG 090 and RED 090* **or** *ENG 095* **or** *DRE 098; and MAT 060 or DMA 010-030* Corequisite: *None*

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ECO 252 Prin of Macroeconomics 3 0 0 3

Prerequisite: *ENG 090 and RED 090* **or** *ENG 095* **or** *DRE 098; and MAT 060 or DMA 010-030* Corequisite: *None*

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. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

EDU - Education

EDU 118 Princ & Prac of Inst Asst 3 0 0 3

Prerequisite: *ENG 080 and RED 080* **or** *DRE 097* Corequisite: *None*

This course covers the instructional assistant'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 role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy. (F.)

EDU 119 Intro to Early Child Educ 4 0 0 4

Prerequisite: *None* Corequisite: *None*

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. *This course is also available through the Virtual Learning Community* (VLC). (F.)

EDU 131 Child, Family, & Commun 3 0 0 3

Prerequisite: *ENG 080 and RED 080* **or** *DRE 097* Corequisite: *None*

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. *This course is also available through the Virtual Learning Community* (VLC). (F.)

EDU 144 Child Development I 3 0 0 3

Prerequisite: *ENG 080 and RED 080* **or** *DRE 097* Corequisite: *None*

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning

of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).* (F.)

EDU 145 Child Development II 3 0 0 3
Prerequisite: *ENG 080 and RED 080* Corequisite: *None*
or *DRE 097*
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course is also available through the Virtual Learning Community* (VLC). (F., Sp.)

EDU 146 Child Guidance 3 0 0 3
Prerequisite: *ENG 080 and RED 080* Corequisite: *None*
or *DRE 097*
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community* (VLC). (S.)

EDU 151 Creative Activities 3 0 0 3
Prerequisite: *ENG 080 and RED 080* Corequisite: *EDU 151A*
or *DRE 097*
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. *This course is also available through the Virtual Learning Community* (VLC). (Sp.)

EDU 151A Creative Activities 0 2 0 1
Prerequisite: *ENG 080 and RED 080* Corequisite: *EDU 151*
or *DRE 097*
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. (Sp.)

EDU 153 Health, Safety & Nutrit 3 0 0 3
Prerequisite: *ENG 080 and RED 080* Corequisite: *None*
or *DRE 097*
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

EDU 162 Observ & Assess in ECE 3 0 0 3
Prerequisite: *ENG 080 and RED 080* Corequisite: *None*
or *DRE 097*
This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families. (F.)

EDU 163 Classroom Mgt & Instruct 3 0 0 3
Prerequisite: *ENG 080 and RED 080* Corequisite: *None*
or *DRE 097*
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success. (Sp.)

EDU 184 Early Child Intro Pract 1 3 0 2
Prerequisite: *EDU 119; and ENG 080 and RED 080 or DRE 097* Corequisite: *None*
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. (Sp.)

EDU 216 Foundations of Education 4 0 0 4
Prerequisite: *NONE* Corequisite: *DRE 098*
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, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective

course requirement at select institutions only. *This course is also available through the Virtual Learning Community* (VLC). (On Demand)

EDU 221 Children with Exceptional 3 0 0 3
Prerequisite: *EDU 144 and EDU 145; ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community* (VLC). (Sp.)

EDU 223 Specific Learning Disab 3 0 0 3
Prerequisite: *EDU 144, and EDU 145; ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families. (On Demand)

EDU 234 Infants, Toddlers, and Twos 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098, and EDU 119* Corequisite: *None*
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. (On Demand)

EDU 235 School-Age Development and Program 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098, and EDU 119* Corequisite: *None*
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. (On Demand)

EDU 248 Developmental Delays 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098; and EDU 144, EDU 145* Corequisite: *None*
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. (On Demand)

EDU 251 Exploration Activities 3 0 0 3
Prerequisite: *ENG 090 and RED 090, or ENG 095 or DRE 098* Corequisite: *None*
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. (F.)

EDU 256 Inst Strat/Social Studies 2 2 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study. (Sp.)

EDU 257 Inst Strat/Math 2 2 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098 and MAT 060 or DMA 010-030* Corequisite: *None*
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study. (F.)

EDU 258 Inst Strategies/Science 2 2 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study. (Sp.)

EDU 259 Curriculum Planning 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098; EDU 119* Corequisite: *None*
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. (Sp.)

EDU 261 Early Childhood Admin I 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *EDU 119*
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. *This course is also available through the Virtual Learning Community (VLC).* (On Demand)

EDU 262 Early Childhood Admin II 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098; EDU 119 and EDU 261* Corequisite: *None*
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. *This course is also available through the Virtual Learning Community (VLC).* (On Demand)

EDU 271 Educational Technology 2 2 0 3
Prerequisite: *CIS 110, ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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. (F.)

EDU 280 Language & Literacy Exp 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *EDU 280A*
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. *This course is also available through the Virtual Learning Community (VLC). (F.)*

EDU 280A Literacy Exp Lab 0 2 0 1
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *EDU 280*
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. (F.)

EDU 281 Instruc Strat/Read & Writ 2 2 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study. *This course is also available through the Virtual Learning Community (VLC).* (F.)

EDU 282 Early Childhood Lit 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. (Sp.)

EDU 284 Early Child Capstone Prac 1 9 0 4
Prerequisite: *EDU 119: EDU 144: EDU 145; EDU 146; EDU 151; ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits. (F., Sp.)

EDU 285 Internship Exp-School Age 1 9 0 4
Prerequisite: *EDU 118, EDU 144; EDU 145, EDU 163; ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and

environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/ assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits. (F., Sp.)

EDU 289 Adv Issues/School Age 2 0 0 2
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/ teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations. (F.)

EGR - Engineering

EGR 110 Intro to Engineering Tech 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. *This course is available through the Virtual Learning Community (VLC).* (F.)

EGR 150 Intro to Engineering 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

EGR 220 Engineering Statics 3 0 0 3
Prerequisite: *PHY 251* Corequisite: *MAT 272*
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (On Demand)

EGR 250 Statics/Strength of Mater 4 3 0 5
Prerequisite: *MAT 121, or MAT 171* Corequisite: *None*
This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures. (Sp.)

EGR 285 Design Project 0 4 0 2
Prerequisite: *None* Corequisite: *None*
This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects. (Sp.)

ELC - Electricity

ELC 111 Intro to Electricity 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment. (F.)

ELC 116 Telecom Cabling 3 0 0 2
Prerequisite: *CIS 070* Corequisite: *None*
This course introduces the theory and practical application of both copper and fiber cabling for telecom systems. Topics include transmission theory, noise, standards, cable types and systems, connectors, physical layer components, installation, and ground/shielding techniques. Upon completion, students should be able to choose the correct cable, install, test, and troubleshoot cabling for telecom. (On Demand)

ELC 117 Motors and Controls 2 6 0 4
Prerequisite: *ELC 120* Corequisite: *None*
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. (F.)

ELC 120 Intro to Wiring 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level. (Sp.)

ELC 125 Diagrams and Schematics 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics. (F.)

ELC 127 Software for Technicians 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces computer software which one can be used to solve electrical/electronics problems. Topics include electrical/ electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics related applications. (F.)

ELC 128 Intro to PLC 2 3 0 3
Prerequisite: *ELN 133* Corequisite: *None*
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 PLCs and create simple programs. *This course is also available through the Virtual Learning Community (VLC).* (F., S.)

ELC 131 DC/AC Circuit Analysis 4 3 0 5
Prerequisite: *None* Corequisite: *None*
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 interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (F.)

ELC 213 Instrumentation 3 2 0 4
Prerequisite: *ELC 111* Corequisite: *None*
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. (Sp.)

ELC 233 Energy Management 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources. (On Demand)

ELN - Electronics

ELN 133 Digital Electronics 3 3 0 4
Prerequisite: *ELC 111 or ELC 131 or ELC138* Corequisite: *None*
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).* (Sp.)

ELN 231 Industrial Controls 2 3 0 3
Prerequisite: *ELC 120* Corequisite: *None*
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (F.)

ENG - English

ENG 102 Applied Communications II 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. (F., S.)

ENG 111 Writing and Inquiry 3 0 0 3
Prerequisite: *DRE-098* Corequisite: *None*
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* (F., Sp., S.)

ENG 112 Writ/Research in the Disc 3 0 0 3
Prerequisite: *ENG-111 (C or better)* Corequisite: *None*
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* (F., Sp., S.)

ENG 113 Literature-Based Research 3 0 0 3
Prerequisite: *ENG 111 (C or better)* Corequisite: *None*
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ENG 114 Prof Research & Reporting 3 0 0 3
Prerequisite: *ENG 111 (C or better)* Corequisite: *None*
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ENG 125 Creative Writing I 3 0 0 3
Prerequisite: *ENG 111* (C or better) Corequisite: *None*
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on fiction, writing, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

ENG 126 Creative Writing II 3 0 0 3
Prerequisite: *ENG 125* Corequisite: *None*
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (On Demand)*

ENG 131 Introduction to Literature 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *ENG 113 or ENG 114*
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been designated as writing intensive. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.* (On Demand)

ENG 132 Introduction to Drama 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *ENG 113 or ENG 114*
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (On Demand)

ENG 231 American Literature I 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)*
Corequisite: *None*
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 interperet, analyze, and respond to literary works in their historical and cultural contexts. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 232 American Literature II 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)* Corequisite: *None*
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been designated as writing-intensive. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 235 Survey of Film As Lit 3 0 0 3
Prerequisite: *ENG 113 (C or better)* Corequisite: *None*
This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.* (On Demand)

ENG 241 British Literature I 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)* Corequisite: *None*
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 242 British Literature II 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)* Corequisite: *None*
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze,

and respond to literary works in their historical and cultural contexts. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 261 World Literature I 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)* Corequisite: *None*
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the a.m.ericas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 262 World Literature II 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)* Corequisite: *None*
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the a.m.ericas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been designated as writing-intensive. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

ENG 273 African-American Literature 3 0 0 3
Prerequisite: *ENG 112 or ENG 113 or ENG 114 (C or better)* Corequisite: *None*
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been designated as writing-intensive. *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). (On Demand)*

ENV - Environmental Science

ENV 110 Environmental Science 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment. (On Demand)

EPT - Emergency Preparedness

EPT 120 Sociology of Disaster 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior. (F.)

EPT 130 Mitigation & Preparedness 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan. (F.)

EPT 140 Emergency Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system. (F.)

EPT 210 Response & Recovery 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include Federal, State, and local roles and responsibilities in major disaster recovery work with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster. (F.)

EPT 220 Terrorism and Emer. Mgt. 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is covers preparing for, responding to and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident. (Sp.)

EPT 275 Emergency OPS Center Mgt 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center. (Sp.)

FIP - Fire Protection

FIP 120 Intro to Fire Protection 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. *This course is also available through the Virtual Learning Community (VLC).* (F.)

FIP 128 Detection & Investigation 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

FIP 176 HazMat: Operations 4 0 0 4
Prerequisite: *None* Corequisite: *None*
This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation. (S.)

FIP 228 Local Gov. Finance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department. (F.)

FIP 256 Municipal Public Relations 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II. (Sp.)

FIP 276 Managing Fire Services 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021. (F.)

FOR - Forest Management

FOR 121 Dendrology 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses. (F.)

FOR 131 Forest Measurements 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment. (Sp.)

FOR 161 Safety & Woodsmanship 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces potential life threatening or serious injury situations that may occur during outdoor activities and basic orienteering. Topics include injuries by mechanical equipment, plants, animals, and climatic conditions and the proper treatment for each situation. Upon completion, students should be able to respond to emergency situations which may occur in a forest environment. (F.)

FOR 171 Intro to Forest Resources 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind. (F.)

FOR 173 Soils & Hydrology 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality. (Sp.)

FOR 175 Wildlife/Environ Studies 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States. (F.)

FOR 212 Forest Surv & Aerial Ine 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements. (Sp.)

FOR 215 Intro to GIS/GPS 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware

and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications. (F.)

FOR 225 Silvics & Silviculture 3 3 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques. (S.)

FOR 232 Forest Mensuration 2 6 0 4
Prerequisite: *FOR 131* Corequisite: *None*
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands. (S.)

FOR 241 Forest Fire Management 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the nature of wildfire and the uses of prescribed burning in a forest or urban interface setting. Topics include prevention, detection, suppression, causes, and the ecological and economic effects of fire. Upon completion, students should be able to use fire as a management tool and participate in the suppression of wildfire. (Sp.)

FOR 243 Insects/Diseases 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course provides information on forest insects, diseases, and related control methods. Topics include insect and disease classification, herbicides, pesticides, and promoting forest health through sound silviculture practices. Upon completion, students should be able to identify the most common forest insects and diseases and recommend biological, cultural, silvicultural, and chemical controls. (S.)

FOR 273 Forest Mgt Issues 0 6 0 2
Prerequisite: *FOR 225 and FOR 232* Corequisite: *None*
This course is designed as a capstone course in the application of land management and procurement skills. Emphasis is placed on formulating a comprehensive land management plan, including a complete timber cruise. Upon completion, students should be able to locate timber tracts and identify timber, water, wildlife, and recreation options for the landowner. (Sp.)

FOR 285 Logging & Marketing 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation. (F.)

FRE - French

FRE 111 Elementary French I 3 0 0 3
Prerequisite: *None* Corequisite: *FRE 181*
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 112 Elementary French II 3 0 0 3
Prerequisite: *FRE 111 (C or better)* Corequisite: *FRE 182*
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 181 French Lab 1 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FRE 182 French Lab 2 0 2 0 1
Prerequisite: *FRE 181 (C or better)* Corequisite: *None*
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FRE 211 Intermediate French I 3 0 0 3
Prerequisite: *FRE 112 (C or better)* Corequisite: *None*
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 212 Intermediate French II 3 0 0 3
Prerequisite: *FRE 211 (C or better)* Corequisite: *None*
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 281 French Lab 3 0 2 0 1
Prerequisite: *FRE 182 (C or better)* Corequisite: *None*
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FRE 282 French Lab 4 0 2 0 1
Prerequisite: *FRE 281 (C or better)* Corequisite: *None*
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FWL - Fish and Wildlife

FWL 142 Wildlife Management 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the principles of wildlife management, including basic concepts, terminology, and techniques important to wildlife managers. Topics include a review of the history of wildlife management, ecological principles, an introduction to wildlife habitat requirements, and population dynamics. Upon completion, students should be able to understand and discuss the life history, management techniques, and habitat requirements of North American species. (Sp.)

GEO - Geography

GEO 111 World Regional Geography 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

GRD - Graphic Design

GRD 121 Drawing Fundamentals I 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. (This course is offered at Wake Technical Community College) (F.)

GRO - Gerontology

GRO 120 Gerontology 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. (Sp. or On Demand)

HEA - Health

HEA 110 Personal Health/Wellness 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

HEA 112 First Aid & CPR 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

HIS - History

HIS 111 World Civilizations I 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* (F., Sp., On Demand)

HIS 112 World Civilizations II 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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 a.m.ericas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* (F., Sp., On Demand)

HIS 116 Current World Problems 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HIS 121 Western Civilization I 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HIS 122 Western Civilization II 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HIS 131 American History I 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the a.m.ericas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., On Demand)

HIS 132 American History II 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., On Demand)

HIS 162 Women and History 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HIS 221 African-American History 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African-Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HIS 226 The Civil War 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic, and cultural developments in the United States during the era of Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

HIS 228 History of the South 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

HIS 236 North Carolina History 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from a.m.erica's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political,

socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HOR - Horticulture

HOR 150 Intro to Horticulture 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture. (S.)

HSE - Human Services

HSE 110 Intro to Human Services 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. *This course is also available through the Virtual Learning Community (VLC).* (F. or On Demand)

HSE 112 Group Process I 1 2 0 2
Prerequisite: *None* Corequisite: *None*
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. (F. or On Demand)

HSE 123 Interviewing Techniques 2 2 0 3
Prerequisite: *None* Corequisite: *None*
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. (Sp. or On Demand)

HSE 125 Counseling 2 2 0 3
Prerequisite: *None* Corequisite: *None*
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. (Sp., On Demand)

HSE 210 Human Services Issues 2 0 0 2
Prerequisite: *None* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F. or On Demand)

HSE 225 Crisis Intervention 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. (F. or On Demand)

HUM - Humanities

HUM 110 Technology and Society 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HUM 115 Critical Thinking 3 0 0 3
Prerequisite: *ENG 090 and RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on 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).* (On Demand)

HUM 120 Cultural Studies 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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.* (On Demand)

HUM 121 The Nature of America 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F., On Demand)

HUM 122 Southern Culture 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HUM 130 Myth in Human Culture 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

HUM 211 Humanities I 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

HUM 230 Leadership Development 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. (On Demand)

HYD - Hydraulics

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisite: *None* Corequisite: *None*
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. (F.)

HYD 121 Hydraulics/Pneumatics II 1 3 0 2
Prerequisite: *HYD 110* Corequisite: *None*
This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems. (Sp.)

ISC - Industrial Safety

ISC 112 Industrial Safety 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. (S.)

ISC 121 Environment Health & Safety 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety issues. (F., Sp.)

ISC 128 Industrial Leadership 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling, motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations. (On Demand)

ISC 130 Introduction to Quality Control 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management. (On Demand)

ISC 131 Quality Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques. (On Demand)

ISC 132 Manufacturing Quality Control 2 3 0 3
Prerequisite: *DMA 010-050 or MAT 060* Corequisite: *None and DMA 040, 050 or MAT 060 and MAT 070 AND RED 090 or ENG 095 or DRE 098*
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. (Sp.)

