CATALOG AND
STUDENT HANDBOOK
COURSES AND PROGRAMS

2010-2011
VOLUME XXI
Revised Spring 2011

BRUNSWICK COMMUNITY COLLEGE

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www.brunswickcc.edu

The College is located on US Highway 17 Business and College Road, north of Supply. The Leland Center is located in the Leland Industrial Park on US Highway 74/76, (910) 371-2400.

Brunswick Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Brunswick Community College. The Commission is only to be contacted for accreditation-related issues.

This catalog should not be considered a contract between Brunswick Community College and the student. Adjustments in program or course content, sequence, schedule, and faculty may be made as necessary. A minimum enrollment may be required to offer a course. Charges for tuition and fees are subject to change. The College Calendar dates or events may change because of inclement weather or for other reasons.

Academic Program	Degree	Diploma	Certificate
Accounting	X	X	X
Aquaculture Technology	X	X	X
Aquaculture Technology Advanced			X
Aquaculture Technology/Aquaculture/Aquarium Science Business Option	X		
Aquaculture Technology/Aquaculture/Biotechnology Option	X		
Associate Degree Nursing	X		
Assocate in Arts	X	X	
Associate in Fine Arts	X		
Associate in General Education	X		
Associate in Science	X	X	
Basic Law Enforcement Training			X
Biotechnology	X		
Biotechnology/Aquatic Sciences Option	X		
Business Administration	X		X
Business Administration/Small Business Entrepreneur			X
Computer Information Technology	X		
Computer Programming	X		
Cosmetology	X	X	X
Cosmetology Instructor			X
Early Childhood Education	X	X	X
Early Childhood Education/Administration			X
Early Childhood Education/Special Education Option	X	X	
Electronics Engineering Technology	X		X
Esthetics Instructor			X
Esthetics Technology			X
General Occupation Technology		X	
Health Information Technology	X	X	
Horticulture Technology	X	X	
Horticulture Technology/Landscape Specialty			X
Horticulture Technology/Nursery Specialty			X
Infant and Toddler Care			X
Lateral Entry			X
Manicuring Instructor			X
Manicuring/Nail Technology			X
Networking Technology		X	
Nursing Assistant			X
Office Administration	X	X	X
Phlebotomy			X
Practical Nursing		X	
Pre-Major Biology and Biology Education	X		
Pre-Major Business Administration, Accounting, Economics, Finance, and Marketing	X		
Pre-Major Criminal Justice	X		
Pre-Major Elementary Education	X		
Pre-Major Nursing	X		
Surveying Technology	X		
Turfgrass Management Technology	X	X	X
Welding Technology			X

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MESSAGE FROM THE PRESIDENT

Welcome to Brunswick Community College. Thank you for your interest in BCC and for enriching our campus as we assist you in meeting your educational goals.

Since its founding in 1979, Brunswick Community College has fostered a deep connection to students with sincere dedication to student-centeredness, student leadership, character development, and the promotion of an intercultural community that shapes the way students think about themselves in relationship to others.

We at Brunswick Community College also take our role in the economic recovery process very seriously and do everything we can to provide opportunities for our students to be successful. Several programs have been initiated to train and retrain area workers, and new buildings are providing state of the art learning environments.

As you begin or continue your academic experience at Brunswick Community College, we invite you to explore BCC for all it has to offer, including Student Life, Athletics, Cultural Events, and much more.

Stephen G. Greiner, Ed.D.
President

Recognized and/or Approved by

North Carolina Board of Nursing
North Carolina Council on Developmental Disabilities
North Carolina Criminal Justice Education and Training Standards Commission
North Carolina Division of Vocational Rehabilitation
North Carolina Real Estate Commission
North Carolina State Approving Agency for Veterans and Military Education
North Carolina State Board of Community Colleges
North Carolina State Board of Cosmetic Arts
Southeastern Center for Mental Health, Developmental Disabilities, and Substance Abuse

Institutional Memberships, Affiliations, and Certifying Agencies

American Health Information Management Association
American Society of Clinical Pathologists
Brunswick County Chamber of Commerce
Cape Fear Association for the Education of Young Children
Carolinas Golf Course Superintendents Association
Commission on Accreditation for Health Informatics and Information Management Education
National Accrediting Agency for Clinical Laboratory Sciences
National Association for Family Child Care
National Association for the Education of Young Children
National Association of Student Financial Aid Officers
National Junior College Athletic Association
North Brunswick Chamber of Commerce
North Carolina Association of Community College Trustees
North Carolina Community College Student Development Personnel Association
North Carolina Community College System
North Carolina Comprehensive Community College Student Government Association
North Carolina Cosmetology Association
North Carolina Division of Health Service Regulation
North Carolina Landscape Contractors Association
North Carolina Notary Association
North Carolina Nursery and Landscape Association
North Carolina Office of Emergency Medical Services
North Carolina Office of State Fire Marshal
Pivot Point International
Southport-Oak Island Chamber of Commerce
Veterans Administration

BRUNSWICK COMMUNITY COLLEGE

2010-2011 Academic Calendar

Fall Semester 2010 (16 weeks)