ISC 210 Prod and Operational Planning 3 0 0 3
Prerequisite: *DMA 010-050 or MAT 060* Corequisite: *None and DMA 040, 050 or MAT 060 and MAT 070 AND RED 090 or ENG 095 or DRE 098*
This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.* (F., Sp.)

ISC 220 Lean Manufacturing 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business. (S.)

ISC 221 Statistical Qual Control 3 0 0 3
Prerequisite: *DMA 010-050 or MAT 060* Corequisite: *None and DMA 040, 050 or MAT 060 and MAT 070 and RED 090 or ENG 095 or DRE 098*
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production. (On Demand)

JPN- Japanese

JPN 111 Elementary Japanese I 3 0 0 3
Prerequisites: None Corequisite: JPN 181
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

JPN 112 Elementary Japanese II 3 0 0 3
Prerequisites: JPN 111 Corequisite: JPN 182
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

JPN 181 Japanese Lab I 0 2 0 1
Prerequisites: None Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Japanese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Japanese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

JPN 182 Japanese Lab II 0 2 0 1
Prerequisites: JPN 181 Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Japanese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Japanese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

JOU - Journalism

JOU 110 Intro to Journalism 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

JOU 111 Publication Workshop I 1 3 0 2
Prerequisite: *JOU 110* Corequisite: *None*
This course introduces the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (On Demand)

JOU 112 Publication Workshop II 1 3 0 2
Prerequisite: *JOU 111* Corequisite: *None*
This course is a continuation of the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (On Demand)

LDD - Light Duty Diesel

LDD 112 Intro Light-Duty Diesel 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures. (Sp.)

MAC - Machining

MAC 114 Intro to Metrology 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (On Demand)

MAC 121 Intro to CNC 2 0 0 2
Prerequisite: *None* Corequisite: *None*
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. (F.)

MAC 122 CNC Turning 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. (Sp.)

MAC 124 CNC Milling 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. (Sp.)

MAC 131 Blueprint Reading/Mach I 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (F.)

MAC 132 Blueprint Reading/Mach II 1 2 0 2
Prerequisite: *MAC 131* Corequisite: *None*
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. (Sp.)

MAC 141 Machining Applications I 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments. (F.)

MAC 142 Machining Applications II 2 6 0 4
Prerequisite: *MAC 141* Corequisite: *None*
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish. (Sp.)

MAC 143 Machining Appl III 2 6 0 4
Prerequisite: *MAC 141* Corequisite: *None*
This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process. (F.)

MAC 151 Machining Calculations 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. (F.)

MAC 160 Coordinate Measuring Mach 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines. (F.)

MAC 171 Measure/Material & Safety 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. (F.)

MAC 172 Job Plan, Bench & Layout 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon

completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry. (F.)

MAC 222 Advanced CNC Turning 1 3 0 2
Prerequisite: *MAC 122* Corequisite: *None*
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. (S.)

MAC 224 Advanced CNC Milling 1 3 0 2
Prerequisite: *MAC 124* Corequisite: *None*
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. (S.)

MAC 228 Advanced CNC Processes 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers. (F.)

MAC 233 Appl in CNC Machining 2 12 0 6
Prerequisite: *MEC 231 and MAC 124 or MAC 122*
Corequisite: *None*
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools. (Sp.)

MAT- Mathematics

MAT 110 Mathematical Measurement and Literacy 2 2 0 3
Prerequisite: *MAT 060 or DMA 010-030 or appropriate scores on placement tests* Corequisite: *None*
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. (F., Sp., S.)

MAT 121 Algebra/Trigonometry I 2 2 0 3
Prerequisite: *MAT 070 and DMA 060 or MAT 060 and DMA 040, 050, 060 or DMA 010-060 or appropriate scores on placement tests* Corequisite: *None*
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (Sp., On Demand)

MAT 122 Algebra/Trigonometry II 2 2 0 3
Prerequisite: *MAT 121* Corequisite: None
This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (F., On Demand)

MAT 143 Quantitative Literacy 2 2 0 3
Prerequisite: *DMA 010-050 and DRE 098* Corequisite: *None or appropriate scores on placement tests*
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. (F., Sp., S.)

MAT 152 Statistical Methods I 3 2 0 4
Prerequisite: *DMA 010-050 and DRE-098* Corequisite: *None*
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). (F., S.)

MAT 171 Precalculus Algebra 3 2 0 4
Prerequisite: *MAT 080 or MAT 070 and DMA 060, 070, 080 or MAT 060 and DMA 040-080 or DMA 010-080 or MAT 121 or appropriate scores on placement tests (Students taking MAT 171 must take MAT 172 for precalculus credit)* Corequisite: *None*
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. (F., Sp., S.)

MAT 172 Precalculus Trigonometry 3 2 0 4
Prerequisite: *MAT 171 (C or better)* Corequisite: *None*
or appropriate scores on placement tests
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. (F., Sp.)

MAT 263 Brief Calculus 3 2 0 4
Prerequisite: *MAT 171 (C or better)* Corequisite: *None*
or appropriate scores on placement tests
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. (F., On Demand)

MAT 271 Calculus I 3 2 0 4
Prerequisite: *MAT 172 (C or better)* Corequisite: *None*
or appropriate scores on placement tests
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. (F., Sp., On Demand)

MAT 272 Calculus II 3 2 0 4
Prerequisite: *MAT 271 (C or better)* Corequisite: *None*
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. (F., Sp.)

MAT 273 Calculus III 3 2 0 4
Prerequisite: *MAT 272 (C or better)* Corequisite: *None*
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. (F., On Demand)

MAT 285 Differential Equations 2 2 0 3
Prerequisite: *MAT 272 (C or better)* Corequisite: *None*
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. (Sp.)

MEC - Mechanical

MEC 110 Intro to CAD/CAM 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program. (Sp.)

MEC 111 Machine Processes I 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances. (Sp.)

MEC 130 Mechanisms 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. (S.)

MEC 145 Mfg Materials I 2 3 0 3
Prerequisite: *None* Corequisite: *None*
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. (Sp.)

MEC 231 Comp-Aided Manufact I 1 4 0 3
Prerequisite: *None* Corequisite: *None*
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. (F.)

MEC 232 Comp-Aided Manufact II 1 4 0 3
Prerequisite: *MEC 231* Corequisite: *None*
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software. (Sp.)

MEC 276 Capstone Design Project 0 3 0 1
Prerequisite: *DDF 212* Corequisite: *None*
This course provides an opportunity for students to utilize all facets of their educational experience to solve an engineering design problem in a multi-disciplinary environment. Competencies demonstrated include project planning and organization, engineering analysis and design, selection of materials and processes, economic analysis, communication, and project documentation. Upon completion, students should be able to demonstrate the ability to complete a comprehensive design project, concluding with a formal report. (Sp.)

MED - Medical Assisting

MED 110 Orientation to Med Assist 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. (F.)

MED 118 Medical Law and Ethics 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MED 121 Medical Terminology I 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).*(F., Sp.)

MED 122 Medical Terminology II 3 0 0 3
Prerequisite: *MED 121* Corequisite: *None*
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.., S.)

MED 130 Admin Office Proc I 1 2 0 2
Prerequisite: None Corequisite: *None*
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (S.)

MED 131 Admin Office Proc II 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (F.)

MED 140 Exam Room Procedures I 3 4 0 5
Prerequisite: *None* Corequisite: *MED 122*
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (Sp.)

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisite: *MED 122* Corequisite: *None*
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/ skills based on course topics. (S.)

MED 232 Medical Insurance Coding 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. (Sp., S.)

MED 240 Exam Room Procedures II 3 4 0 5
Prerequisite: *MED 140* Corequisite: *None*
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. (F.)

MED 250 Laboratory Procedures II 3 4 0 5
Prerequisite: *MED 150* Corequisite: *None*
This course is designed to expand and build on skills presented in MED 150. Emphasis is placed on increasing proficiency in laboratory skills used in the medical setting. Upon completion, students should be able to demonstrate enhanced competence in selected medical laboratory procedures. (F.)

MED 260 MED Clinical Practicum 0 0 15 5
Prerequisite: *MED 240, MED 250* Corequisite: *None*
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary

for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. (Sp.)

MED 264 Med Assisting Overview 2 0 0 2
Prerequisite: *None* Corequisite: *MED 260*
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. (Sp.)

MED 272 Drug Therapy 3 0 0 3
Prerequisite: None Corequisite: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (F.)

MKT - Marketing & Retailing

MKT 120 Principles of Marketing 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

MKT 220 Advertising and Sales Promotion 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MLT - Medical Laboratory Technology

MLT 110 Intro to MLT 2 3 0 3
Prerequisite: *Admission to the MLT program* Corequisite: *None*
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. (Sp.)

MLT 111 Urinalysis & Body Fluids 1 3 0 2
Prerequisite: *MLT 110* Corequisite: *None*
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. (S.)

MLT 120 Hematology/Hemostasis I 3 3 0 4
Prerequisite: *MLT 110* Corequisite: *None*
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. (S.)

MLT 125 Immunohematology I 4 3 0 5
Prerequisite: *MLT 110* Corequisite: *None*
This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures. (F.)

MLT 130 Clinical Chemistry I 3 3 0 4
Prerequisite: *CHM 130 and CHM 130A, MLT 110* Corequisite: *None*
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. (Sp.)

MLT 140 Intro to Microbiology 2 3 0 3
Prerequisite: *MLT 110* Corequisite: *None*
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures. (F.)

MLT 215 Professional Issues 1 0 0 1
Prerequisite: *None* Corequisite: *MLT 275*
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. (F.)

MLT 220 Hematology/Hemostasis II 2 3 0 3
Prerequisite: *MLT 120* Corequisite: *None*
This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis. (F.)

MLT 240 Special Clin Microbiology 2 3 0 3
Prerequisite: *MLT 140* Corequisite: *None*
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. (Sp.)

MLT 255 MLT Practicum I 0 0 15 5
Prerequisite: *BIO 163, MED 121, MLT 110, MLT 111, MLT 120, MLT 125, MLT 140, MLT 220* Corequisite: *None*
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. (Sp.)

MLT 264 MLT Practicum II 0 0 12 4
Prerequisite: *MLT 130, MLT 255, MLT 240* Corequisite: *None*
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. (S.)

MLT 275 MLT Practicum III 0 0 15 5
Prerequisite: *MLT 264* Corequisite: *None*
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. (F.)

MNT - Maintenance

MNT 110 Intro to Maint Procedures 1 3 0 2
Prerequisite: *None* Corequisite: *None*
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. (S.)

MNT 165 Mechanical Industrial Sys 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment. (S.)

MUS - Music

MUS 110 Music Appreciation 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

MUS 111 Fundamentals of Music 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

MUS 112 Introduction to Jazz 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. (On Demand)

MUS 131 Chorus I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 132 Chorus II 0 2 0 1
Prerequisite: *MUS 131* Corequisite: *None*
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 151 Class Music I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion,

students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 152 Class Music II 0 2 0 1
Prerequisite: *MUS 151* Corequisite: *None*
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 210 History of Rock Music 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

MUS 212 American Musical Theatre 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the origins and development of the musical from *Show Boat* to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

MUS 231 Chorus III 0 2 0 1
Prerequisite: *MUS 132* Corequisite: *None*
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 232 Chorus IV 0 2 0 1
Prerequisite: *MUS 231* Corequisite: *None*
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 251 Class Music III 0 2 0 1
Prerequisite: *MUS 152* Corequisite: *None*
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 252 Class Music IV 0 2 0 1
Prerequisite: *MUS 251* Corequisite: *None*
This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

NET - Networking Technology

NET 125 Networking Basics 1 4 0 3
Prerequisite: *CIS 070 or appropriate computer skills test score* Corequisite: *None*
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. (F.)

NET 126 Routing Basics 1 4 0 3
Prerequisite: *NET 125* Corequisite: *None*
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. (Sp.)

NET 225 Routing and Switching I 1 4 0 3
Prerequisite: *NET 126* Corequisite: *None*
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 VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (F.)

NET 226 Routing and Switching II 1 4 0 3
Prerequisite: *NET 225* Corequisite: *None*
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, channels, and function groups, describe the Spanning Tree protocol. (F.)

NET 289 Networking Project 1 4 0 3
Prerequisite: *None* Corequisite: *NET 226*
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. (Sp.)

NOS - Network Operating Systems

NOS 110 Operating System Concept 2 3 0 3
Prerequisite: *CIS 070 or appropirate computer skills test score* Corequisite: *None*
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. (F.)

NOS 120 Linux/UNIX Single User 2 2 0 3
Prerequisite: *NOS 110* Corequisite: *None*
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. (Sp.)

NOS 130 Windows Single User 2 2 0 3
Prerequisite: *NOS 110* Corequisite: *None*
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and maintaining memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. (Sp.)

NOS 230 Windows Admin I 2 2 0 3
Prerequisite: *NOS 110* Corequisite: *None*
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. (F.)

NUR - Nursing

NUR 101 Practical Nursing I 7 6 6 11
Prerequisite: *Admission to PN Program* Corequisite: *None*
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. (F.)

NUR 102 Practical Nursing II 8 0 12 12
Prerequisite: *NUR 101 and BIO 163* Corequisite: *None*
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. (Sp.)

NUR 103 Practical Nursing III 6 0 12 10
Prerequisite: *NUR 102, NUR 117 and PSY 150*
Corequisite: *None*
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. (S.)

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisite: *Admission to ADN Program* Corequisite: *None*
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F.)

NUR 112 Health-Illness Concepts 3 0 6 5
Prerequisites: *NUR 111, NUR 117, and BIO 168* Corequisites: *None*
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (Sp.)

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: *NUR 111, NUR 114 and PSY 241* Corequisites: *None*
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F.)

NUR 114 Holistic Health Concepts 3 0 6 5
Prerequisites: *NUR 111, NUR 211 BIO 169, and PSY 150* Corequisites:*None*
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence,

health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S.)

NUR 117 Pharmacology 1 3 0 2
Prerequisite: *Admission to ADN or PN Program or Instructor Permission* Corequisite: *None*
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, Pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. (F., Sp.)

NUR 211 Health Care Concepts 3 0 6 5
Prerequisite: *NUR 111, NUR 112, NUR 117, and BIO 168* Corequisite: *None*
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (Sp.)

NUR 212 Health System Concepts 3 0 6 5
Prerequisites: *NUR 111, and NUR 113* Corequisites: *None*
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F.)

NUR 213 Complex Health Concepts 4 3 15 10
Prerequisites: *NUR 111, NUR 117, and BIO 175*
Corequisites: *NUR 112, NUR 113, NUR 114, NUR 211, NUR 212*
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (Sp.)

NUR 214 Nsg Transition Concepts 3 0 3 4
Prerequisites: *Unencumbered license to practice as an LPN in N.C. and BIO 168* Corequisites: *None*
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (On Demand)

OMT - Operations Management

OMT 110 Intro to Operations Mgt 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions. (F.)

OMT 112 Material Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.* (Sp.)

OMT 135 FDA GMP Compliance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the current version of the Food and Drug Administration's Good Management Practices. Emphasis is placed on how and why medical equipment and pharmaceutical manufacturers should comply with these standards. Upon completion, students should be able to understand and implement good management practices in a facility to comply with the FDA standards. (F.)

OMT 156 Problem-Solving Skills 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving. (F.)

OMT 218 Dev Team Performance 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course provides a foundation for enhancing team effectiveness and performance. Topics include clarification of team responsibilities, techniques for keeping the team on course, being a team player, and playing a vital role in team decisions. Upon completion, students should be able to understand the advantage of teamwork in a workplace environment and understand their role in being an effective team member. (F.)

OMT 222 Project Management 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods. (F., Sp.)

OMT 260 Issues in Operations Mgt 3 0 0 3
Prerequisite: *ISC 121, ISC 210, OMT 112, and ISC 130, ISC 131, ISC 132, or ISC 221* Corequisite: *None*
This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.* (Sp.)

OST - Office Systems Technology

OST 131 Keyboarding 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. (F., Sp., S.)

OST 132 Keyboard Skill Building 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course is designed to increase speed and improve accuracy in keyboarding. 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. (F.)

OST 134 Text Entry & Formatting 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

OST 136 Word Processing 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

OST 137 Office Software Applicat 2 2 0 3
Prerequisite: *CIS 110* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

OST 148 Med Coding Billing & Insu 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

OST 149 Med Legal Issues 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. (F.)

OST 153 Office Finance Solutions 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office. (F., Sp.)

OST 164 Text Editing Applications 3 0 0 3
Prerequisite: *ENG 080 or DRE 097* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F.)

OST 184 Records Management 2 2 0 3
Prerequisite: *None* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

OST 236 Adv Word/Information Proc 2 2 0 3
Prerequisite: *OST 136* Corequisite: *None*
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

OST 241 Med Ofc Transcription I 1 2 0 2
Prerequisite: *MED 121 or OST 141 and OST 164 (C or better)* Corequisite: *None*
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. (Sp.)

OST 242 Med Ofc Transcription II 1 2 0 2
Prerequisite: *OST 241* Corequisite: *None*
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription

and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents. (F., On Demand)

OST 243 Med Office Simulation 2 2 0 3
Prerequisite: *OST 148* Corequisite: *None*
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. (F., Sp., S.)