Faculty Development Day ..... Tuesday, Wednesday, August 10, 11, 2010
Registration ..... Thursday, August 12, 2010
Classes begin ..... Monday, August 16, 2010
#Late Registration–Drop/Add Period ..... Monday, Tuesday, August 16, 17, 2010
College closes at 5:00 PM for the Labor Day Holiday ..... Saturday, September 4, 2010
***Labor Day Holiday ..... Monday, September 6, 2010**
Classes resume ..... Tuesday, September 7, 2010
#Last day to officially withdraw with a grade of "W from 1st Eight-week classes ..... Thursday, September 9, 2010
Fall Break for students and faculty ..... Monday, Tuesday, October 11, 12, 2010
Classes resume ..... Wednesday, October 13, 2010
#Last day to officially withdraw with a grade of "W" ..... Wednesday, October 13, 2010
1st Eight-week classes end ..... Wednesday, October 13, 2010
2nd Eight-week classes begin ..... Thursday, October 14, 2010
#Last day to officially withdraw with a grade of "W from 2nd Eight-week classes ..... Thursday, November 4, 2010
***Veteran's Day Holiday ..... Thursday, November 11, 2010**
Classes resume ..... Friday, November 12, 2010
Advising Period for Spring Semester 2011 ..... TBD
Payment of Tuition and Fees for Spring Semester 2011 ..... TBD
Thanksgiving Holidays for Students and Faculty ..... Wednesday, Thursday, Friday, November 24, 25, 26, 2010
+Adverse Weather Make-up Day ..... Wednesday, November 24, 2010
***Thanksgiving Holidays ..... Thursday, Friday, November 25, 26, 2010**
Classes resume ..... Monday, November 29, 2010
Last day of classes ..... Tuesday, December 14, 2010
+Grades due by Noon/Adverse Weather Makeup Day ..... Wednesday, December 15, 2010
Christmas Holidays for Administration ..... TBD
Tuesday, December 14th will follow the Thursday schedule.

Spring Semester 2011 (16 weeks)

***New Year's Day Holiday ..... Saturday, January 1, 2011**
College reopens ..... Monday, January 3, 2011
Faculty Development Day ..... Tuesday, January 4, 2011
Registration ..... Wednesday, January 5, 2011
Classes begin ..... Friday, January 7, 2011
Late Registration-Drop/Add Period ..... Friday, Monday, Tuesday, January 7, 10, 11, 2011
College closes at 5:00 PM for the Dr. Martin Luther King, Jr. Holiday ..... Saturday, January 15, 2011
***Dr. Martin Luther King, Jr. Birthday Holiday ..... Monday, January 17, 2011**
Classes resume ..... Tuesday, January 18, 2011
Last day to officially withdraw with a grade of "W" from 1st Eight-week classes ..... Friday, February 4, 2011
#Last day to officially withdraw a grade of "W" ..... Friday, March 4, 2011
1st Eight-week classes end ..... Friday, March 4, 2011
Spring Break for students and faculty ..... March 7-11, 2011
+Adverse Weather Make-up day ..... Thursday, March 10, 2011
+Adverse Weather Make-up day ..... Friday, March 11 2011
Classes resume ..... Monday, March 14, 2011
2nd Eight-week classes begin ..... Monday, March 14, 2011
#Last day to officially withdraw with a grade of "W" from 2nd Eight-week classes ..... Friday, April 8, 2011
***Good Friday Holiday ..... Friday, April 22, 2011**
Classes resume ..... Monday, April 25, 2011
Advising Period for Fall Semester 2011 ..... TBD
Payment of Tuition and Fees for Fall Semester 2011 ..... TBD
Last day of classes ..... Monday, May 9, 2011
Grades due by Noon ..... Tuesday, May 10, 2011
Graduation ..... Wednesday, May 11, 2011

Summer Session 2011 (10 weeks, no Friday classes)

Registration ..... Monday, May 16, 2011
Classes begin ..... Wednesday, May 18, 2011
#Late Registration-Drop/Add Period ..... Wednesday, Thursday, Friday, May 18, 19, 20, 2011
***Memorial Day Holiday ..... Monday, May 30, 2011**
Classes resume ..... Tuesday, May 31, 2011
Last day to officially withdraw and receive a grade of "W" ..... Wednesday, June 22, 2011
***Fourth of July Holiday ..... Monday, July 4, 2011**
Classes resume ..... Tuesday, July 5, 2011
Last day of classes ..... Wednesday, July 27, 2011
+Grades due by Noon/Adverse Weather Makeup Day ..... Thursday, July 28, 2011
Tuesday, July 26, 2011 will follow a Monday schedule.

For other summer terms, the last day to withdraw with a grade of "W" is the date on which 50% of the course is completed.

* The College is officially closed on these dates. #Critical Dates **+Make-up Policy for Emergency Closings for Students and Faculty**

If classes are canceled due to adverse weather or other emergencies, see "Emergency Closings" section in this Catalog.

Approved by the Brunswick Community College Board of Trustees on 11/18/09

Revised 5/19/10

INTRODUCTION

Brunswick Community College is a tax-supported, public, nonprofit school under the control of a Board of Trustees. It was established by the North Carolina Legislature in July 1979 under provisions of the General Statutes of North Carolina, Chapter 115-A, passed by the Legislature in 1963. It is supervised by the North Carolina Community College System and the North Carolina State Board of Community Colleges. Brunswick Community College was chartered as Brunswick Technical Institute.

On May 1, 1979, the General Assembly passed a bill to permit technical institutes to change their names to technical colleges with the approval of the Board of Trustees and the Brunswick County Board of Commissioners.

On October 5, 1979, the Board of Trustees, with the approval of the Brunswick County Board of Commissioners, voted unanimously to change the name of the institution to Brunswick Technical College. The College received its initial accreditation from the Southern Association of Colleges and Schools in 1983.

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MISSION STATEMENT

The mission of Brunswick Community College, a public, two-year educational institution, chartered in 1979 and centrally located in Brunswick County, North Carolina, is to provide accessible and affordable programs and services that meet the educational and cultural needs of the community and to provide opportunities for individuals to be successful.

The College will:

* Emphasize multicultural experiences
* Encourage lifelong learning
* Enhance economic development locally
* Ensure academic excellence
* Establish positive learning environments
* Foster an awareness of global, economic and cultural trends

Revised by the Board of Trustees, November 9, 2002
Revised and reaffirmed April 18, 2007

2007-2011 GOALS

* Provide quality educational programs, world-class workforce training, and life-long learning opportunities that meet the needs of all students.
* Provide academic and support services that promote students' success in achieving their educational goals.
* Employ qualified, diverse faculty and staff who value professional development and who possess the skills, abilities, and attitudes that support and promote a student-centered learning environment.
* Collaborate locally, regionally, and globally with businesses, industries, governmental agencies, and educational institutions.
* Develop an ongoing, broad-based institutional effectiveness process that includes operational planning and the assessment of programs and services.
* Manage efficiently the College's fiscal resources and secure additional funding through alternative sources.
* Provide safe, well-maintained facilities adequate to support programs, services, and enrollment growth.
* Foster a collegial atmosphere and open communication among faculty, staff, and students.
* Provide up-to-date administrative and instructional technology.

Approved by the Board of Trustees, April 18, 2007

VISION STATEMENT

Brunswick Community College is proud of its past and its ability to remain a close-knit community that is reflective of the larger community of Brunswick County. Our future will be one in which this family environment will be preserved and valued. Challenged by change and innovation, we will move forward to create a future responsive to the diverse needs of our students, our employees, and all those we serve.

We Are Committed to These Shared Beliefs:

Service

Our guiding principle is service. We serve our students, the residents of our county and region, area businesses and nonprofit agencies, public and private organizations, and our employees. These individuals and groups are both our customers and members of our community. We are dedicated to providing them with knowledge, skills, and an environment that will help them achieve their educational and professional goals and personal aspirations.

Quality

Our value to the community is based on the quality of the educational programs and services we provide as well as the knowledge and skills of our graduates. We will set standards that ensure the high quality of our programs and services and of our graduates.

Leadership

The College has a responsibility to provide leadership in the educational, cultural, and business life of our county. We believe this institutional leadership will be based on individual leadership coupled with a spirit of teamwork and decision-making by consensus.

Teaching and Learning

Teaching and learning are the heart of our mission. We will honor and promote effective teaching and encourage the use of innovative instructional technologies, both inside and outside the classroom. We will create an environment in which faculty and students are mutually engaged in the pursuit of knowledge. We will encourage academic achievement and foster the view that learning must be life-long.

Partnerships

We are striving to build strong partnerships with our community and to join with the public and private sectors to lead Brunswick County in cultural, economic, and educational opportunities in the next decade.

Diversity

We value the diversity of our college community, which is made up of men and women of different races, religions, geographic origins, socioeconomic backgrounds, and personal characteristics and interests. We respect our individual differences and recognize that we draw strength as an institution from our diversity.

Fiscal Responsibility

We are dedicated to the sound management of our financial and human resources, accountability in the management and use of state resources, and the creative pursuit of the public and private funding needed to realize our goals.

Adopted by the Board of Trustees, September 21, 1994
Reaffirmed April 18, 2007

Competencies Required of Associate Degree Students

BCC has identified a set of competencies that are common to all associate degree programs. These competencies ensure that program graduates have a breadth of knowledge including written communication, oral communication, information fluency, quantitative reasoning, and critical thinking. These skills provide a foundation for the graduate to be a productive member of their environment.

Written Communication: Upon graduation, students will be able to express thoughtful content, clearly, logically in standard written English.

Oral Communication: Upon graduation, students will be able to apply knowledge of oral communication through clear coherent use of language appropriate for the occasion and audience.

Information Fluency: Upon graduation, students will be equipped with computer application skills common to the workplace environment.

Quantitative Reasoning: Upon graduation, students will demonstrate proficiency in applying mathematical problem solving skills to real-world problems.

Critical Thinking: Upon graduation, students will be able to evaluate material with insight and use problem-solving skills consistently and with ease.

BRUNSWICK COMMUNITY COLLEGE FOUNDATION

The purpose of the Foundation is to provide financial support to the students and programs of BCC. In order to accomplish its mission, the Foundation seeks cash contributions, deferred gifts, and donations of services, equipment, and supplies for educational purposes. The goals are:

* To provide financial assistance to students in the form of scholarships, work-study, and internships;
* To purchase or obtain gifts of equipment and supplies for use in various college programs;
* To support professional workshops and seminars for the faculty and staff;
* To sponsor special events and activities for our service area;
* To build a general endowment fund for the support of BCC;
* To provide recognition of donors' gifts to the College;
* To enlist support for the College within the community.

CAMPUS LOCATIONS

Brunswick Community College is located in Supply on Business US Highway 17, three miles north of the intersection NC 211 and US Highway 17.