OST 247 CPT Procedure Coding 1 2 0 2
Prerequisite: *MED 121* Corequisite: *None*
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in a.m.bulatory settings. (Sp.)

OST 248 Diagnostic Coding 1 2 0 2
Prerequisite: *MED 121* Corequisite: *None*
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD Coding System. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office. (F., Sp.)

OST 249 CPC Certification 3 2 0 4
Prerequisite: *OST 247 and OST 248* Corequisite: *None*
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam. (F., Sp.)

OST 286 Professional Development 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. (F., Sp.)

OST 289 Admin Office Management 2 2 0 3
Prerequisite: *OST 164 and either OST 134 or OST 136* Corequisite: *None*
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. (F., Sp.)

PBT - Phlebotomy

PBT 100 Phlebotomy Technology 5 2 0 6
Prerequisite: *None* Corequisite: *PBT 101*
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. (Sp.)

PBT 101 Phlebotomy Practicum 0 0 9 3
Prerequisite: *None* Corequisite: *PBT 100*
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. (Sp.)

PCI - Process Control Instrumentation

PCI 162 Instrumentation Controls 2 3 0 3
Prerequisite: *ELC 128* Corequisite: *None*
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. (S.)

PCI 264 Process Control with PLCs 3 3 0 4
Prerequisite: *ELC 128* Corequisite: *None*
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices. (Sp.)

PED - Physical Education

PED 110 Fit and Well for Life 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp., On Demand)

PED 113 Aerobics I 0 3 0 1
Prerequisite: *None* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 117 Weight Training I 0 3 0 1
Prerequisite: *None* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 119 Circuit Training 0 3 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.* (On Demand)

PED 120 Walking for Fitness 0 3 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 121 Walk, Jog, Run 0 3 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

PED 122 Yoga I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (On Demand)

PED 128 Golf-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 130 Tennis-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 131 Tennis-Intermediate 0 2 0 1
Prerequisite: *PED 130* Corequisite: *None*
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 for transferability as a premajor and/or elective course requirement. (On Demand)*

PED 132 Racquetball-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 139 Bowling-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 148 Softball 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamental skills and rules 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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 149 Flag Football 0 2 0 1
Prerequisite: *None* Corequisite: *None*
Prerequisite: None Corequisite: None
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (On Demand)

PED 152 Swimming-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PHI - Philosophy

PHI 215 Philosophical Issues 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
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, determination and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

PHI 240 Introduction to Ethics 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces theories about the nature and foundations of moral judgements and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technoloties. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

PHM - Pharmacy

PHM 110 Introduction to Pharmacy 3 0 0 3
Prerequisite: *Admission to the Program*
Corequisite: *PHM 111, PHM 115*
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references. (F)

PHM 111 Pharmacy Practice I 3 3 0 4
Prerequisites: *Admission to the Program*
Corequisites: *PHM 110, PHM 115*
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. (F)

PHM 115 Pharmacy Calculations 3 0 0 3
Prerequisites: *Admission to the Program*
Corequisites: *PHM 110, PHM 111*
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order. (F.)

PHM 118 Sterile Products 3 3 0 4
Prerequisites: *PHM 110 and PHM 111* Corequisites: *PHM 135*
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy. (Sp.)

PHM 120 Pharmacology I 3 0 0 3
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. (Sp.)

PHM 125 Pharmacology II 3 0 0 3
Prerequisites: *PHM 120* Corequisites: *None*
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. (S.)

PHM 132 Pharmacy Clinical 0 0 6 2
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (S.)

PHM 135 Pharmacy Clinical 0 0 15 5
Prerequisites: *PHM 110, PHM 111* Corequisites: *PHM 118*
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (Sp)

PHM 140 Trends in Pharmacy 2 0 0 2
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed. (Sp.)

PHM 165 Pharmacy Prof Practice 2 0 0 2
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination. (S.)

PHY - Physics

PHY 131 Physics-Mechanics 3 2 0 4
Prerequisite: *MAT 121 or MAT 161; RED 090 or DRE 098 or ENG 095* Corequisite: *None*
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (On Demand)

PHY 151 College Physics I 3 2 0 4
Prerequisite: *MAT 161 or MAT 171; RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., On Demand)

PHY 152 College Physics II 3 2 0 4
Prerequisite: *PHY 151* Corequisite: *None*
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (Sp., On Demand)

PHY 251 General Physics I 3 3 0 4
Prerequisite: *MAT 271 AND RED 090 or ENG 095 or DRE 098* Corequisite: *MAT 272*
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F.)

PHY 252 General Physics II 3 3 0 4
Prerequisite: *MAT 272 and PHY 251* Corequisite: *None*
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (Sp.)

PLU - Plumbing

PLU 140 Intro to Plumbing 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes. (On Demand)

POL - Political Science

POL 120 American Government 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

POL 130 State & Local Government 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

PSY - Psychology

PSY 101 Applied Psychology 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. (On Demand)

PSY 141 Psych of Death and Dying 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying. (F.)

PSY 150 General Psychology 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

PSY 183 Psychology of Addiction 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers historical and theoretical perspectives on addictive behavior and the genetic, familial, and sociocultural influences on addiction. Topics include addictions to eating, gambling, alcohol, drugs, relationships, work, and sex. Upon completion, students should be able to demonstrate a knowledge of the theories of addiction and the factors underlying addictive behaviors. (Sp.)

PSY 237 Social Psychology 3 0 0 3
Prerequisite: *PSY 150 or SOC 210* Corequisite: *None*
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* (On Demand)

PSY 241 Developmental Psych 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *None*
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., On Demand)

PSY 263 Educational Psychology 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *None*
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PSY 265 Behavioral Modification 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *None*
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others. (On Demand)

PSY 281 Abnormal Psychology 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *None*
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. This course is also available through the Virtual Learning Community (VLC).* (F.)

REL - Religion

REL 110 World Religions 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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. This course is available through the Virtual Learning Community (VLC).* (F., Sp.)

REL 211 Intro to Old Testament 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F., S.)

REL 212 Intro to New Testament 3 0 0 3
Prerequisite: *None* Corequisite: *None*
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.* (F., Sp.)

REL 221 Religion in America 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in a.m.erica. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

SEC - Information Systems Security

SEC 110 Security Concepts 2 2 0 3
Prerequisite: *CIS 070 or* Corequisite: *None*
appropriate computer skills test score
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 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. (S.)

SGD - Simulation and Game Development

SGD 111 Introduction to SGD 2 3 0 3
Prerequisites: *CIS 070 or* Corequisite: *None*
appropriate computer skills test score
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. (F.)

SGD 112 SGD Design 2 3 0 3
Prerequisites: *CIS 070 or* Corequisite: *None*
appropriate computer skills test score
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. (Sp.)

SGD 113 SGD Programming 2 3 0 3
Prerequisites: *CIS 070 or* Corequisite: *None*
appropriate computer skills test score
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. (Sp.)

SGD 114 3D Modeling 2 3 0 3
Prerequisites: *CIS 070 or* Corequisite: *None*
appropriate computer skills test score
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools. (Sp.)

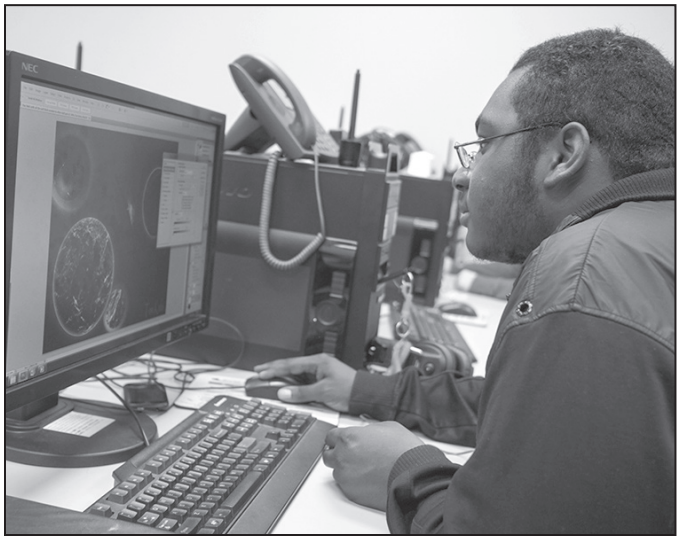
SGD 116 Graphic Design Tools 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software. (F.)

SGD 134 SG Quality Assurance 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry. (F.)

SGD 158 SGD Business Management 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills.. Upon completion, students should be able to understand how a game evolves from concept to the customer. (F.)

SGD 164 SG Audio/Video 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games. (Sp.)

SGD 168 Mobile SG Programming I 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games. (S.)



SGD 172 Virtual SG Environments 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment. (S.)

SGD 174 SG Level Design 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools. (F.)

SGD 212 SGD Design II 2 3 0 3
Prerequisite: *SGD 112* Corequisite: *None*
This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game. (F.)

SGD 214 3D Modeling II 2 3 0 3
Prerequisite: *SGD 114* Corequisite: *None*
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools. (F.)

SGD 274 SG Level Design II 2 3 0 3
Prerequisite: *SGD 174* Corequisite: *None*
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to “critical path” and “flow,” game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools. (Sp.)

SGD 289 SGD Project 2 3 0 3
Prerequisite: *SGD 212 AND SGD 214* Corequisite: *None*
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.(Sp.)

SOC - Sociology

SOC 210 Introduction to Sociology 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
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 a.m.ong individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation*

Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC). (F., Sp., S.)

SOC 213 Sociology of the Family 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC). (On Demand)*

SOC 220 Social Problems 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is available through the Virtual Learning Community (VLC). (F., Sp., On Demand)*

SOC 225 Social Diversity 3 0 0 3
Prerequisite: *RED 090 or ENG 095 or DRE 098* Corequisite: *None*
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences, evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation agreement general education core requirement in social/behavioral sciences.* (On Demand)

SOC 230 Race and Ethnic Relations 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships a.m.ong racial and ethnic groups within the larger society. *This course has been approved to satisfy the Comprehensive Articulation agreement general education core requirement in social/behavioral sciences.* (On Demand)

SOC 242 Sociology of Deviance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

SPA - Spanish

SPA 111 Elementary Spanish I 3 0 0 3
Prerequisite: *None* Corequisite: *SPA 181*
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

SPA 112 Elementary Spanish II 3 0 0 3
Prerequisite: *SPA 111 (C or better)* Corequisite: *SPA 182*
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F., Sp., S.)

SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (On Demand)

SPA 181 Spanish Lab 1 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp., S.)

SPA 182 Spanish Lab 2 0 2 0 1
Prerequisite: *SPA 181 (C or better)* Corequisite: *None*
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend

and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp., S.)

SPA 211 Intermediate Spanish I 3 0 0 3
Prerequisite: *SPA 112 (C or Better)* Corequisite: *None*
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

SPA 212 Intermediate Spanish II 3 0 0 3
Prerequisite: *SPA 211 (C or Better)* Corequisite: *None*
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

SPA 281 Spanish Lab 3 0 2 0 1
Prerequisite: *SPA 182 (C or Better)* Corequisite: *None*
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

SPA 282 Spanish Lab 4 0 2 0 1
Prerequisite: *SPA 281 (C or Better)* Corequisite: *None*
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

SST - Sustainability Technologies

SST 110 Intro to Sustainability 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts. (F.)

SST 120 Energy Use Analysis 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption. (Sp.)

SST 130 Modeling Renewable Energy 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems. (Sp.)

SST 140 Green Bldg & Design Concepts 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction. (Sp.)

SST 210 Issues in Sustainability 3 0 0 3
Prerequisites: *SST 110* Corequisites: *None*
This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts. (On Demand)

TRF - Turfgrass Management

TRF 110 Intro Turfgrass Cult & ID 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices. (F.)

TRF 120 Turfgrass Irrigat & Design 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the basic techniques involved in the design, layout, installation, and use of water-wise turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system according to sustainable practices. (Sp.)

TRF 152 Landscape Maintenance 2 2 0 3
Prerequisites: None Corequisite: None
This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule. (F.)

TRF 210 Turfgrass Eqmt Mgmt 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment. (F.)

TRF 230 Turfgrass Mgmt Apps 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play. (F.)

TRF 240 Turfgrass Pest Control 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers detection and identification of turfgrass pests with emphasis on methods of sustainable management. Topics include pest identification with an understanding of pesticides used, application procedures, and costs involved in sustainable management programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest management programs, and/or use integrated pest management. (Sp.)

TRF 260 Adv Turfgrass Mgmt 3 2 0 4
Prerequisite: *TRF 110* Corequisite: *None*
This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management. (Sp.)

TRN - Transportation Technology

TRN 110 Intro to Transport Tech 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. (F.)

TRN 120 Basic Transp Electricity 4 3 0 5
Prerequisite: *None* Corequisite: *None*
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (F.)

TRN 140 Transp Climate Control 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. (S.)

TRN 140A Transp Climate Cont Lab 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. (S.)

TRN 170 PC Skills for Transp 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. (F.)

TRN 180 Basic Welding for Transp 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. (F.)

WBL - Work Based Learning

WBL 110 World of Work 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (F., Sp., S.)

WBL 111 WBL Work Experience I 0 0 10 1
Prerequisite: *None* Corequisite: *None*
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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

WBL 112 WBL Work Experience I 0 0 20 2
Prerequisite: *None* Corequisite: *None*
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. (F., Sp., S.)

WBL 115 Work Exp Seminar I 1 0 0 1
Prerequisite: *None*
Corequisite: *WBL 111 or WBL 112 or WBL 113 or WBL 114*
This course description is available in individual departments.
(F., Sp., S.)

WBL 121 WBL Work Experience II 0 0 10 1
Prerequisite: *None* Corequisite: *None*
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. (F., Sp., S.)

WBL 122 WBL Work Experience II 0 0 20 2
Prerequisite: *None* Corequisite: *None*
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. (F., Sp., S.)

WBL 131 WBL Work Experience III 0 0 10 1
Prerequisite: *None* Corequisite: *None*
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. (F., Sp., S.)

WBL 132 WBL Work Experience III 0 0 20 2
Prerequisite: *None* Corequisite: *None*
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. (F., Sp., S.)

WLD - Welding

WLD 110 Cutting Processes 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (F.)

WLD 112 Basic Welding Processes 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. (Sp., F.)

WLD 115 SMAW (Stick) Plate 2 9 0 5
Prerequisite: *None* Corequisite: *None*
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. (F.)

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4
Prerequisite: *WLD 115* Corequisite: *None*
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. (Sp.)

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. (F.)

WLD 122 GMAW (MIG) Plate/Pipe 1 6 0 3
Prerequisite: *WLD 121* Corequisite: *None*
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. (Sp.)

WLD 131 GTAW (TIG) Plate 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. (Sp.)

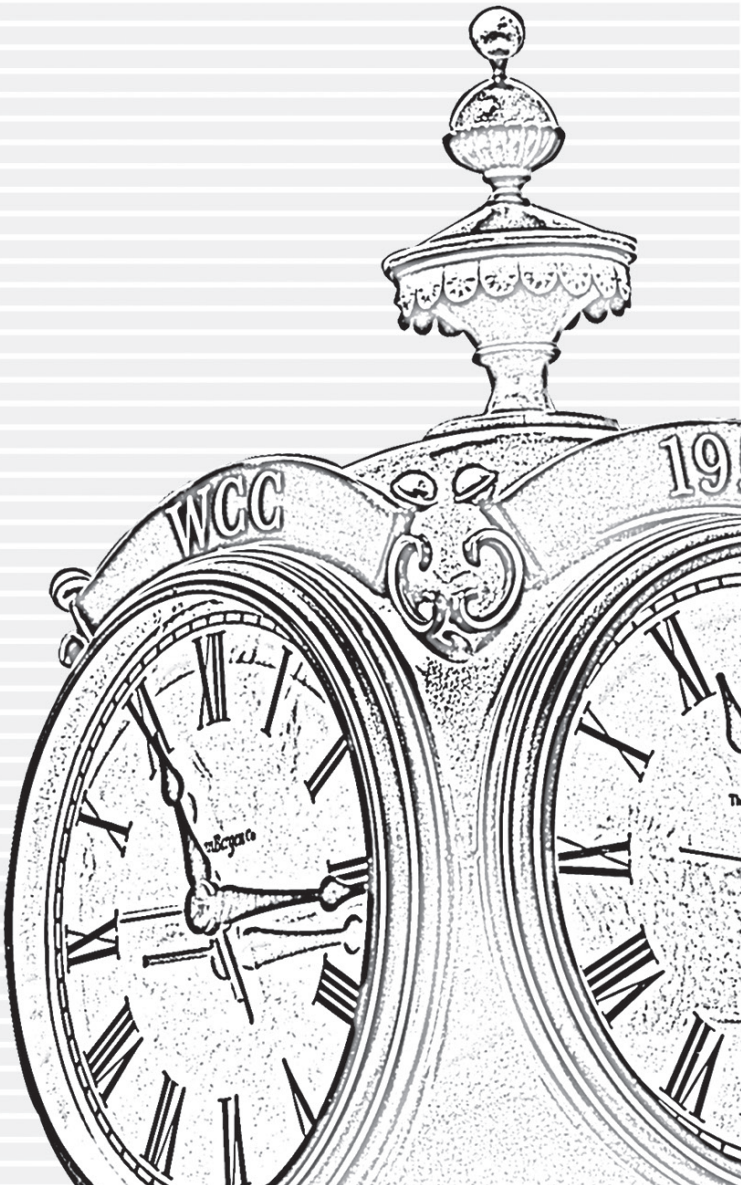
WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3
Prerequisite: *WLD 131* Corequisite: *None*
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. (S.)

WLD 141 Symbols & Specifications 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. (F., Sp., S.)

WLD 212 Inert Gas Welding 1 3 0 2
Prerequisite: *None* Corequisite: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. (Sp.)

Student Handbook

2015-2016



www.waynecc.edu

This catalog/student handbook is current as of October 1, 2015. Check the WCC online catalog/student handbook at www.waynecc.edu/catalog/ for the most up-to-date information. It is the responsibility of all students to read, understand, and adhere to the contents of the General Catalog and Student Handbook.

GENERAL INFORMATION

Academic Skills Center

The Academic Skills Center offers a wide array of educational services for Wayne Community College students. These services include instruction by professional educators in subjects such as reading, English, mathematics, computers, and the sciences. A peer tutoring program is available for students. This program enables them to receive one-on-one assistance from a student who has been referred by WCC faculty. Programs are available for students who need to meet the limited admission requirements. The Center's staff and the Wayne Community College faculty cooperate to provide supplementary materials and instruction to enhance student learning.

Hours of operation:
Monday-Thursday, 7:45 a.m. to 8:00 p.m.
Friday, 7:45 a.m. to 1:00 p.m.
Hours may vary during Summer Term.

The Academic Skills Center is located on the third floor of the Wayne Learning Center, room 322B. For more information, call (919)739-6746 or (919)739-6748.

Academic Testing Center

The Academic Testing Center is located on the second floor of the Wayne Learning Center, room 218, and is available to students and faculty for proctored tests and make-up tests. Students must present a valid picture I.D. before being allowed to test. All electronic devices must be turned off at all times. Leaving the room while taking a test is not permitted.

Bookstore

Wayne Community College maintains a bookstore for the convenience of students. Course supplies and required textbooks (new, used, e-text, rentals), novelties, clothing, electronics, and graduation attire may be purchased in the bookstore. Visit our Web site at www.wayneccbookstore.com for fast and easy textbook information and ordering. Our hours of operation are Monday and Thursday from 8:30 a.m. to 4:00 p.m., Tuesday and Wednesday from 8:30 a.m. to 6:30 p.m. and Friday from 8:30 a.m. to 1:00 p.m. Summer hours will vary. Our return policy allows a student two days from the purchase date to return textbooks with the original receipt. Books must be in the same condition as purchased and original unopened shrink-wrap. Electronics, clothing, and supplies are not refundable. Students may sell books back at any time during the year except at the beginning of each semester while financial aid is open for charging. Let us help you with your textbook needs. Stop by, call (919) 705-0475, or visit our Web site from the link on the College home page.

Cafeteria and Vending

The WCC Cafeteria is open from 7:30 a.m. until 1:30 p.m. Monday through Thursday and 7:30 a.m. to 1:00 p.m. on Friday. Hours may vary during summer and school breaks. There are a variety of options to choose from including daily specials for breakfast and lunch. Lunch options include a hot meal or a sandwich special in addition to salads and a variety of sandwiches and wraps. The Cafeteria offers good, made-to-order food at an affordable price. The Cafeteria is located on the first floor of the WLC building across from the bookstore. Vending machines are located on the first floor of WLC (snacks/sandwiches/drinks), 2nd floor of Magnolia (snacks/drinks), 1st floor of Hocutt (snacks/drinks), 2nd floor of Walnut (snacks/drinks), outside the north entrance to Pine (drinks only), at the WAYNE WORKS Center, and at the Aviation Classroom Building (drinks only).

Career Services

Career Services offers guidance to students and to the general public to assist individuals in making informed decisions concerning their education, and employment and career goals. Individuals may interact with Career Services through a variety of methods including group activities, one-on-one sessions, interactive seminars and workshops, as well as through self-directed, web-based resources. General topics include the following areas: Resume Writing, Interviewing Strategies, Career Assessment, Career and Major Advising, Job Applications, Cover Letters, and Thank You Letters. Career Services works closely with the NCWorks Career Center and with local employers to organize an annual Career Fair. Wayne Community College is part of the EmployeNC statewide consortium connecting employers to NC Community College students and graduates. For more information, contact 919-739-7005 or go to www.wayneworksnc.com.

Child Care Center

Wayne Community College operates a 5-star state-licensed child care facility offering full-time care for children ages six weeks to five years. The WCC Child Care Center is open to the public, but placement preference is given to WCC students, faculty, and staff. The center is open Monday through Friday, 7:00 a.m. to 6:00 p.m. For enrollment information, students should contact the center at (919) 739-6750.

Children on Campus

Children under the age of 18, who are not enrolled in a WEMCHS or Wayne Community College program are not permitted on campus other than while in the company of a parent or guardian who is conducting business with the College. Children are not allowed in classrooms, laboratories, offices, or the student lounge without permission of a or college senior administrator. Children should not be left unattended in vehicles at any time. The College will not assume responsibility or liability for any minor children. Students bringing minors to class will be asked to leave and will be immediately referred to the Director of Counseling Services.

Programs approved by the College to use facilities will be exempt from this procedure if the children are supervised by designated adults. Campus tours and student groups visiting the College must be accompanied by a college staff member.

College Transfer Advising Center

The College Transfer Advising Center offers students pursuing Associate of Arts, Associate of Science, and Associate in General Education degrees a central location to seek academic advising. The purpose of the Advising Center is to serve, guide, and support students preparing to transfer to a four-year college / university or preparing to apply for limited admission health science programs. The center is located in the Wayne Learning Center, room 229A. For more information, call (919) 739-6755.

Counseling Services

Counselors are available to assist students with academic and personal concerns and to facilitate educational planning, career planning, and future planning. General academic information, counseling services for students with disabilities, short-term clinical services, assistance with the Allied Health limited admission process, and placement testing are services provided. For additional information or to schedule an appointment, call (919) 739-6732.

Dental Hygiene Clinic

The Wayne Community College Dental Department operates a hygiene clinic for students, faculty, staff, and the general public. The days of operation of the clinic vary from semester to semester. Patients should be prepared to remain in the clinic for a morning appointment from 9:00 a.m. to 12:00 p.m. and for an afternoon appointment from 1:00 to 4:00 p.m. For an appointment, call (919) 739-6780 or come by the clinic Monday through Thursday.

Distance Education

Distance Education department staff are available in-person, by phone, or e-mail to assist students with issues or questions related to working in Moodle courses. The Distance Education department is located in Wayne Learning Center, room 305. Alternatively, contact the DE help desk at (919)739-7023 or (919)739-7029 or by e-mail at: wcc-de@waynecc.edu Students must present their WCC Identification or answer questions verifying their identity.

Fees

Payment dates are listed in the registration instructions published prior to each registration period.

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

No student will be allowed to graduate or to receive a diploma, certificate, or transcript of his/her record, nor will any information concerning his/her record be forwarded to any other institution or person, as long as the delinquent account is outstanding. Checks will not be accepted for payment of past due balances.

Each student who registers for six or more semester hours credit during the Fall or Spring Semesters is required to pay a $30.00 Student Activity Fee; each student who registers for less than six semester hours credit during the Fall or Spring Semesters is required to pay a $15.00 Student Activity Fee. There is no activity fee during the Summer Term. Each student who registers for six or more semester hours credit is required to pay a $16.00 technology fee; each student who registers for less than six semester hours credit is required to pay a $8.00 technology fee during the Fall, Spring and Summer Semesters.

Gmail

Each student at WCC will have a student e-mail account. To log in to your student e-mail account, go to www.waynecc.edu and click on Student E-mail. WCC has partnered with Google for both student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your student e-mail very familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Google Docs, Hangout, and more. Gmail is user-friendly and full of features that can be customized to fit each student's personal preference. Student e-mail accounts should be checked daily, as WCC uses e-mail as a primary method of communication with students.

Identification Card

All WCC curriculum students are required to obtain and maintain an identification card. Students must have their ID's available and should display their ID's at all times while on campus. Periodic ID checks are conducted by the Office of Campus Police and Security and any employee may ask to see your ID.

Each student receives only one free ID card at the semester of entry. Damaged or lost ID cards will be replaced at a cost of $5.00 per ID. Call the Student Activities Office at (919) 739-6740 or (919) 739-6742 for office hours and other information.

STUDENT ID CARDS ARE VALIDATED EACH SEMESTER IN THE BUSINESS OFFICE OR STUDENT ACTIVITIES OFFICE UPON PAYMENT OF FEES WITH A SEMESTERLY VALIDATION STICKER.

Intellectual Property

The College acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, trade secrets, and computer software which are copyrightable or patentable.

Inventions, discoveries, copyrightable and other creative works that have the potential to be brought into practical use may result from the activities of Wayne Community College employees or students in the course of their duties or through the use, by any person, of Wayne Community College resources such as facilities, equipment, or funds.

The primary purpose of this intellectual property policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to guide the generation of revenue for Wayne Community College and the Creators.

Upon the emergence of issues or disputes relating to intellectual property, the President will appoint an ad hoc Intellectual Property Committee composed of equal numbers of faculty and staff to make recommendations to the President concerning the disposition of the issue. In cases where a student is involved, a member of the Student Government Association will also be appointed to the committee. The President will make the final decision on the issue.

For more information and the full Intellectual Property Policy, go to www.waynecc.edu/intellectual-property.

Lost and Found

Lost and found articles are kept in the Campus Police and Security Office (1st floor, Wayne Learning Center, Room 195). Articles that are not reclaimed will be disposed of or turned over to appropriate agencies after 30 days.

Online Courses with Moodle

Online courses are similar to traditional college courses except students learn by employing computer technologies and the Internet to access course materials. Online courses are offered as part of the College's regular scheduled classes.

The College's online platform, Moodle, is an e-learning management system used for online course delivery. Moodle allows instructors to place course syllabi, lecture notes, assignments, discussion forums and other resources online allowing students 24/7 access to the course. More information and Moodle support documentation is available online at http://moodle.waynecc.edu. Students must have Internet access in order to connect with Moodle, complete assignments, and communicate with instructors and students. Refer to the WCC Online Services Student Login web page: http://www.waynecc.edu/online-services/ to format username and initial password.

Open Computer Lab

The Open Computer Lab is located in Magnolia 215 and is available to WCC students with a valid Student ID card. It contains 50 PCs, printers and a scanner. All instructional software offered by the College, along with Internet connectivity, is available. Consult the web site for hours of operation.

Parking Decal

Students parking on the WCC campus are required to have a valid parking decal. Each student receives only one free parking decal. Additional parking decals can be purchased in the Business Office for

$2.00 each. A valid license plate number is required to obtain a parking decal. Call the Student Activities office at (919) 739-6740 or (919) 739-6742 for office hours and other information.

Publications

Wayne Community College recognizes the value of providing opportunities for students and faculty to engage in journalistic endeavors. The College assumes the responsibility for issuing the following publication:

Renaissance - Renaissance, a writers' and artists' magazine, is funded by the Student Government Association through student activity fees. Students, faculty, and staff are contributors to the annual issue distributed in May. Members of the Arts and Sciences Division serve as editors/advisors. Prizes are awarded for the best essay, poem, short story, and artwork; in addition, the Goldsboro Writers' Group offers a prize to the most promising new writer.

Refunds

Tuition Refund Policy - Curriculum Students

In accordance with 1E SBCCC 900.98, a refund cannot be made except under the following circumstances:

- A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class(es) of the academic semester or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

If a student should die during the semester (prior to or on the last day of examinations), having paid the required tuition for a semester, all tuition and fees for that semester may be refunded to the estate of the deceased (upon request) or to the Department of Education if the student was a Pell recipient.

Note: Tuition refunds and student activity refunds will not be considered for amounts of $5.00 or less, except when a course fails to materialize; then all the students' tuition shall be refunded.

Financial Aid Title IV Refund

If a student completely withdraws or reduces course load after the term has started, they may be required to repay a portion or all of their student financial aid. If a student officially or unofficially withdraws from the College or stops attending classes prior to the 60 percent point of the term, they may be responsible for the repayment of all or a portion of any Title IV aid aid received. This may include the Federal Pell Grant. If a student withdraws from all classes prior to the 35 percent point of the term, they may be responsible for repaying all of a portion of state grant funds received. This includes the NC Community College Grant and NC Education Lottery Scholarship. Failure to repay a balance owed to the College will result in a restriction being placed on the student's record. A restriction will prevent students from registering and receiving financial aid in future terms.

Student Activity Fee Refund Policy - Curriculum Students

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

Scheduled Student Events

Only activity fee-paying students who present valid WCC identification cards shall be permitted to attend any activity sponsored by Student Activities or the WCC Student Government Association.

Any student organization, which plans to have a club event or activity, should observe the following procedures and instructions:

A. Approval must be obtained from the Student Activities Coordinator and the Student Government Association.
B. The place and date for the event must be reserved and any necessary deposit paid. Campus facilities, in general, must be reserved through the R25 Event Scheduler, which can be accessed from the events icon on the bottom of the Wayne Community College web site home page.
C. At least one club advisor must be present for the duration of the event.

College rules and regulations governing the students and guests, including the student code of conduct, are applicable to all club events and activities whether on or off campus. Clubs must adhere to the following:

A. The sponsoring student organization must uphold the student code of conduct and be accountable for the behavior and activities of all people attending the event, whether on or off campus, including travel.
B. Failure to follow the above procedures and instructions will result in the postponement or cancellation of the event, or the application of sanctions as outlined in the student code of conduct.
C. A club event, which, in the judgment of the advisors and administration, does not adhere to Wayne Community College standards, is subject to denial or immediate termination.

No group or student organization may sell food on campus during the hours of operation of the cafeteria line without permission of the Chief of Administrative Services -- at least three weeks in advance -- or the Coordinator of Student Activities.

(On Campus) SGA approved organizations must schedule all food sales, events, and/or solicitations with the Coordinator of Student Activities. All other organizations must receive approval from the Chief of Administrative Services or his/her designee.

(Off Campus) SGA approved organizations must have prior approval for off-campus functions by the Student Activities Coordinator.

Student Lounge

The College provides a Student Lounge for the convenience of curriculum students. Students are expected to follow rules as posted in the lounge. Failure to follow rules or instructions by college officials will result in dismissal from the Student Lounge.

Student Right-To-Know

Wayne Community College is committed to informing enrolled and prospective students about the probabilities of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and

who completed their curriculum programs within one-and-one half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students is available in the Office of Admissions and Records.

Students With Disabilities

Wayne Community College is committed to seeing that students with disabilities have equal access all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students will receive reasonable accommodations to assure equal access to all services, programs and activities. Students with disabilities should contact the Disability Services Counselor in Counseling Services and present documentation of the disability. Students needing accommodations should make arrangements with the Disability Services Counselor as soon as the need becomes known in order to provide ample time for arrangements to be made. Call (919) 739-6729 or TTY (919) 583-8544.

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

Technology at Wayne

Wayne Community College provides educational support technology services to all students, faculty and staff. Those services include open computer labs, open WiFi access, WCC e-mail and alert messaging, Moodle, WCC WebAdvisor, the WCC Library online, and the Online Resource Center. Students are expected to adhere to the WCC Technology Acceptable Use Policy (TAUP). For more details on services and the TAUP, go to www.waynecc.edu/online-services/technology-at-wayne/taup. Each student who registers for six or more semester hours credit is required to pay a $16.00 technology fee; each student who registers for less than six semester hours credit is required to pay a $8.00 technology fee during the Fall, Spring, and Summer semesters.

Telephone

Pay telephones are conveniently located in the Wayne Learning Center atrium for local and long distance calls. **Business telephones are not for student use.**

WORKS (Wayne Occupational Readiness Keys for Success)

WORKS is a workforce and economic development initiative unique to Wayne County. Partners in the initiative include Wayne Community College, Wayne County Schools, the Chamber of Commerce, Wayne County Development Alliance, NCWorks Career Center and business and industry leaders. The mission of WORKS is to develop and market a skilled workforce for Wayne County. Through the WORKS partnership, individuals may improve their work-readiness through WorkKeys® assessments and skill gap training, National Career Readiness Certification (NCRC) attainment, soft skills training and other activities. WORKS also assists businesses in identifying skills needed for jobs through WorkKeys® job profiling.

An important component of WORKS is WCC's Skills for the Workplace Initiative involving soft skills training. Soft Skills are non-technical, critical employability skills needed in the workplace. Employers say that soft skills are frequently a deciding factor in the hiring process. Employers want soft skills in potential employees, and current employees need these skills for promotion and advancement. While soft skills include interpersonal skills such as communication and teamwork, many other skills such as dependability, adaptability, and integrity are also critical to workplace success. The goal of the Skills for the Workplace Initiative is to raise awareness of what employers want in employees and to give individuals tools they can use to develop stronger soft skills. Contact Jena Cantwell at 919-739-7011 for more information about soft skills and the Skills for the Workplace Initiative.

The Writing Center

The Writing Center offers individual assistance in the writing process to curriculum students of all programs. The Center attempts to help students improve their cognitive and writing skills. The Center asks questions to help students think; encourages and guides students with their writing; explains grammar problems; offers assistance in organizing, developing, editing, and revising papers; demonstrates research procedures; suggests source materials for research; and assists students with word processing.

Hours may vary from semester to semester.

The Writing Center is located on the second floor of the Wayne Learning Center in room 220.