The Leland Center is located on US Highway 74-76 in the Leland Industrial Park.

Classes are also held at other locations throughout the County.

THE SEMESTER SYSTEM

Brunswick Community College operates on the semester system. The fall and spring semesters are each sixteen weeks in length. The summer semester is ten weeks in length.

EMERGENCY CLOSINGS

The Brunswick Community College President is responsible for canceling classes in the event of inclement weather or other emergency. If classes are canceled due to adverse weather or other emergency, missed class meetings will have to be made up.

Announcements will be made on the following television and radio stations: WWAY-TV 3 (ABC Affiliate), WECT-TV 6 (NBC Affiliate), WGNI (102.7 FM), SURF (WSFM 107.5 FM), Wilmington, WRQR (FM) ROCK 104.5, and WWQQ (FM) 101.3.

DRUG-FREE ENVIRONMENT

The College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the College's buildings and on the grounds is prohibited. Any student or employee violating this policy will be subject to disciplinary action up to and including suspension or termination.

TOBACCO-FREE ENVIRONMENT

The use of any tobacco products is prohibited in Brunswick Community College buildings at all locations. Smoking is permitted outside of the buildings in designated smoking areas only.

North Carolina Community College System
2009 SUMMARY REPORT ON PERFORMANCE MEASURES
BRUNSWICK COMMUNITY COLLEGE
FOR FISCAL YEAR 2007-08

North Carolina General Statute 115D-31.3(f) requires colleges to publish its performance on 8 measures annually on the Internet and in its printed catalog. The table below indicates how Brunswick Community College rated on each measure for 2007-08.

MEASURE	STANDARD	BCC RESULTS
Progress of Basic Skills Students	75%	90%
Passing Rates on Licensure/ Certification Exams for First-Time Test Takers	Aggregate = 80%	74%
Performance of College Transfer Students	87%	87%
Passing Rates in Developmental Courses	75%	80%
Success Rate of Developmental Students in Subsequent College-Level Courses	80%	83%
Student Satisfaction of Completers and Non-Completers	90%	95%
Curriculum Student Retention, Graduation & Transfer	65%	67%
Business/Industry Satisfaction With Services Provided	90%	92%

BRUNSWICK COMMUNITY COLLEGE

ADMISSION TO THE COLLEGE

Brunswick Community College (BCC) adheres to the "open door" policy established by the North Carolina State Board of Community Colleges. The College will admit any high school graduate or General Equivalency Diploma (GED) recipient who is 18 years of age or older who can benefit from further education, provided the person formally applies and completes the admission process.

A minor, 16 years old or older who has been out of school at least six months, may be admitted to an appropriate program at BCC if the local or private educational agency determines that admission to the program is the best educational option for the student and the admission of the student to the program is approved by the College. All or part of the six month waiting period may be waived by the local or private educational agency.

Concurrent Enrollment

Students, 16 years of age and older, may enroll in college courses if they are concurrently enrolled in a high school program for one half of a full time schedule and are making satisfactory progress toward graduation. Concurrently enrolled students shall not displace adults but may be admitted on a space available basis to any curriculum course at the one hundred level and above if course prerequisites have been met.

Intellectually Gifted and Mature Students

Students less than 16 years old who are mature enough to function well in an adult educational environment and are intellectually gifted as evidenced by a score in the range from the 92nd percentile to the 99th percentile on selected aptitude and achievement tests approved by the North Carolina Community College System Office may be admitted to BCC.

Early College High School

Brunswick County Schools and BCC have established the Brunswick County Early College High School (BCECHS), a cooperative innovative program designed to expand students' opportunities for educational success through high quality instructional programming. Selected students who are admitted to the BCECHS are concurrently enrolled in high school and college courses as early as the ninth grade. Details may be obtained from the BCECHS office at 910-754-8565.

GENERAL ADMISSION PROCEDURES

Application for Admission

All students enrolling in an associate degree, diploma, or certificate curriculum at Brunswick Community College must be high school graduates or possess a GED or Adult High School Diploma.

Application forms may be obtained in person, online, or by contacting:

Student Services Office
Brunswick Community College
P.O. Box 30
Supply, NC 28462-0030
(910) 755-7320
or 1-800-754-1050, Ext. 320
www.brunswickcc.edu

The application packet contains (1) the application, (2) information for placement testing, financial aid, and registration, and (3) transcript request forms. Applications for admission should generally be submitted at least two weeks prior to registration.

Curriculum students are enrolled at the beginning of an instructional term. Most students begin their program of study in the fall semester. Entrance at the beginning of other terms is possible when the curriculum and class schedules permit.

Applicants for all programs should complete the following steps:

1. Submit a completed application form;

2. Have official copies of all secondary, GED, and post secondary educational transcripts mailed to Student Services (faxed copies not accepted; all official documents become the property of the college); and

3. Report to the Student Services Office for placement assessment (if applicable).

4. Meet with an admissions representative to confirm application and program information and to be officially accepted to the college.

Placement Testing

Applicants for all technical and college transfer programs will be administered the ACT/COMPASS Assessment Inventory. This assessment is not an entrance examination. It is used to determine appropriate placement in college level mathematics, English, and related courses.