STUDENT HONORS

Dean's List

Wayne Community College recognizes outstanding academic achievement through the Dean's List. The Dean's List is composed of students who are enrolled for at least 12 semester hours (9 semester hours for summer term) and earn a grade point average of at least 3.60 and less than 4.0 for the semester, with no grade below "C". A grade of I (incomplete), X (credit by exam), or R (re-enroll) will exclude a student from the Dean's List.

Honors Program

The purpose of the Honors Program is to offer a challenging educational atmosphere of enrichment and exploration for students enrolled in Associate degrees in arts or science. The program is designed for students who have excelled in the classroom, who have proven to be self-disciplined in their studies, and who have demonstrated a commitment to learning. The Honors Program includes opportunities for service-learning, leadership training, and extended studies. The aim for Wayne Community College is to help accelerated students better prepare themselves to transfer to a four year educational institution and to excel in leadership roles in their profession and in the community. For more information, contact Charlotte Brow, Honors Coordinator, at 919-739-6840, e-mail: charbrow@waynecc.edu, or visit Azalea 315.

Phi Theta Kappa

Phi Theta Kappa is a nationally recognized scholastic organization whose purpose is to encourage scholarship in junior colleges and open doors of opportunity that lead to an enriching and well-rounded academic experience that enhances student success. Our society serves students in over 1,275 community colleges around the world, honoring their academic achievements and encouraging continued academic excellence. The Wayne Community College Chapter, Upsilon Chi, was chartered on January 26, 1970.

To be eligible for membership in the Upsilon Chi Chapter, a student must meet the following requirements:

1. Complete at least 16 semester hours in an associate degree curriculum,
2. Attain a minimum overall grade point average of 3.50, and
3. Demonstrate good citizenship characteristics.

Upsilon Chi members are active in numerous campus and community service projects. They participate in regional and national conventions of Phi Theta Kappa and maintain close social ties with

their fellow scholars on campus. For more information, contact Vicky Lassiter, Phi Theta Kappa co-advisor at 919-739-6881, e-mail: lassiter@waynecc.edu, or visit Spruce 144.

President's List

Wayne Community College recognizes outstanding academic achievement through the President's List. The President's List is composed of students who are enrolled for at least 12 semester hours (9 semester hours for summer term) and earn a grade point average of 4.0 for the semester. A grade of I (incomplete), X (credit by exam), or R (re-enroll) will exclude the student from the President's List.

Who's Who Among Students at WCC

Who's Who Among Students at WCC honors Wayne Community College's leading students for their individual excellence and the contributions they make to the college and community. Recognition is highly selective; less than one percent of the student body is selected for this honor annually.

Qualifications for consideration for inclusion in Who's Who include the following:

1. Candidates must have been enrolled during the current academic year.
2. Candidates must have earned a minimum GPA of 2.50 in a minimum of 18 semester hours credit during the semesters of eligibility.
3. Candidates must have participated in campus and community activities and demonstrated outstanding diligence, maturity, leadership, and potential for future success.

STUDENT CLUBS AND ORGANIZATIONS

Wayne Community College encourages students to be active in affairs of the institution. Through student clubs and organizations, the student will find opportunities for entertainment, friendships, leadership, and service to the College and community.

All student clubs and organizations must be approved by the Student Activities Coordinator and the Student Government Association (SGA). Each student club and organization must meet and adhere to the guidelines established by the SGA and the Office of Student Activities. Any student club or organization failing to observe such rules will be subject to appropriate sanction including having its charter suspended. In order for a student club to be approved by and afforded membership in the SGA, the following stipulations must be met:

(a) Maintain an active membership of at least 6 activity fee-paying students.
(b) Maintain a functional constitution which:
    1) assures against discrimination based on race, color, creed, handicap, age, sex, or national origin, and
    2) does not violate College policy or local, state, or federal laws.
(c) Maintain at least two active faculty/staff advisors who have been approved by the Associate Vice President or his/her designee.
(d) Submit a list of club officers to the SGA and Student Activities Coordinator annually with updates during the year if changes occur.
(e) Perform at least one SGA approved on-campus and one off campus service project per academic year.
(f) Student clubs and organizations may maintain separate bank accounts, but these must not be a part of Wayne Community College nor may the account be listed with Wayne Community College as the responsible party.
(g) Student clubs and organizations must submit a Presidential Report to the SGA by the second week in April.
(h) Student club and organization representatives must attend all SGA monthly meetings and official club activities as deemed by the Executive Board.
(i) Student representatives cannot officially represent multiple student clubs or organizations at SGA monthly meetings or official club activities.
(j) SGA officers can only officially represent SGA at the SGA monthly meetings (although they can be members of other student clubs and organizations).
(k) Student clubs and organizations who meet all of the above stipulations are eligible for club seed money.

The following are Wayne Community College student clubs and organizations that have indicated they will be active in the 2015-2016 academic year - pending official approval. Students should contact the advisors to learn more about the student clubs and organizations.

- Associate Degree Student Nurse Association Level I
- Associate Degree Student Nurse Association Level II
- BUDO Club
- Cliff Hangers
- Criminal Justice Club
- Dental Assisting Club
- Dental Hygiene Club
- Fine Arts Club
- Geocaching Club
- Human Services Club
- International Student Club
- Male Minority Mentoring Program (3MP)
- Medical Assisting Student Association
- Pharmacy Technician Student Association
- Phi Theta Kappa
- Practical Nursing Club
- Wayne Community College Association of Nursing Students (WCCANS)
- Wayne County Historians

STUDENTS' RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

I. PURPOSE

The purpose of this section is to define student rights and describe the Student Code of Conduct and judicial and grievance procedures.

II. PROCEDURE

A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
D. Students have the right to inquire and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act will be adhered to by the College. Students

and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal compulsion.

F. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal. No disciplinary sanctions other than immediate dismissal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Exceptions may be made in consideration of the health/safety of the college community.

III. ACADEMIC INTEGRITY

Wayne Community College expects all students to maintain the highest standards of academic integrity. A violation of academic integrity includes but is not limited to the following:

- Acquiring or attempting to acquire possession of any academic material not intended for students (test information, research papers, notes, etc.)
- Receiving or giving help or attempting to receive or give help during a test
- Submitting papers or reports (that are supposed to be original work) which are not entirely the student's own, not giving credit for others' work (plagiarism), etc.
- Permitting one's academic work to be represented as the work of another
- Substituting for another student in order to meet course requirements
- Use of cell phones or other electronic communication devices in the classroom setting unless under the instructor's direction.

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity.

Plagiarism may occur with respect to unpublished as well as published material. Intentional plagiarism is the act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

At the discretion of the instructor, any student who violates the academic integrity of the College will be subject to one or more of the following sanctions:

- Student receives a grade of "0" on the assignment or test
- Student receives "F" in course
- Student is removed from program if they are enrolled in a limited enrollment program.

All violations of academic integrity must be reported to the instructor's immediate supervisor. Students may be subject to the disciplinary procedures and sanctions described herein. All students have the right to appeal any decision by the instructor, division chair, or designee according to the Grade Appeal Process.

IV. STUDENT CODE OF CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students and student organizations are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. This expectation applies to all students and student organizations at college-sponsored events whether on-campus, off-campus, or at a distance. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in the application of one or more sanctions.

A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

B. Theft of, misuse of, or damage to College property; or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

D. Lewd or indecent conduct including public, physical or verbal action (profanity) or distribution of or wearing clothes bearing obscene or libelous written material.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities.

H. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

J. Possession or use of a weapon, anything reasonably resembling a weapon, or anything designed to inflict serious bodily injury on the WCC campus is strictly prohibited except as allowed by law. An implement used for the purpose of inflicting serious bodily injury, regardless of the implement's intended use, will be considered a weapon. The WCC campus is defined as all buildings, College vehicles, walkways, out-of door areas, campus grounds, parking lots and the instructional areas of off-campus College programs and courses.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

L. Gambling.
M. Smoking or use of tobacco products or any items containing or reasonably resembling tobacco or tobacco products on the WCC campus. This includes all buildings, facilities, College vehicles, walkways, out-of-door areas, campus grounds, parking lots and the instructional areas of off-campus College programs and courses.
N. Violation of College regulations regarding the operation and parking of motor vehicles.
O. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive. Falsification of admissions documents resulting in incorrect information which could be used in the consideration of admission to the College, financial aid, or limited admissions programs.
P. Failure to comply with instructions of College officials acting in performance of their duties.
Q. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
R. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
S. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
T. Use of cell phones or other electronic communication devices in the classroom unless under the instructor's direction.
U. Eating or drinking in classrooms, laboratories, shops, and the Library is prohibited. Any exceptions must be requested in writing and pre-approved by the appropriate administrator.
V. Computer misconduct including any activity that violates College computer and internet usage policies (e.g., TAUP) including any prohibited internet activities.

V. DISCIPLINARY PROCEDURES

The Director of Counseling Services as designated by the Associate Vice President of Academic and Student Services and hereafter referred to as Director will be responsible for handling judicial procedures. The Associate Vice President of Academic and Student Services may handle judicial procedures in the absence of the Director. *Note: Continuing Education disciplinary matters are handled by the Associate Vice President of Continuing Education Services. Basic Skills matters are handled by the Director of Basic Skills – see Basic Skills Handbook. All sanctions and procedures apply to all students, whether traditional or distance.

A. Immediate Dismissal - If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or College employee may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal. If the student(s) fail to cease and desist, the instructor or College employee may then dismiss the student(s) from the event, activity, or the class (until the next class meeting). The instructor or a College employee may dismiss the student(s) from either the class or the College until a resolution of the matter can be made. The instructor or College employee invoking such dismissal must make a formal charge in writing to the Director noting the individual(s) involved and the nature of the infraction as soon as possible but no more than five (5) business days following the incident or knowledge of the incident. The Director shall resolve the matter in a timely fashion utilizing the steps outlined below. .

B. Responsibility for Implementation - The Director is responsible for implementing student discipline procedures.

C. Disciplinary Procedures - In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any College employee or student may file charges with the Director against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a Charge Form (available from the Director) stating:
   a. name of the student(s) involved,
   b. the alleged violation of the specific Code of Conduct,
   c. the time, place, and date of the incident,
   d. names of persons directly involved or witnesses to the infractions,
   e. any action taken that relates to the matter,
   f. desired solution(s).

   The completed Charge Form must be forwarded to the Director within five (5) business days of the incident or knowledge of the incident.
2. Investigation and Decision: Within five (5) business days after the charge is filed, the Director shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Director may act as follows:
   a. Drop the charges.
   b. Impose a sanction consistent with those listed.
   c. Refer the student to a College office or community agency for services.
3. Notification: The Director shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with a list of the charges, the Director's decision, and instructions governing the appeal process. A copy will also be sent to the complainant. Failure of the student to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the student forfeits his or her right to appeal.

VI. SANCTIONS

A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters. Specific stipulations may be included in the terms of probation.

C. Restrictive Probation: Restrictive Probation becomes a matter of record and results in limitations being placed on the student and/or loss of good standing. Restrictive conditions may limit the student's access to physical locations on the campus, dates and times the student can be on the campus, or activity in the College community. If the individual is restricted from activity in the College community, they will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student

organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.

D. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.

E. Withholding transcript, diploma, registration, or participation in graduation ceremonies: Imposed when financial obligations are not met. (Student will not be allowed to register until all financial obligations are met.)

F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.

G. Interim Suspension: Exclusion from class and/or other privileges or activities, as set forth in the notice, until a final decision has been made concerning the alleged violation.

H. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College, for a period of not less than two (2) semesters. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Director before returning to campus and are placed on two (2) semesters of probation upon return.

I. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the President.

J. Group Probation: This is given to a College club or organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted. Specific stipulations may be included in the terms of probation.

K. Group Restriction: Removing College recognition for a group, club, society, or other organization during the semester in which the offense occurred or for a longer period (usually not more than one (1) other semester). While under restriction, one or more of the following will apply: the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

L. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

NOTE: Failure to Comply: Failure to comply with the rules of the College may result in criminal charges filed against the student(s). Statute 14-288.4 of the North Carolina Criminal Law forbids disorderly conduct in any educational institution. The first offense under this statute would be a Class 2 misdemeanor; a second offense would be a Class 1 misdemeanor; a third offense or subsequent offense would be a Class 1 felony.

VII. APPEALS PROCEDURE

A student who disagrees with the decision of the Director may request a hearing before the Disciplinary Review Committee. This written request must include the reason why the Director's response is unsatisfactory and must be received by the Director within three (3) business days after receipt of the Director's decision. The Director shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Director's investigation.

A. Committee Composition, Role, and Authority - The composition, role and authority of the Disciplinary Review Committee shall be as follows:

1. Committee membership will consist of:
   a. A minimum of three faculty/staff members appointed by the President.
   b. Three student members appointed by the Student Government Association and approved by the President.
   c. One employee, appointed by the President, to serve as Committee Chair who will vote only in case of a tie.
   d. The Director as an ex-officio, non-voting member.
2. The Role of the Committee:
   a. Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA if necessary.
   b. At least two faculty/staff members and two students plus the Chair must be present in order for the Committee to conduct business.
   c. The Committee shall hear and render decisions concerning student appeals.
3. The Authority of the Committee:
   a. The Committee shall have the authority to adopt temporary rules of procedure consistent with this code.
   b. The Committee shall have the authority to render written advisory opinions to the Associate Vice President concerning student rights, responsibilities and judicial procedures.

B. Procedures for Hearing before the Disciplinary Review Committee

1. Procedural Responsibilities of the Director. The Committee must meet within ten (10) business days after receipt of a request for a hearing (excluding school breaks). A postponement may be granted by the Chair upon written request of either party, if the reason stated justifies such action.
   At least five (5) business days prior to the date set for the hearing, the Director shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with the following information:
   a. A restatement of the charge or charges.
   b. The time and place of the hearing.
   c. A statement of the student's basic procedural rights.
   d. A list of witnesses.
   e. The names of committee members.
   In addition, if the student(s) decides to have counsel and/or witness(es) present at the hearing, the student must provide (in writing) to the Director the name of the counsel and/or witness(es) at least two (2) business days prior to the scheduled hearing. If not properly submitted, it is at the discretion of the Committee to allow the counsel and or witness(es) to participate.
   On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Director concurs with this change.
2. Basic procedural rights of students include the following:
   a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. An individual serving in the role of counsel cannot be a witness during the hearing.
   b. The right to produce witnesses on one's behalf. An individual serving in the role of witness cannot serve in the role of counsel.
   c. The right to request, in writing and with substantial reasons, the President to disqualify any member of the Committee for prejudice or bias. A request for the

disqualification of a committee member must be submitted at least three (3) business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.

d. The right to present evidence.
e. The right to know the identity of the person(s) bringing the charge(s), unless there is sufficient cause (as determined by the appropriate area Vice President) for the person bringing the charge to fear reprisal.
f. The right to hear witnesses on behalf of the person(s) bringing the charge(s), unless there is sufficient cause (as determined by the appropriate area Vice President) for the witness to fear reprisal.
g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and must be received within three (3) business days after receipt of the Committee's decision. If the student fails to submit the appeal by the deadline, the appeal procedure ends and the student forfeits his or her right to further appeal.
I. If a student fails to attend the hearing (the Committee will wait 10 minutes), the appeal procedure ends and the student forfeits his or her right to further appeal.

3. Prohibitions - Neither the student nor his or her representatives (counsel, family, friends, etc.) shall contact a Disciplinary Review Committee member, College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the Disciplinary Review proceedings. Such contact constitutes a breach in the disciplinary process and may adversely affect the hearing.
4. The Conduct of the Committee Hearings
   a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
      (1) The student.
      (2) Counsel.
      (3) Witnesses who shall:
         (a) Give testimony singularly and in the absence of other witnesses.
         (b) Leave the committee meeting room immediately after completion of the testimony.
      (4) Security - Campus Police and Security may be present at the hearing.
   b. The hearing will be recorded. Recordings will become the property of the College and access to them will be determined by the Chair of the Committee and the Director. All recordings will be filed in the office of the Director.
   c. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanction, if applicable.
   d. Decisions of the Committee shall be made by majority vote. In case of a tie, the Chair shall vote to break the tie.
   e. Within two (2) business days after the decision of the Committee, the Director shall send a certified letter to the student's last known address on file in the Office of Admissions and Records providing the student with the Committee's decision. A copy of this letter will be sent to the complainant. Failure to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the student/complainant forfeits his or her right to further appeal.

C. Appeal to the President – If the student or complainant refuses to accept the findings of the Committee, either may appeal in writing to the President within three (3) business days after receipt of the Committee's decision. This written request must include the reason why the Committee's response is unsatisfactory and must be received by the President within the time frame or the appeal process ends and the party forfeits his or her right to the appeal. The President shall have the authority to:

1. Review the findings of the proceedings of the Disciplinary Review Committee.
2. Hear from the student, the complainant, the Director, and Disciplinary Review Committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the Disciplinary Review Committee.
4. Inform the student and the complainant in writing of the decision within ten (10) business days after receipt of the appeal. Failure to accept receipt of the letter within (6) six business days of letter postmark ends the appeal procedure and the party forfeits his or her right to further appeal.

D. Appeal to the Board of Trustees' Personnel, Student Services and Policy Committee – If the student or complainant refuses to accept the findings of the President, they may appeal in writing to the Personnel, Student Services, and Policy Committee of the Board of Trustees within three (3) business days after receipt of the President's decision. If the written appeal is not received by the Personnel, Student Services, and Policy Committee of the Board of Trustees within the time frame, the appeal process ends and the party forfeits his or her right to further appeal.