Assessment will be waived for the following applicants:

1. Transfer applicants who have earned a grade of "C" or better in one college level English and one college level mathematics course at an approved college, university or technical institute. Placement may also be determined from a transcript which includes developmental math or developmental reading/writing course(s). If the transfer student's transcript has not been received for verification by the Admissions Office, the student will be required to take the placement test(s);

2. Applicants who have taken an NCCCS approved placement test at another institution within five (5) years of application and have had those scores sent from the previous institution to the Admissions Office prior to the student's first registration;

3. Applicants who hold a post-secondary degree;

4. Applicants whose transcript or report from the test publisher confirms a score of 500 on the appropriate portions of the Scholastic Aptitude Test (SAT) or a score of 20 on the appropriate portion(s) of the ACT test;

5. Applicants requesting to be classified as "special." However, all prerequisites for courses must be met.

Placement test scores are valid for a period of five (5) years. Applicants may retest once during an academic year on the COMPASS Assessment Inventory with at least 30 days between testing sessions. It is recommended that applicants go to the Academic Center for Excellence (ACE) or seek tutorial assistance before retesting.

Once a student has begun a developmental course sequence, the assessment process is considered complete. Developmental education department chair permission is required for early exit from the sequence.

Provisional Acceptance

In instances where a student's record is incomplete, certain provisions may allow an applicant to be granted conditional acceptance for admission and permission to register for one semester. This tentative acceptance status is valid for one semester only, during which all required admission documents must be received, and the student must complete all steps for full acceptance in order to continue in the program of study and to registration for subsequent terms.

Special Students

Students who seek admission for course credit in order to meet special educational needs, but do not desire to complete an associate degree, diploma, or certificate are classified as Special Students. The special student is required to submit an application but is not required to meet regular admissions requirements. Special students are also required to meet academic prerequisites to gain admission to certain courses. Transcripts must be presented to document previous college course work required to meet course prerequisites. Such a student may take up to 15 credit hours of instruction without meeting regular admission requirements for acceptance into a program of study.

International Students

Brunswick Community College is currently not accepting international students who are admitted to this country with F1 or M1 student visas.

Transfer Admission Policy

In keeping with the mission and goals of Brunswick Community College, transfer applicants are admitted under the General Admission Policy. All transfer applicants are admitted in good standing. Brunswick Community College does not grant admission under a provisional or probationary status.

Transfer applicants must submit official transcripts of courses completed at all institutions of higher education previously attended no later than the end of the first semester of enrollment. Only courses successfully (no grade below "C") completed at other post-secondary institutions accredited by a regional accrediting agency will be accepted in transfer. All courses accepted in transfer must also be equivalent to required and elective courses in the program of study for which the applicant seeks admission.

Students are awarded advanced standing based on credits acquired through the Advanced Placement Examination Program, College Level Examination Program, Institutional Proficiency Exams, or Tech Prep Articulation Course Agreements. Credits are not awarded based on experiential learning. Exceptions to any part of this policy must be approved by the Vice President for Academic Services.

Approved by
Brunswick Community College Board of Trustees
October 25, 1997
Amended May 16, 2007

Transfer Admission Procedures

Transfer applicants from other institutions who seek admission to Brunswick Community College must complete an admissions application and submit a high school transcript or GED and official transcripts of all previous college courses during the first semester of enrollment. Some transfer applicants may be required to take one or more sections of the COMPASS Assessment Inventory if deemed necessary at the time of the admissions interview. Students are required to present official or unofficial transcripts at the time of their first registration to verify the completion of course prerequisites. Transfer credit will not be given until official transcripts have been received by Student Services.

It is the student's responsibility to have all transcripts sent to Student Services. Once a transcript is submitted to Student Services, the evaluation of the transcript is conducted. College credit is evaluated based on the statement of the transfer and award of credit issued by the American Council on Education (ACE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council on Post Secondary Accreditation (COPA). The transferred course must have a minimum grade of "C" or better, or its equivalent, including "Pass" on a Pass/Fail system, and have equivalent credit hours. These courses will be compared with the student's program to determine appropriate credit. Once complete, electronic copies of the Transcript Evaluation are sent to the student, his/her advisor, and placed in the student's permanent file.

Readmission

Students who have withdrawn from BCC in good academic standing and wish to be readmitted should contact Student Services to complete the Readmission Application. If the application for readmission is for a different curriculum, the standard requirement for change of program will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through Student Services. Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the Lead Instructor or Dean to which the applicant is reapplying, and the applicant's career objectives. Students granted readmission may have course load restrictions, specific grade requirements, and/or required counseling sessions in order to remain enrolled in the curriculum. When good academic standing has been reestablished, the restriction(s) will be removed.

Students who have been suspended for disciplinary reasons must reapply through the Vice President for Student Services.

Any break in enrollment that is not consistent with the curriculum plan will result in the student being assigned to the current catalog.

Admission Appeals

Admission and readmission policies and standards are administered by the Vice President for Student Services. Cases in which an applicant desires to appeal an admission or readmission decision will be heard by the Student Services Committee.

ADMISSION TO PROGRAMS WITH ADDITIONAL REQUIREMENTS

GOALS Learning Communities

GOALS (Growing on All Levels Successfully) Learning Communities offer first year students a unique opportunity to receive personalized advising and mentoring from GOALS faculty members as well as to form supportive social connections with their peers. This two semester, interdisciplinary program is intended to assist students in realizing their goals as students, individuals, and community members. For information on eligibility requirement and the application process, please contact BCC Admissions.

Basic Law Enforcement Training

The Basic Law Enforcement Training curriculum is a limited admission program. Basic Law Enforcement Training is generally offered three times a year at the Leland Center. Interested applicants must submit all of the following forms and meet the following requirements:

1. Admission Application;
2. Medical examination release from a physician licensed to practice in North Carolina;
3. Sponsorship letter;
4. High School Diploma or GED;
5. Must be at least 20 years of age;
6. Must either place out of or satisfactorily complete (with a grade of “C”) ENG 085, or equivalent, prior to enrollment in the program;
7. No felony convictions or Misdemeanor B convictions;
8. Background check covering the period beginning with his/her eighteenth birthday until the time of admission from the Clerk of Superior Court of the applicant’s county of residence; and
9. Interview with and approval by the Basic Law Enforcement Training Director.

Health Information Technology

New students will be conditionally admitted to the Health Information Technology program each fall semester based on current program capacity. Alternates are admitted into the program only if a student withdraws or becomes disqualified.

A student must earn a minimum grade of “C” for all courses in the HIT curriculum. (Effective Fall Semester, 2004) HIT students are required to obtain group liability insurance coverage, submit to a criminal background check, drug testing, and complete a medical form with required immunizations prior to professional practice experience assignments. A student who has been convicted of a felony or misdemeanor may not be eligible to complete the professional practice experience and therefore not be able to complete the program.

Nursing and Allied Health Programs

In addition to meeting the college entrance requirements, students applying for admission to nursing and allied health programs must meet program specific requirements. Space is limited, and selection criteria vary for individual programs. Competitive admission programs include Associate Degree Nursing, Nursing Assistant, Practical Nursing, and Phlebotomy.

REGISTRATION AND STUDENT RECORDS

ACADEMIC REGULATIONS

Brunswick Community College is committed to the fullest possible development of the potential of each student. The policies, programs of study, and regulations of the College are directed toward this objective. At the end of each semester, final course grades are issued to the student, and an assessment is made of the student's academic progress. Each student is expected to maintain satisfactory progress toward an associate degree, diploma, or certificate.

STUDENT RESPONSIBILITY FOR PROGRAM REQUIREMENTS

Each student is responsible for knowing the academic regulations of Brunswick Community College, for maintaining his/her academic standing and for meeting all graduation requirements for his/her program of study. Faculty advisors and counselors will assist in course planning and program completion, but the final responsibility rests with the student.

CLASSIFICATION

A full-time curriculum student is one who is carrying a minimum course load of 12 semester credit hours (9 credit hours in summer semester) in a degree, diploma, or certificate program.

A part-time curriculum student is one who is carrying a course load of less than 12 semester credit hours.

Students in associate degree programs who have completed less than one-half of the credit hours required for graduation are classified as freshmen. Those who have completed one-half or more of the credit hours required for graduation are classified as sophomores.

COURSE LOAD

Course schedules and course loads should be carefully planned by each student in consultation with his/her faculty advisor. Each student is responsible for being familiar with the requirements of the program of study which the student is pursuing and for keeping account of his/her progress toward completion of graduation requirements.

For students pursuing Associate in Arts, Associate in Science, Associate in Fine Arts, or Associate in General Education degrees or diplomas, the course load is usually 16-17 semester credit hours. The maximum load is 18 semester credit hours and/or 20 semester contact hours. Student requests for course loads of 19-21 hours must receive approval from the Dean of Arts and Sciences. Requests for course loads exceeding 21 hours must be approved by the Vice President for Academic Services.

The course loads for Associate in Applied Science and professional/technical diplomas and certificates are outlined by semester in the program section of this catalog. Requests for course loads exceeding the specified semester load must be approved by the Vice President for Academic Services.

REGISTRATION

Curriculum
All students are expected to register during the time set aside for registration. Registration dates for each semester are published on the College website. Curriculum students must be cleared to register by the Student Services Office before beginning the registration process. Each student is assigned a faculty advisor who assists the student in planning a program of study and who must approve the student's registration. The College reserves the right to schedule courses as deemed appropriate to the best interest of the student and the College.

Continuing Education/Workforce Development
Registration for extension courses, offered through the Continuing Education and Workforce Development Department, is generally held during the first meeting of the class at the location where the class will meet. Advanced registration may be required for certain courses. Further information may be obtained by visiting or calling Brunswick Community College at 910-755-7380 or 1-800-754-1050, ext. 7380.

DROPPING OR ADDING COURSES

A student who wishes to drop or add a course after initial registration is expected to consult with his/her course instructor and faculty advisor and secure approval on a Drop/Add Form before an official change can be made by the Registrar. Such changes must be made in accordance with the School Calendar. (Students wishing to drop a class or withdraw after this time should refer to the Withdrawal section in this Catalog.)

AUDIT POLICY

Students may elect to audit a course for noncredit purposes when space is available. Students who wish to audit a course must follow regular registration procedures, meet the state requisite requirements and have approval of the Lead Instructor/Program Director/Chair responsible for the particular course. Permission to audit a course is granted one time per course. Under extenuating circumstances such as illness, family death, job change, etc., a student may be allowed to audit a course a second time, subject to the approval of the Vice President for Academic Services.

Students neither receive credit for an audit course nor have credit hours count in the computation of grade point average. An audit course cannot be changed to a credit course, but a credit course can be changed to an audit course within the drop/add period. Tuition and fees for audit courses are the same as for credit courses.