The Personnel, Student Services, and Policy Committee for the Board shall review any information to date, conduct any additional inquiries deemed necessary, and render a decision within twenty (20) business days after receipt of the appeal. The decision of the Board of Trustees' Committee is final.

VIII. STUDENT GRIEVANCE PROCEDURE

A. Purpose - The purpose of the Student Grievance Procedure is to assure students that grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. It is not intended to initiate disciplinary action against a member of the faculty or staff or to alter College policy.

Students have the right to file a grievance when they have reason to believe that a condition, situation, or action affecting them is unjust, inequitable, a hindrance to effective performance, is in violation of written campus policies or procedures, or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures. This includes alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences or behaviors (excluding sexual harassment complaints, which, due to their sensitive nature, would first be directed to the grievance officer appointed by the President, and only if not resolved by meeting with the grievance officer would then follow the remainder of the Grievance Procedure). This also includes academic matters (excluding individual grades except where the above conditions apply - see Grade Appeal Process).

B. Procedures

1. First Step - The student must go to the instructor or

staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) business days after the incident which generated the complaint.

2. **Second Step -** If the grievance is not resolved at the informal conference, the student must talk with the faculty staff member's immediate supervisor (e.g. department chair) who will attempt to resolve the issue. This discussion must take place within five (5) business days after completion of step one.
3. **Third Step -** If the grievance is not resolved within the department, the student may file a written grievance. The student would obtain the Grievance Form from the Director of Counseling Services who will explain the grievance process to the student. The completed Grievance Form must be returned to the Director within five (5) business days after completion of step two. The Director will then refer the grievance to the appropriate administrator (e.g. division chair) involved. Within ten (10) business days after receipt of the Grievance Form, the administrator shall send a certified letter to the student's last known address on file in the Office of Admissions and Records providing the student with the administrator's decision. Failure to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the student/complainant forfeits his or her right to further appeal.
4. **Fourth Step -** If the written statement of the administrator does not satisfy the grievant, the student may request to appear before the Student Grievance Committee. The student must submit a written request to the Director and the request must be received within three (3) business days after receipt of the administrator's response. The request shall include a copy of the original Grievance Form, a copy of the administrator's written response, and the reason why the administrator's response is unsatisfactory.

   The Director shall immediately notify the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (Student Grievance Committee). The Director will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the Chair of the Committee.

   The Student Grievance Committee shall meet between five (5) and fifteen (15) business days after receipt of the request (excluding school breaks). A postponement may be granted by the Chair upon written request of either party, if the Chair deems appropriate.

   The Committee shall function by the guidelines outlined for the Disciplinary Review Committee.

   The Chair shall forward a copy of the Student Grievance Committee's decision to all parties involved and to the President within two (2) business days after the Committee's decision. Failure of any party to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal.
5. **Fifth Step -** The Committee's decision may be appealed by either party involved to the President within three (3) business days after receipt of the Student Grievance Committee's decision. This written request must include the reason why the Student Grievance Committee's decision is unsatisfactory and must be received by the President within the time frame or the appeal process ends and the party forfeits his or her right to further appeal. The President shall review the Student Grievance Committee's findings, conduct any additional inquiries, and render a decision within ten (10) business days after receipt of the appeal. The President will notify the grievant by certified mail of the decision with a copy to the other party. Failure to accept receipt of the letter within six (6) business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal.
6. **Sixth Step -** The President's decision may be appealed by either party to the Board of Trustees' Personnel, Student Services and Policy Committee within three (3) business days after receipt of the President's decision. If the written appeal is not received by this Committee within the time frame, the appeal process ends and the party forfeits his or her right to further appeal.

   The Personnel, Student Services, and Policy Committee shall review any information to date, conduct any additional inquiries, and render a decision within twenty (20) business days after receipt of the appeal. The decision of the Board of Trustees' Personnel, Student Services and Policy Committee is final.

C. The Student Grievance Committee - The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President, a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Rights of Parties Involved in a Grievance - When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) business days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of witnesses.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.
7. Each party will provide the Director of Counseling Services the name of the counsel and witnesses at least two (2) business days prior to the scheduled meeting.
8. If the grievant fails to attend the meeting (the Committee will wait ten (10) minutes from the scheduled meeting time), the grievance procedure ends and the student forfeits his or her right to further appeal.

E. Prohibitions - Neither party, nor their representatives (counsel, family, friends, etc.), shall contact a Student Grievance Committee member, the College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the student grievance proceedings. Such contact constitutes a breach in the grievance process and may adversely affect the hearing.

IX. STUDENT COMPLAINTS

Currently-enrolled students may wish to complain about an issue related to the College outside of formal, established grievance

or appeals processes, including but not limited to curriculum, class scheduling, registration, financial aid, facilities, or faculty. In accordance with federal consumer information and accreditation requirements, all areas that receive and resolve such complaints will maintain a log of the complaints and their resolution. In such cases, the student initiates the following process:

1. The student submits a Student Complaint Form.
2. The complaint form is routed to the Associate Vice President of Academic and Student Services and assigned to the appropriate administrator based on the nature of the complaint.
3. The assigned administrator follows up with resolution to the complaint within five (5) business days.
4. The administrator's response is final and is added to the official record of student complaints.

GRADE APPEAL PROCESS

Purpose

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

Procedure

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly evaluated by the instructor. Any such appeal must be initiated no later than two business weeks following the completion of the course.

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

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

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

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

WCC STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Wayne Community College, in order to foster a spirit of cooperation and sense of community among students, faculty, staff, and other community residents, coordinate and regulate student activities, maintain a high standard for the college by upholding high standards of personal conduct, and develop good citizens through practical experiences, do hereby establish this Constitution for the Student Government Association of Wayne Community College.

Article I

Name - The name of this organization shall be the Student Government Association (SGA) of Wayne Community College.

Article II

Purpose - The Student Government Association of Wayne Community College shall serve as the official organization conducting the affairs of its members. The Student Government Association shall provide forums for students to engage in out-of-class student development activities and shall serve as direct liaison to the administration of the college.

Article III

Principles and Policies - The Student Government Association shall at all times uphold the principles and policies of Wayne Community College.

Article IV

Membership - The membership shall consist of all students who pay the student activity fee.

Article V

Administration - The Student Government Association shall be divided into two branches: Legislative and Executive.

- Section A. The General Assembly shall serve as the Legislative Branch of the Student Government Association.
- Section B. The Executive Board of Officers shall serve as the Executive Branch of the Student Government Association.

Article VI

Meetings - The General Assembly and the Executive Board of Officers of the Student Government Association shall hold four monthly meetings per semester.

- September and January meetings will be held on a Monday at 12 noon.
- October and February meetings will be held on a Tuesday at 4:00 p.m.
- November and March meetings will be held on a Wednesday at 12 noon.
- December and April meetings will be held on a Thursday at 4:00 p.m..

Meeting times will alternate to allow for all General Assembly representation. Meeting locations will be determined by SGA advisors. The President of the SGA may call for an unscheduled SGA meeting with at least seven calendar days notification. Robert's Rules of Order will be used and all questions of order shall be decided by Robert's Rules of Order Revised.

Article VII

Amendments - Amendments to the constitution and/or changes to the bylaws must be requested in the form of a motion during a Student Government Association meeting and may be requested by any member of the General Assembly or Executive Board of Officers. Amendments must be tabled for at least one meeting before the SGA can act on them. All amendments to the constitution or changes to the bylaws must be approved by a 2/3 vote of the General Assembly and Executive Board of Officers present during the meeting.

STUDENT GOVERNMENT ASSOCIATION BYLAWS

Article I. Legislative Branch (General Assembly)

A. **Membership** - The Student Government Association General Assembly shall consist of a minimum of one and a maximum of two voting representatives from each student club officially registered with the Student Government Association Executive Board of Officers and Student Activities Director. Selection or election of General Assembly

Representatives shall be determined by each student club advisor. These representatives shall have full voting privileges during the Student Government Association meetings. Their names shall be submitted to the Executive Board of Officers and the Student Activities Director prior to the first meeting of the Fall Semester and updated as often as necessary.

B. Attendance - Representatives of the General Assembly must maintain regular attendance at all Student Government Association Meetings. In order for a club to be eligible to receive seed money, at least one representative must attend 50 percent of the Student Government Association Meetings. Any representative who is not accounted for during the roll call by the Executive Board Secretary will be counted as non present for that meeting.

C. Representative Votes - Proxy votes shall be accepted at the discretion of the Executive Board of Officers if they are typed and signed by both the student representative and the student's advisor prior to the start of the Student Government Association Meeting.

D. Quorum - At least 1/3 representation from the General Assembly must be present during SGA meetings in order to conduct a vote.

E. Vacancies - All vacancies should be filled within 30 days of the announcement of the vacancy by the club or club advisor.

F. Grade Point Average - All General Assembly Representatives shall maintain a minimum overall cumulative GPA of 2.00. Club advisors will be responsible for obtaining and keeping an accurate record of representatives' GPA averages. If a representative's GPA falls below the minimum 2.00 requirements, the club advisor must remove the representative from the General Assembly and replace him or her with a new representative who meets the minimum qualifications. These changes must be presented in writing within thirty days to the Executive Board of Officers and the Student Activities Director.

G. Code of Conduct - Because General Assembly representatives are in a leadership capacity, they should conduct themselves in a proper manner at all times. Any action on the part of a representative that would bring discredit to the General Assembly, Student Government Association, student body, faculty, staff, administration or Wayne Community College in general, whether he or she is serving in an official capacity or not, could result in dismissal from office by action being brought before the Executive Board of Officers, advisors, and WCC administration.

Article II. Executive Branch (Executive Board of Officers)

A. Membership - The Executive Board of Officers is made up of the President, Vice President, Secretary, standing committee chairpersons, and advisors. These officers and advisors are considered the Executive Board of the full Student Government Association and ex-officio members of all committees.

B. Attendance - The Executive Board of Officers is expected to attend all Executive Board and Student Government Association meetings. Officers must have all absences approved by the SGA advisors.

C. Term of Office - Each officer is elected to office for a term of one academic year and may not serve more than two consecutive years.

D. Duties, Powers, Responsibilities, Privileges

1. President - The President shall:

a. be the official spokesperson for the SGA.
b. preside over all meetings of the Executive Board and Student Government Association.
c. serve as a non-voting member of the Board of Trustees of Wayne Community College.
d. not serve as an officer of any other organization and or club, while in office.
e. appoint all committee chairpersons except chairperson of the Nominating Committee.
f. meet with the advisor(s) of the SGA on a regular basis.
g. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
h. not vote in either the Executive Board or Student Government Association meetings unless to break a tie vote.
i. attend all state and district SGA meetings.
j. be responsible for items appearing on the agenda to come before the Executive Board and Student Government Association.
k. be responsible to assume all deadlines are being met by all committee chairpersons.
l. foster a spirit of unity among the General Assembly and Executive Board, committees, and the student body in general.
m. perform all other duties assigned by the General Assembly and/or Executive Board.

2. Vice President - The Vice President shall:

a. serve in any capacity the President is unable to attend.
b. serve as parliamentarian for the Student Government Association and Executive Board of Officers.
c. assume all duties, responsibilities, powers, and privileges of the President, if the President's office is vacated.
d. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
e. assist the President in his or her duties and responsibilities.
f. be ex-officio member of all standing committees.
g. be responsible for all physical arrangements at all Student Government Association and Executive Board meetings.
h. meet with the President and advisors on a regular basis.
i. attend all state and district SGA meetings.
j. foster a spirit of unity among the General Assembly and Executive Board, committees, and the student body in general.
k. perform all other duties assigned by the General Assembly, Executive Board and/or President of the SGA.

3. Secretary - The Secretary shall:

a. be responsible for all written communication, maintenance of records, and the publication of minutes online for the Student Government Association and the Executive Board.
b. record attendance and minutes at both Student Government Association and Executive Board meetings.
c. attend all state and district SGA meetings.
d. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
f. meet with the President, Vice President and advisors on a regular basis.
g. perform all other duties assigned by the General Assembly, Executive Board and/or President of the SGA.

E. Standing Committees

1. Public Information chairperson shall:
   a. solicit help and support from other members of the SGA and student body to create posters and informative literature for upcoming events.
   b. submit for publication all necessary SGA news to be printed on the CamNet in a timely matter.
   c. communicate with WCC public information officer to develop effective media releases before submission to media sources.
   d. chair any committee meeting deemed to be a public information related project.
   e. give a report at all SGA meetings on committee activities.
   g. receive a scholarship in the form of a stipend equal to 1/4 of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

2. Special Populations chairperson shall:

   a. recognize all special populations on the WCC campus, and give a report at all meetings related to the status of special needs students. Special populations includes, but is not limited to minorities, single parents, physically impaired, visually impaired, and those with various mental or physical disabilities.
   b. reaffirm, through planning of student activities, WCC's policy related to equal opportunities: (Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs to individuals with disabilities/)
   c. chair any committee meeting deemed to be a special populations concern.
   d. relay any information to the public information officer that is deemed necessary to report to the student body of WCC related to special populations.
   e. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

3. Local Interactions chairperson shall:

   a. chair any committee meeting deemed to be a local interaction concern.
   b. be aware of and report on situations and opportunities available both on campus and in the community at large that are deemed advantageous or of importance to the student body of WCC.
   c. maintain communication with the Goldsboro Chamber of Commerce related to identifying service opportunities in the Goldsboro/Wayne area.
   d. identify, plan, and organize participation in events on and off campus that are related to the service of the community population as well as the WCC student body.
   e. relay any local interactions information to the public information officer that is deemed necessary to report to the student body.
   f. receive a scholarship in the form of a stipend equal to 1/4 of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

F. Vacancies - Vacancies may occur automatically due to voluntary withdrawal from the college, suspension from the college, failure to register as a student, written resignation, cannot meet the minimum GPA requirements, any violation of the code of conduct, and/or cannot uphold their oath of office to WCC. Any vacancy in the President, Vice President, or Secretary position must be filled within 30 days of the vacancy. Chairperson vacancies will be filled at the discretion of the Executive Board of Officers and SGA advisors. The following procedures will be taken to fill a vacancy.

1. The vacancy must be announced to all students via official college e-mail, student notification systems, posters and flyers around campus.
2. Once the vacancy is announced, all interested applicants who meet the minimum qualifications for the position will be given one week to fill out and return the SGA application packet. Applications will be available in the Student Activities office to pick up the day the vacancy is announced and must be returned to the Student Activities office by 5:00 p.m. on the application deadline.
3. Interviews will be scheduled by the Executive Board. The Executive Board has 48 hours to vote and announce who will fill the office. A majority vote is required to make the decision official. The SGA President will vote only to break a tie or split decision.

G. Grade Point Average - All Executive Board Officers shall maintain a cumulative and semester grade point average of 2.50.

1. If the semester GPA falls below 2.50, the officer will be placed on probation for one academic semester.
2. If the semester GPA falls below 2.00, the officer must be removed from office.
3. All officers shall maintain a minimum of nine semester hours each academic semester. If an officer drops below nine hours, the officer will be removed from office.

H. Code of Conduct - Because Executive Officers are in a leadership capacity, they should conduct themselves in a proper manner at all times. Any action that would bring discredit to the General Assembly, Student Government Association, student body, faculty, staff, administration or Wayne Community College in general, whether he or she is serving in an official capacity or not, could result in dismissal from office by action being brought before the Executive Board of Officers, advisors, and WCC administration.

I. Candidates, Filing Procedures, Election

1. Candidates

   a. All Executive Officer candidates must have a 2.50 cumulative grade point average at the time of petitioning for an office.
   b. All candidates must have been enrolled as a curriculum student at least one semester prior to date of petition.

2. Filing Procedures

   a. All candidates must complete a SGA Officer Application which can be picked up in the Student Activities office. Applications must be submitted by 5:00 P.M. on the day of the application deadline. No applications will be accepted late.
   b. Eligible candidates who meet the minimum requirements to run for an office will be notified within 72-hours following the application deadline. Eligible candidates will have two weeks to campaign for office.
   c. All eligible candidates must participate in an open forum which will be open to the student body and scheduled by the SGA advisors.

3. Elections

   a. SGA advisors will determine the date for the election. Elections must be completed by the end of the last

week in April in case a runoff election is required.
b. Election results will be announced within 48 hours following the conclusion of the election

J. Oath of Office

1. Executive Officers- Executive Officers shall take their oath of office after the Board of Trustees meeting in March but prior to the last day of the spring semester. The President cannot take their oath of office until after the Board of Trustees Meeting in May.
2. The oath of office shall be as follows: I pledge to uphold the Student Government Association's Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and Administration of Wayne Community College. I pledge to be fair in all my endeavors and to promote goodwill for Wayne Community College. I pledge to carry out the responsibilities for my office to the best of my ability and to promote harmony among all segments of the student body.

CAMPUS SAFETY AND SECURITY

Clery Act

Per the Clery Act, WCC makes available to all faculty, staff, and students an annual report which sets forth its policies on crime prevention issues and provides statistics on specific crimes which may occur on campus. This information can be obtained in hard copy from Campus Police and Security as well as through www.waynecc.edu/safewayne.