DISTANCE LEARNING

Students who take courses via a distance learning modality are required to complete the same admission process as students enrolled in classes on campus. Admission applications may be completed online at www.brunswickcc.edu. Transcript request forms are also available online. The applicant will need to complete any required placement testing at Brunswick Community College or at another community college that administers the ACT/COMPASS Assessment Inventory.

INDEPENDENT STUDY

Some courses may be taken on an independent study basis. The student should consult his/her advisor for details in requesting approval to take a course on an independent study basis. The written approval of the Lead Instructor/ Program Director/Department Chair of the appropriate program must be obtained. Student receiving Veterans Benefits must see the Coordinator for Financial Aid/Veterans Affairs prior to registering for independent study courses.

GRADE OF "I" (INCOMPLETE)

The grade of "I" can be removed by completing all work assigned by the instructor of the course in which the grade of "I" was received. It is the responsibility of the student to make the necessary arrangements with the instructor to accomplish the required additional work needed to remove the "I" grade. If the student satisfactorily completes the required work during the semester subsequent to receiving the "I" grade, the instructor will assign a passing permanent grade as appropriate. Otherwise, the "I" grade automatically becomes an "F" and is computed in the same manner as an "F" in the student's grade point average.

PROFICIENCY EXAMINATION

A student may be granted credit for a course by passing a prescribed course proficiency examination. Students who wish to attempt proficiency credit should complete the following steps:

1. Check with their advisor to determine which courses are eligible for Proficiency Examination Credit.
2. Register, pay fees, and attend at least one class meeting of the course in question.
3. Present to the course instructor evidence that indicates one has the potential to pass the proficiency examination. Evidence may include, but is not limited to, high grades on courses previously completed and/or verified work experience.
4. Complete an Application for Proficiency, which can be obtained from the instructor.
5. Obtain the signed approval of the course instructor, the advisor, and the Lead Instructor/Program Director/Chair or Dean.
6. Present the approved Application for Proficiency to the Academic Center for Excellence (ACE) Coordinator, or in situations where special equipment (calculators, computers, etc.) is required, to the course instructor.
7. Successfully complete the prescribed proficiency examination.

All of the above steps must be completed during the first ten school days of the College semester.

A student may not attempt the proficiency examination more than once per course in a given semester. In order to enroll for subsequent classes, all testing must be completed within the drop/add period.

AWARDING OF CREDIT BASED ON AP/CLEP EXAMINATION SCORES

Students may receive college credit if the appropriate score is achieved on the Advanced Placement (AP) or College Level Examination Program (CLEP) examinations.

Students interested in such credit must have official score reports submitted to Student Services. Once received, Student Services will evaluate and award credit accordingly. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

GRADING POLICY

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. This grading system and the method used to calculate grade point averages are published in the BCC Catalog. The grading system is also published in the syllabus that each instructor provides students in his or her courses. The instructor's course requirements include a detailed description of the methods of evaluation the instructor will use to evaluate a student's performance in the course and to arrive at a final grade. The College provides students a Grade Report at the end of each semester and maintains an official transcript of grades for each student.

Adopted by the Board of Trustees, October 25, 1997

BRUNSWICK COMMUNITY COLLEGE

Grading System		
Courses Numbered 100-299 (In program of study for graduation)		
Grade	Description	Quality Points
A (93-100)	**Excellent**	4
B (85-92)	**Good**	3
C (77-84)	**Average**	2
D (70-76)	**Poor**	1
F (Below 70)	**Failure**	0
I	**Incomplete** - For the semester in which this grade is assigned, credit hours attempted do not count in the computation of grade point average. If a passing grade is not achieved during the next semester, the grade of "I" becomes an "F" and is computed in the grade point average.	NA (Not Applicable)
W	**Withdrew** - Student officially withdraws from the course. Credit hours attempted do not count in the computation of grade point average.	NA
WF	**Withdrawal Failing** - Assigned when the instructor withdraws a student from the course due to excessive absenteeism. Computed as "F" in grade point average.	0
AU	**Audit** - Audit students are automatically assigned an "AU" grade. Credit hours do not count in the computation of grade point average.	NA
CR	**Credit by proficiency exam** - Counts as hours earned for graduation but is not included in the computation of grade point average.	NA
NS	**No Show** - Indicates that the student registered for the course but never entered the class. Credit hours do not count in the computation of grade point average.	NA
T	**Transfer Credit** - Counts as hours earned for graduation but is not included in the computation of grade point average.	NA
Courses Numbered 050-099 (Developmental prerequisites for credit-level English and math) *These courses earn no quality points and are not computed in the grade point average*		
A (93-100)	**Excellent**	
B (85-92)	**Good**	
C (77-84)	**Average**	
IP (Below 77)	**In Progress** - Student has made significant progress toward mastery of course competencies but has not mastered all competencies. Student must re-enroll in the course to master remaining competencies.	
DR (Below 77)	**Re-enroll** - Student has mastered some course competencies, but significant improvement is needed for successful completion. Student must re-enroll in the course to master remaining competencies. Assistance in the Academic Center for Excellence or other tutoring is recommended.	
W	**Withdrew** - Assigned when a student officially withdraws from the course. Credit hours attempted do not count in the computation of grade point average.	
WF	**Withdrawal Failing** - Assigned when the instructor withdraws a student from the course due to excessive absenteeism.	
AU	**Audit**	
CR	**Credit by proficiency exam** - Student may enroll in next higher course in sequence.	
NS	**No Show** - Indicates that the student registered for the course but never entered the class.	
T#	**Transfer Credit** - Credit for an equivalent developmental course taken at another institution.	