Security Incident Reporting

Campus Police and Security Officers are trained to observe and report. Upon receipt of a call, Campus Police and Security Officers are dispatched immediately to the site of the complaint to render assistance, write an incident report, take statements from witnesses, and conduct follow-up inquiries as required. A Daily Incident Log is maintained by Campus Police and Security and is accessible by visiting the Office of Campus Police and Security.

Campus Law Enforcement Authority

WCC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Campus Police and Security may also refer college students to the Director of Counseling Services for possible disciplinary action; if minor offenses involving college rules and regulations are committed.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with investigators from WCC and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted by the North Carolina 8th District Court in session at the Wayne County Courthouse.

Campus Police personnel work closely with local, state, and federal police agencies and have direct radio communication with the Goldsboro Police Department and Wayne County Sheriff's Office on the County Emergency Services network. The Campus Police and Security Department is also a part of the Wayne County 911 Emergency System.

Notice: Wayne Community College is randomly patrolled by police K-9 units. All staff, students, visitors and vehicles on WCC property are subject to K-9 exposure.

Emergency Phone Numbers

EMERGENCY..... 911
CAMPUS POLICE AND SECURITY..... (919) 739-7050

Timely Warnings and Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and Security, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through WCC Alert texts, phone calls, e-mails, and social media to students, faculty, and staff and via public address messages. If a situation elevates to an immediate threat, an emergency notification will be issued using the WCC Alert system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the college community and individuals, the Office of Campus Police and Security may also post a notice on the campus-wide MagicNet monitors as well as the College web site: www.waynecc.edu, providing the college community with more immediate notification.

Anyone with information warranting a timely warning or emergency alert should immediately report the circumstances to the Campus Police and Security office by phone (919-739-7050) or in person at the Campus Police and Security office on the first floor of the Wayne Learning Center building, WLC-195.

Identity Checks

All employees, including Campus Police and Security Officers, are empowered to stop and identify any person on campus. Anyone on campus should be prepared to show campus or other identification at all times. Any individual who disrupts the educational process, endangers someone else, or fails to identify themselves shall be asked or directed to leave the campus. If a person refuses to leave, student disciplinary action under the handbook and/or a second-degree trespass warning will be administered, and failure to comply will result in trespass charges being filed.

Campus Access

There will be no access to Wayne Community College buildings during the hours of 11:00 p.m. to 7:00 a.m. During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Office of Campus Police and Security staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, and the Open Computer Lab. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Two persons must be present at all times when using a facility such as a shop, fitness center or laboratory where potential for injury exists. Students desiring access to any academic facility at any time must be accompanied by a staff member, preferably from that department.

Emergencies may necessitate changes or alterations to any posted schedules. Campus Police and Security and Plant Maintenance routinely examine security issues such as landscaping, locks, alarms, lighting, and communications. Anyone can report concerns to the Office of Campus Police and Security at any time by calling 919-739-7050.

CRIMES, RULES AND REGULATIONS

Crimes and Illegal Acts

Illegal acts include but are not limited to the following:

1. All of the reportable crimes under the Clery Act, including any hate crimes involving those crimes.
2. Engaging in conduct which disrupts, disturbs or interferes with the teaching of students.
3. Any other illegal act defined under Chapter 14 or Chapter 20 of the North Carolina General Statutes.

Anyone suspected of involvement in illegal acts should be reported to the Campus Police and Security Office as quickly as possible. The Office of Campus Police and Security can be reached through the switchboard operator by dialing 0 or dial 919-739-7050 to reach Campus Police and Security 24 hours a day, 7 days a week.

Weapons on Campus

It is against the laws of the State of North Carolina for weapons to be possessed on any property owned, leased, or occupied by any North Carolina educational institution, except as defined in the limited exception in North Carolina General Statute 14-269.2(k). This includes handguns, shotguns, rifles, BB guns, air rifles, tasers, bows, swords, knives, etc., but is not limited to these items. If you have any questions relating to weapons on campus, contact the Office of Campus Police and Security at 919-739-7050.

Tobacco-Free Campus Policy

Smoking and use of any tobacco products or any items containing or reasonably resembling tobacco or tobacco products, including all forms of e-cigarettes or other "smokeless" devices, is prohibited on the WCC campus. This encompasses all buildings, vehicles, walkways, campus grounds, parking lots and instructional areas, including instructional areas of off-campus college programs and courses.

Criminal Activity Off Campus

Wayne Community College operates no off-campus student organization facilities. The Student Activities Coordinator oversees recognized clubs and club activities. Campus Police and Security members do not provide law enforcement service to activities off-campus as they are not within the jurisdiction of Campus Police authority. All students participating in club activities are subject to the student code of conduct, regardless of venue. Campus Police and Security members enjoy a close working relationship with the local law enforcement agencies when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

Controlled Substances and Alcoholic Beverages

Promoting a drug and alcohol-free environment is everyone's responsibility. WCC supports and is committed to maintaining such an environment for the benefit of all on campus. The WCC campus has been designated "drug free." Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Communities Act of 1988 (Public Law 101-690), it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy as it relates to students are as follows:

1. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. Controlled substance laws are strictly enforced by Campus Police and Security Officers.
2. Wayne Community College does not differentiate between unlawful users, pushers, or sellers of drugs or alcohol. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or alcoholic beverage to another person, or manufactures a controlled substance while on college premises or as part of any college sponsored activity, will be subject to disciplinary action under the student code of conduct up to and including expulsion and referral for prosecution, fines and imprisonment. Alternatively, the College may require the student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.
3. Organizations or groups violating alcohol/substance policies or laws also may be subject to sanctions by the College.
4. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred on college premises or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. The Office of Human Resources must notify the U. S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy. this would include any work-study or student employed part-time under a federal grant.
6. Information on applicable state sanctions associated within the use of both illicit drugs and alcohol is available from the Campus Police and Security Office. Violations of North Carolina Controlled Substance Laws under General Statutes 90-95 carry a maximum of up to 35 years in prison and/or fines. A description of health risks associated with the use of illicit drugs and alcohol is presented on page 157.

DRUGS AND THEIR RISKS

TYPES OF DRUGS:	HEALTH RISKS:
Schedule I: Heroin, LSD, Peyote, Mescaline, Psiliocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes) Phencyclidine (PCP), and MDA	Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallicuinogens; possible damage to unborn fetus
Schedule II: Morphine, Demerol, codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, cocaine, Amphetamines, and other opium and opium extracts and narcotics	Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death
Schedule III: Certain barbiturates such as amobarbitol and codeine containing medicine suce as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine	Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus
Schedule IV: Barbiturates, narcotics and stimulants including valium, Talwin, Librium, Equanil, Darvon, Carvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)	Psychologically and physically addictive; drowsiness; withdrawal symptoms include tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus
Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC	Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness; withdrawal symptoms include runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus
Schedule VI: Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

NOTE: Wayne Community College property includes both a child care center and a secondary school.

North Carolina General Statute 90-95 (e)(8) classifies the manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, a controlled substance on property used for a child care center, or secondary school or within 1,000 feet of the boundary of real property used for a child care center, or secondary school as a Class E felony.

ALCOHOL AND ITS RISKS

TYPES OF ALCOHOL:	HEALTH RISKS:
Malt Beverage is beer, 1/2 of 1% to 6% alcohol **Unfortified Wine** is wine not more than 17% alcohol **Fortified Wine** is wine of not more than 24% alcohol **Spirituous Liquor** is distilled spirits of ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc. **Mixed Beverage** is a drink composed in whole or part of spirtuous liquor and served at restaurants, hotels and private clubs licensed by the State.	Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels

For Additional Information, Contact Your Local Health Care Provider or Pharmacist.

For Additional Information, Contact Your Local Law Enforcement Agency or District Attorney's Office.

ORGANIZATIONS AND AGENCIES - LOCAL

Alcoholics Anonymous - 919-735-4221

Goldsboro Police Department - 919-705-6572

Narcotics Anonymous - 919-734-2965

East Point of Goldsboro - 919-587-0301

Wayne County Health Department - 919-731-1000

Wayne County Sheriff's Office - 919-731-1481

ORGANIZATIONS AND AGENCIES - NATIONAL

Drug-Free Workplace Help Line
1-800-967-5752 • www.drugfreeworkplace.gov

Cocaine Hotline - 1-800-688-4232

Al-Anon - 1-800-356-9996

National Institute on Drug Abuse Hotline
1-800-662-HELP

American Council on Alcoholism - 1-800-527-5344

SEX OFFENSES

Sex Offenses and Offenders

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

The Clery Act requires WCC to include statements of policy in our annual security report that address sex offenses and access to information on registered sex offenders in the campus community. Statement of policy regarding campus sexual assault program to prevent sex offenses and procedures to follow when a sex offense occurs are referenced in 34 CFR 668.46(b)(11).

Preventing and Responding to Sex Offenses

The College educates the student community about sexual assaults and date rape through orientations and ACA "College Success" classes. The Office of Campus Police and Security offers sexual assault education and information programs to College students and employees upon request. Information and referrals concerning date rape education, risk reduction, and College response is available through the Counseling Services Department.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Campus Police and Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Police and Security Officer and/or to a College Counselor. Filing a police report with a Campus Police Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Office of Campus Police and Security, the Goldsboro Police Department or the Wayne County Sheriff's Office will be notified as well. A representative from the Counseling Services Department will also be notified. The victim of a sexual assault may choose to make a Student Code of Conduct charge to the Director of Counseling Services, however, without an official law enforcement investigation, proving the charge may be difficult. A College representative from the Office of Campus Police and Security Department or the Counseling Services Department will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from the College Counseling Services Department. Counseling and support services outside the College system can be obtained through the Wayne Uplift Resource Center.

College disciplinary proceedings are detailed earlier in this Student Handbook. A student found guilty of sexual misconduct in a criminal proceeding in the State courts could also face College disciplinary actions and may be suspended or expelled from the College. Student victims may request to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Wayne Community College's Director of Counseling shall send a letter to the complainant in a disciplinary proceeding resulting from alleged crimes of violence or non-forcible sex offenses.

Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained.

It also requires sex offenders already required to register in state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In the State of North Carolina, convicted sex offenders must register with the Sex Offender Registry maintained by the Department of Justice. Searchable registries are found at:

- N.C. Department of Justice's Sex Offender Registry Web site - http://sexoffender.ncdoj.gov
- U.S. Department of Justice's National Sex Offender Public Web site - http://www.nsopr.gov

Title IX

Wayne Community College receives federal funding from the U.S. Department of Education and thus must comply with Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs and activities. WCC has designated a "Title IX Coordinator" for students who is responsible for coordinating the school's compliance with Title IX. The coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator for Students
Director of Counseling
Wayne Learning Center, Room 183
mseverett@waynecc.edu
919-739-6710

TRAFFIC AND PARKING POLICY

All of the provisions of Chapter 20 of North Carolina General Statues relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the campus of the College along with other rules and regulations approved by the Board of Trustees as specified under North Carolina General Statue 115D-21.

1. Citations will be issued for violations of the college's Traffic and Parking Policy.
2. These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while operating a vehicle on the campus of the college.
3. The operator of any vehicle on the campus of the college shall comply with the legal instructions of any Campus Police or Security Officer and all traffic signs in accordance with the provision of these regulations.
4. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of parking regulations.
5. The College shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.
6. All vehicles to be operated on campus must be properly registered and display a parking decal on the rear of the vehicle. Motorcycles and mopeds are also subject to this policy. Failure to comply with the vehicle registration procedure constitutes an offense equal to a parking violation.
7. Display parking decal as shown on left side outside of back glass (left bottom corner).

8. Motorcycles/mopeds must have a parking decal visibly displayed and park in designated motorcycle spaces if available. If a designated space is not available, any undesignated space will suffice. It is the operator's responsibility to use a kick-stand plate if parking outside a designated motorcycle parking space.
9. The person to whom a vehicle parking decal is issued, as herein provided, shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Obtaining a parking decal is the responsibility of the person bringing the vehicle on campus, and failure to do so constitutes a violation of the Traffic and Parking Policy.
10. Students may park in any undesignated parking spaces.
11. Visitor parking spaces are not for student use.
12. Should you need a temporary parking pass, contact the Student Activities Office.

Specific Violations of the Traffic and Parking Policy

The following list includes specific traffic and parking violations which could result in citations, fines, warnings or other disciplinary action. This list is not all-inclusive, but contains most foreseeable punishable offenses:

1. Parking in a restricted parking lot or zone.
2. Parking in "handicapped parking" without a proper handicapped decal or license plate displayed.
3. Parking on grass (unless signs indicate this is permissible or the space is designated as an overflow parking area).
4. Blocking any legally parked vehicle.
5. Not displaying a current parking decal/permit.
6. Not affixing parking decal to the rear of the vehicle.
7. Parking in a "no-parking" zone.
8. Parking in a "visitor" zone.
9. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
10. Parking against traffic flow.
11. Reckless driving.
12. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
13. Protruding into lane of traffic.
14. Double parking.
15. Parking on shoulder of road (except where parking is indicated by official signs).
16. Driving in excess of posted speed limits.
17. Failure to obey traffic signs.
18. Failure to obey directions of Campus Police and Security Officers.
19. Failure to yield right-of-way at pedestrian crossings.
20. Following too closely.
21. Driving under the influence of alcohol or narcotics.
22. Operating vehicle causing loud and unnecessary noise, such as mufflers, horns, public address systems, stereos, etc.
23. Failure to yield right-of-way to emergency vehicles.
24. Failure to obey all seat belt and child passenger safety seat requirements.
25. Operating or parking a vehicle in any manner that creates a safety hazard.
26. Leaving a vehicle on campus overnight without notifying a Campus Police or Security Officer.

Consequences of Traffic and Parking Violations

1. The following system of citations and fines shall be used:
   a. The Office of Campus Police and Security shall be responsible for issuing citations for improper parking and other Traffic Code violations.
   b. Fines
      i. Violations of the Traffic and Parking Policy carry a $25.00 fine for each citation.
      ii. Fines shall be made payable to the Business Office and receipted by the cashier.
      iii. Fines must be paid immediately after all appeals have been exhausted; or if the person has not filed notification of the intent to appeal, immediately following his/her last hearing; or ten calendar days after the ticket was issued and the time for appeal has expired; whichever is greater.
2. In addition to the standard fines imposed for violations of the Traffic Code, the following penalties may also be imposed:
   a. All of those provisions detailed in North Carolina General Statute 115D-21 and Section 20.
   b. The College shall prohibit a student from registering for classes for the next semester if the student owes fines from the previous semester.
   c. The College shall withhold transcripts and deny graduation for students for failure to pay fines.
   d. Faculty and staff will be subject to disciplinary procedures in accordance with college policy.
   e. Delinquent fines will be added to the student's financial account with the College. The student will not be permitted

to re-enroll until fines are paid.

f. Students who accumulate five or more traffic citations for parking and traffic violations will lose their parking and driving privileges on campus for the remainder of the semester in which the violations have occurred and for the following semester.
g. Any vehicle left on campus for one week or more without properly notifying the Office of Campus Police and Security will be considered abandoned and towed at the owner's expense.
h. When a vehicle which is improperly parked so as to obstruct the flow of traffic or movement of other vehicles is identified, the driver of the vehicle will be notified immediately. This may require calling the student out of class. If a student is notified more than once to move his/her improperly parked vehicle, his driving privileges on the college campus may be revoked.

Traffic and Parking Appeal Process

Students receiving citations or penalties resulting from alleged violations of the Traffic and Parking Policy may do any of the following:

a. Pay the fine.
b. File written appeal with the Director of Counseling Services within three business days of receipt of a citation. A ruling on the appeal will be made within five business days and the student will be notified in writing.
c. Students dissatisfied with the decision of the Director of Counseling Services may make final appeal to the Chief of Administrative Services within three business days.

CRIME REPORTING

How to Report Criminal Offenses

To report a crime, contact Campus Police and Security at 919-739-7050 (non-emergencies), dial 9-1-1- (emergencies only), or by using the Code Blue telephones located in the Parking Lots. Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside buildings should be reported to the Office of Campus Police. In addition you may report a crime to the following Campus Security Authorities:

1. Associate Vice-President for Academics and Student Services: 919-739-6725, WLC 107
2. Director of Counseling Services: 919-739-6710, WLC 183
3. Director of Human Resources: 919-739-7015, DOG 144
4. Student Activities Coordinator: 919-739-6740, WLC 145
5. Coordinator, SJAFB Programs: 919-739-6765, SJAFB Education Center
6. Basic Skills Director 919-739-6903, WAL 228
7. Basic Skills Admissions/Assessment Coordinator 919-739-6917, WAL 207

Encouraging Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Police and Security Department in a timely manner. This publication focuses on Campus Police and Security because it patrols the main campus and the Wayne Executive Jetport non-campus site. However, SJAFB Security Forces should be contacted when incidents, emergencies, or crimes occur at SJAFB Education Center.

- To report a crime or an emergency from a college phone, call 9-1-1, call Campus Police and Security at extension 7050 or, from outside the College phone system, 919-739-7050.
- To report a non-emergency security or public safety related matter, call extension 7050 or, from outside the College phone system, 919-739-7050.
- To report a crime at the Wayne Executive Jetport, call 9-1-1 or 919-739-7050.
- To report a crime or emergency at SJAFB, call 919-722-1211.
- To report a non-emergency security or public safety related matter call at SJAFB, call 919-722-1211.
- To report sexual assault on the base, call the Sexual Assault Response Coordinator at 919-722-7272 or the Department of Defense Safe Helpline at 877-995-5247.
- To report a crime at all other off-campus events, activities, or classes, call 9-1-1.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Campus Police and Security and/or SJAFB Security Forces will take the required action, dispatching an officer or asking the victim to report to the Office of Campus Police or the SJAFB Security Forces to file an incident report. If assistance is required from the local law enforcement agencies or fire department, Campus Police and Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Police and Security, will offer the victim a wide variety of services. Referrals for confidential assistance may be made to Wayne Uplift Resource Association. Wayne Uplift's crisis line number is 919-736-1313. The National Sexual Assault Hotline is 1-800-656-HOPE (4673).

Crimes should be reported to the Campus Police and Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to Wayne Uplift Resource Association would not be included in the WCC crime statistics.

Voluntary Confidential Reporting

The WCC Office of Campus Police and Security encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police. Because police reports are public records under State law, the Office of Campus Police and Security cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities as identified above. Confidential reports of crime may also be made to Crime Stoppers at 919-735-2255.

Counselors and Confidential Crime Reporting

Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to any of the Campus Security Authorities listed above, for inclusion into the annual crime statistics. Staff of the Counseling Services Department inform students of the procedures to report crime to the Office of Campus Police and Security on a voluntary basis, should they feel it is in the best interest of the student.

Professional counselors are defined as: "An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification."

PERSONAL SAFETY

Safety Tips

You are the key to your personal safety and the safety of others. By following the precautions listed below, you can substantially decrease your chances of becoming a crime statistic.

- BE AWARE - Recognize your vulnerability.
- REPORT all suspicious persons, vehicles, and activities to the Office of Campus Police and Security immediately at 919-739-7050 or call the switchboard by dialing ext. 0 on campus phones.
- PROTECT your personal property. Keep your car locked at all times. Never leave valuables where they can be seen in your vehicle; lock them in your trunk. Do not leave any personal property lying around such as books, book bags, purses, or electronic devices.
- KNOW the location of emergency call boxes, which are in most parking lots.
- PARTICIPATE fully in the "WCC Alert" warning system by maintaining current e-mail, text, and phone contact numbers (all college e-mail accounts are automatically enrolled). The alert system is capable of delivering messages to web, e-mail, voice, and text messaging.

Emergency Call Boxes

Emergency call boxes are located in most parking lots and near the tennis courts. They are located on light poles and each has a blue light indicator. If you need a Campus Police and Security Officer, push the red button on the emergency call box, and it will automatically notify the Office of Campus Police and Security about where you are and let you communicate directly with the Campus Police and Security Officer who is responding to your call.

Escort Services

The Office of Campus Police and Security can be contacted for assistance at any time. Officers are available to escort students, staff, faculty, and visitors to and from any building and parking lot on campus. If assistance is not requested, we suggest walking with a friend rather than alone.

PREVENTION AND EDUCATION

Safety/Security Awareness Programs

Campus Police and Security Officers discuss safety and security procedures throughout the year at employee orientation sessions and college student success classes, referencing important safety reminders and procedures. College officials and guest speakers discuss safety and security issues during special programs and meetings throughout the school year, such as the annual safety fair.

The Chief of Campus Police and Security publishes, when appropriate, serious incident reports through notification messages which are disseminated using bulletin boards, flyers, Web site, e-mail, text, voice, Magic-Net, and other announcement forms. The purpose of this notification is to aid in the prevention of similar occurrences.

During ACA orientation classes, students are informed of services offered by the Campus Police and Security. Presentations outline ways to maintain personal safety. The Annual Safety and Security Report is made available to students. Crime Prevention Programs and Sexual Assault Prevention Programs are offered. In addition to orientations and ACA classes, information is disseminated to students and employees through crime prevention awareness notices, security alerts, displays, e-mails, text messages, social media and in College publications, as appropriate.

Periodically, the WCC Campus Police and Security Department, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety.

Domestic Violence

Contact Counseling Services and/or Campus Police and Security to report domestic violence concerns that could impact personal or campus safety. Submit copies of any restraining orders to Campus Police and Security. For local assistance, contact Wayne Uplift at 919-736-1313.

Suicide Prevention

Crisis counseling and referrals are available through the Counseling Services Department. For community assistance, contact Eastpointe at 1-800-913-6109 or the National Suicide Prevention Lifeline at 1-800-273-TALK.

Substance Abuse Education

The Substance Abuse Education Program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. WCC's Counseling Services Department provides an overall coordination of the Drug-Free Campus Program. However, some services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: Student Activities
- Counseling Services: Counseling Services Department
- Referral Services: Counseling Services Department
- College Disciplinary Actions: Curriculum/Continuing Education and Basic Skills Disciplinary Review Committees.

Drug Counseling and Rehabilitation

If anyone needs assistance for any reason related to the use/abuse of drugs or alcohol, a member of the WCC counseling staff will act as a referral source to the following services in Goldsboro and Wayne County:

Narcotics Anonymous	1-866-321-1631
Eastpointe	1-800-913-6109
Alcoholics Anonymous	919-735-4221

Wayne Community College Drug and Alcohol Prevention Program

The abuse and use of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. The College strives to encourage prevention of drug and alcohol abuse to the extent possible. The College's prevention program includes an educational program aimed at preventing drug abuse and illegal drug use, therapeutic support through short-term clinical counseling and appropriate referrals, and deterrence through an active Campus Police and Security Department. From a safety perspective, the users of drugs or alcohol may impair the well-being of all persons on campus; drug and alcohol use may also result in damage to college property.

EMERGENCY PLANS

Emergency Information Placards

Emergency information cards are located across campus in most corridors, classrooms, labs and other public venues. They are mounted to the walls in clear acrylic frames and consist of red and white cards, printed front and back with the following information: Emergency Evacuation Plan (by building/floor), Emergency Evacuation Procedures, Emergency Evacuation Plan Designated Evacuation Areas, Emergency Response Checklist, Emergency Levels, Emergency Medical Protocols. Please familiarize yourselves with the information on these cards and the evacuation routes for the locations on campus that you visit.

Emergency Evacuation

A building should be evacuated immediately whenever the building fire alarm sounds or when instructed to do so over the public address system. When notified to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same. Be sure to close office and classroom doors before you leave. Faculty and staff are to notify students and visitors in their respective areas to assemble in the areas designated. Once outside the building, report to the designated meeting area for your building.

At the beginning of each semester, each instructor should encourage individuals who will need assistance in exiting the building in case of an emergency to self-identify with the instructor or the Office of Campus Police and Security. This will include wheelchair-bound individuals, those with any condition limiting mobility, visually or hearing-impaired individuals, and anyone else who might have difficulty following directions in an emergency situation. The names and locations of these individuals must be given to the Chief of Campus Police and Security. An Evacuation Assistance Team member will be available to assist those individuals in exiting the building in case of an emergency and may consult with students as to the best methods to assist them in exiting the building.

Generally, building elevators are not available for use and those individuals with limited mobility may require assistance from WCC staff in using the stairs. If assistance is required by any individual who has not self-identified, please notify the Office of Campus Police and Security at 919-739-7050 or ext. 7050 from an internal phone, or the switchboard at ext. 0, and someone will be dispatched to assist in the evacuation.

Accident and Medical Emergencies Procedure

If you have a medical emergency, call 911 for EMS and ext. 0, or 919-739-7050 to notify the Office of Campus Police and Security and give the location and nature of the situation. Wayne Community College maintains basic first aid boxes in every building. Anything beyond basic first aid will require outside attention by a medical provider. Under college policy, no medicines will be dispensed by college staff. A limited supply of basic pain relievers, allergy medicines and other over-the-counter items may be found in the Bookstore during normal operating hours for personal purchase.

In general, accidents occurring during WCC-sponsored activities will be covered by student and/or college insurance. The College generally will not be responsible for medical transport or any hospital or medical provider fees for personal illnesses.

Should a medical emergency requiring more than basic first aid arise, the procedures posted on the red Emergency Medical Cards located throughout the campus, should be followed.

1. Call EMS immediately at 9-1-1 and then call Campus Police and Security at 919-739-7050 to notify them of the situation, location, and nature of the accident or illness. Campus Police and Security will escort the ambulance to the scene.
2. Do not move injured persons unless:
   a. you are absolutely certain about their condition; or
   b. the person is in more danger if they remain where they are.
3. In the event of a seizure, do not restrain the victim. Clear the area around the victim of everything that could be a hazard. If possible, put the victim on their side. Never force the victim's mouth open.

All accidents involving students must be reported to the Student Activities Coordinator or to the Evening Coordinator after hours. Accidents involving guests must also be reported to the Business Office. It is important that these notifications be made prior to transport if possible so that appropriate insurance documents may be prepared and related agencies notified. Failure to follow procedure could result in claims not being covered.

Campus "Lock Down"

If ever a dangerous situation develops that poses a serious threat to the College and jeopardizes the safety of students or employees, a campus "Lock Down" will be initiated. "Lock Down" will be announced either by college personnel in a building, over the public address system, and/or by WCC Alert message, and will remain in effect until terminated by law enforcement. If you are in a classroom when you hear the "Lock Down" announcement, close the classroom door, move away from the door and close the window blinds. Keep low to the floor and out of line of sight with the door. Stay there until instructed to do otherwise by law enforcement or until the "ALL CLEAR" is sounded.

If you are in a hallway or outside when "LOCK DOWN" is announced, please take cover immediately by getting into a building and into a room. If you can't do either, take cover behind any object you can find. Stay there until instructed otherwise by law enforcement.

Campus Evacuation

When a "campus state of emergency" is declared, all nonessential personnel, students, and visitors must immediately begin an orderly evacuation of the campus. The Office of Campus Police and Security and Traffic Control Team will assist in directing traffic to ensure the safest and quickest evacuation.

Severe Weather Alert

In the event that a severe weather warning indicates an immediate threat to individuals on the WCC campus, the campus will be alerted by way of the public address system, the Office of Campus Police and Security, and/or WCC Alert message, and the plan below will be activated. Please close all windows and doors before you leave your area. If time permits, disconnect all electrical and computer equipment before you leave your area. Everyone is to remain in the designated safe area(s) until notified by the Office of Campus Police and Security that all is clear.

1. Azalea, Dogwood, and Wayne Learning Center Buildings: Everyone on the 1st and 2nd floors should immediately proceed to the first floor of their respective buildings and assemble in the safe shelter areas away from outside doors and windows. People on the 3rd and 4th floors should shelter on the 2nd floor away from outside doors and windows. In the WLC building, people in the dining hall, atrium, student lounge and other open areas should proceed to Moffatt Auditorium if safe to do so, move to the front row and fill in from the middle of the center section out to the aisles and from the walls back to the aisles on the right and left wing seating areas. This will facilitate getting everyone to safety as quickly as possible.
2. Aviation and Hangar Buildings: All individuals should immediately proceed quickly to the Aviation classroom building away from outside doors and windows for safe shelter if time permits.
3. Hocutt Building: Everyone on the first floor should assemble in the automotive area away from doors and windows. Individuals on the second floor should proceed to the interior hallway or other interior rooms with no outside doors or windows.
4. Maple Building: All individuals should immediately proceed to the Prep Booth, Room 102, or to the Storage Room 101 and stay away from outside doors and windows.
5. Cedar, Holly, Oak, Pine, Spruce, and Walnut Buildings: All individuals should remain on the floor they are on and seek safe shelter away from outside doors and windows.
6. Individuals in service buildings or elsewhere on the grounds should seek immediate shelter in the nearest brick building or lay flat in a ditch or low-lying area if time does not permit getting inside a building.

Communicable Disease Policy for Students

Wayne Community College is committed to assuring that all necessary training and precautions are taken with regard to communicable diseases. The Biohazard Exposure Control Plan and the Pandemic Preparedness Plan of Wayne Community College reflect our efforts to ensure the good health and safety of all employees and students. The College adopts this communicable disease policy for students in an effort to control communicable diseases and the threat of pandemics on campus based upon established rules and regulations of the N.C. Division of Health Services. Employees and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources. Students infected with a communicable disease have the responsibility of reporting this fact to the Associate Vice President of Academic and Student Services or the Vice President of Continuing Education, as appropriate.

Communicable disease is an illness resulting from an infectious agent or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1c)] Communicable Disease shall include, but is not limited to: Chickenpox, influenza, Infectious Mononucleosis, Conjunctivitis, Hepatitis A, B and D, Acquired Immune Deficiency Syndrome (AIDS), Aids-related complex (ARC), positive HIV antibody status, Influenza, Measles, Meningitis, Tuberculosis, Whooping Cough, and sexually transmitted diseases.(N.C.G.S. 130A)

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act.

If a student reports a communicable disease condition, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, these students should report all suspected communicable diseases.

The final determination of a student's ability to remain in school will be made by the Vice President or Associate Vice President based upon professional medical evaluation results and recommendations. If a student is found to have a communicable disease, then the attendance of the student on campus or at any College activity will be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

The College's Biohazard Control Plan defines guidelines that will be followed in the event of an accidental exposure to bodily fluids or biohazards. Any such exposure should be reported immediately to the responsible faculty or staff person associated with the WCC activity involving such exposure and to the Student Activities Coordinator and an incident report must be completed.

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WAYNE
COMMUNITY COLLEGE

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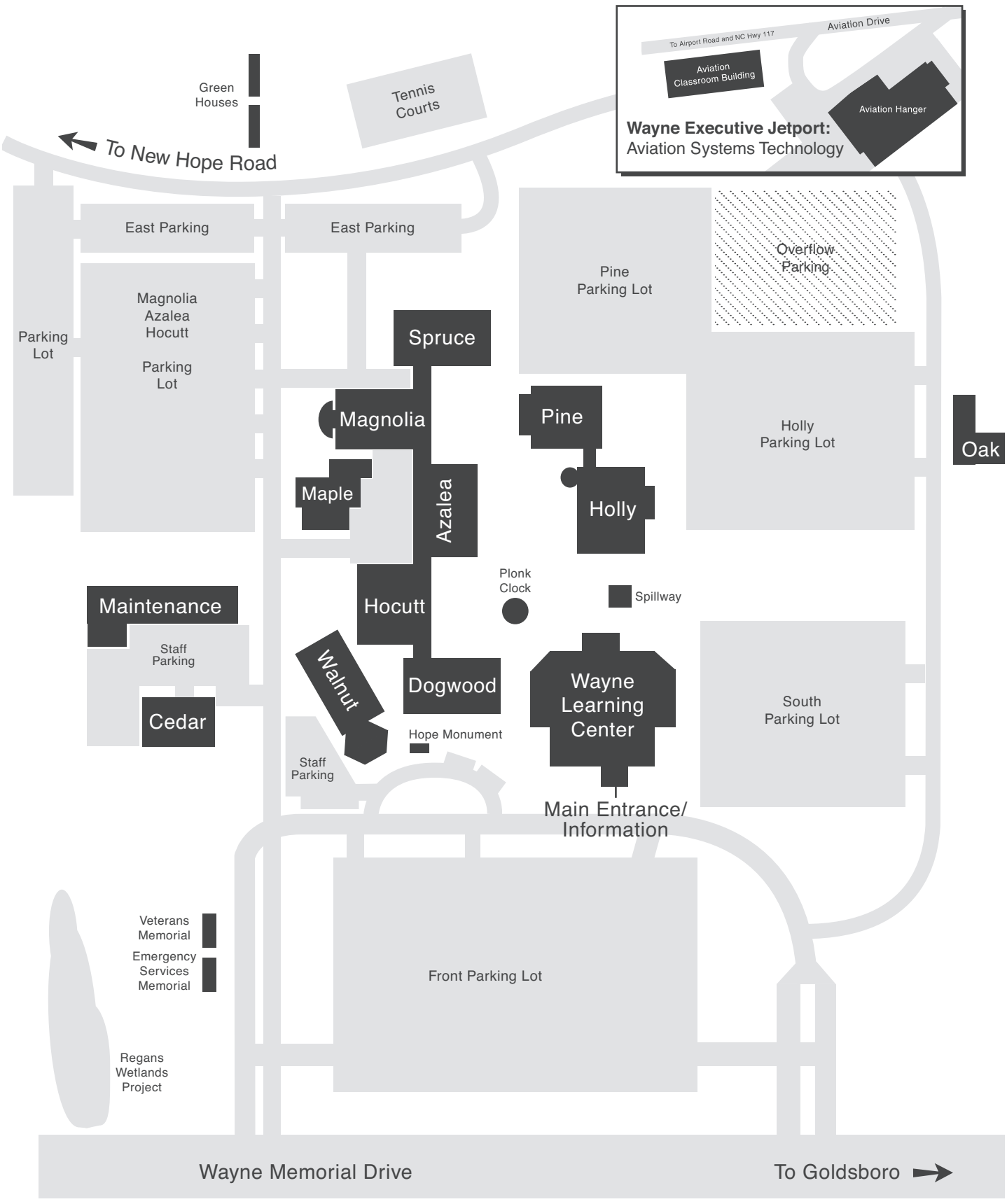
To Airport Road and NC Hwy 117
Aviation Drive
Aviation Classroom Building
Aviation Hanger
Wayne Executive Jetport:
Aviation Systems Technology
Green Houses
Tennis Courts
To New Hope Road
East Parking
East Parking
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Magnolia Azalea Hocutt
Parking Lot
Spruce
Magnolia
Pine
Holly Parking Lot
Oak
Maple
Azalea
Holly
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Spillway
Maintenance
Hocutt
Staff Parking
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Emergency Services Memorial
Front Parking Lot
Regans Wetlands Project
Wayne Memorial Drive
To Goldsboro

WAYNE
COMMUNITY COLLEGE

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