GRADE POINT AVERAGE

The grade point average (GPA) is a way to give objective value to grades on courses that have different hours. The 4.0 grade point system is used to calculate student grade point averages. Each letter grade is assigned quality points.

The point scale is as follows:

A	Excellent	4 quality points
B	Good	3 quality points
C	Average	2 quality points
D	Poor	1 quality point

To calculate a grade point average, use the following steps:

1. List your courses and grades for the semester.
2. List the semester hour credit for each course, then add up the semester credit hours.
3. List quality points earned for the grade received in each course.
4. Multiply credit hours in each course by the quality points earned by each grade received.
5. Add up the results.
6. Divide the total number of quality points by the total number of credit hours to get your grade point average (GPA).

Course	Grade	Semester Credit Hours		Quality Points		Total Quality Points
ACC 120	A	4	X	4	=	16
ENG 111	B	3	X	3	=	9
OST 131	C	2	X	2	=	4
MAT 140	D	1	X	1	=	3
Total Credit Hours Taken		12	Total Quality Points Earned			32
32 quality points (divided by) 12 semester hours = 2.66 GPA						

Your cumulative grade point average is based on all courses attempted at BCC. Your major grade point average is based on all courses attempted at BCC, which are required in your program of study.

NOTE

1. When a course is repeated, the highest grade earned will be included in calculating the GPA.
2. All courses attempted will be shown on the official transcript.
3. A "C" average is required for graduation on the 4.0 grade point system; a "C" average is a 2.0 grade point average.

ACADEMIC PROGRESS

Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completion of requirements for the degree, diploma, or certificate. At the end of each semester, a student's grade point average for that semester and a cumulative grade point average are examined.

For purposes of determining satisfactory academic progress, grade point averages are computed on the basis of the credit hours attempted for which final grades have been received in the student's program of study. To be considered making satisfactory academic progress, a student must maintain a minimum cumulative grade point average of 2.0.

ACADEMIC RECOGNITION

Outstanding academic achievement by students is recognized each semester by publication of the Dean's List and the Honor Roll in area newspapers. Copies are also posted outside of the Student Services Office.

Dean's List

The Dean's List is made up of students who are enrolled for a minimum of 12 credit hours (Developmental Education hours are excluded.) and have achieved a semester grade point average of at least 3.5 out of a possible 4.0 (with no grade lower than "C"). Students eligible for the Dean's List must be in an associate degree, diploma, or certificate program.

Honor Roll

The Honor Roll is made up of students who are enrolled for a minimum of 12 credit hours (Developmental education hours are excluded.) and have achieved a semester grade point average of 3.00 to 3.49 (with no grade lower than "C"). Students eligible for the Honor Roll must be in an associate degree, diploma, or certificate program.

ATTENDANCE POLICY

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's course documents. Instructors are required to record absences and report excessive absenteeism to the Retention Office.

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 50 percent point of the 16 week semester (or equivalent days for courses of other duration), he or she may receive a grade of "WF." The instructor may issue an Administrative Withdrawal from the course resulting in a grade of "WF" or the student may receive a grade of "F."

Students who receive an "Excessive Absenteeism Notice" are advised to contact their instructors immediately to review the conditions for withdrawing from the course or for continuing the course.

CLASS SIZE AND COURSE REPETITION POLICY

Brunswick Community College operates under an open door admissions policy with respect to qualified students enrolling in classes offered in all programs and divisions of the College. Enrollment in curriculum classes is based on an individual's educational background, test scores, and/or the potential for him/her to benefit from the class or classes as determined by the faculty, staff, and administration.

Class Size

In setting appropriate class enrollments for programs/courses for effective and efficient operations, Brunswick Community College considers the following criteria: student needs, certification requirements, course subject matter, time and sources, and economic feasibility. The Vice President for Academic Services will ensure that registration numbers are sufficient for a class to operate effectively and efficiently.

Course Repetition

1. Students may repeat courses for credit in the following circumstances:
   a. Courses with an earned grade of "C" or better may be repeated one time with the permission of the student's faculty advisor and when space is available.
   b. Courses with an earned grade of "D," "F," or "WF" may be repeated a maximum of two times. Developmental courses may be repeated as often as needed.
   c. Audit courses may be repeated one time with the permission of the student's faculty advisor.
2. The Course Repetition Policy applies only when students are able to enroll in regularly scheduled courses. The Policy does not guarantee that courses will be available to be repeated.
3. All earned grades will appear on a student's official transcript, but only the highest grade is used in calculating a student's grade point average.
4. Exceptions to the policy must be approved by the Vice President for Academic Services.

Adopted by the Board of Trustees, November 16, 1988;
Amended May 17, 2000; April 20, 2005

GRADE APPEAL PROCEDURE

Students enrolled in classes at Brunswick Community College have the right to appeal grades assigned them. A student who desires to appeal a grade will follow the following procedure:

1. The student will schedule an appointment with the instructor who has assigned the grade. The student will discuss the matter with the instructor, asking him/her to review the basis for assigning the grade. If the dispute about the grade is resolved in this discussion, the instructor should initiate any needed change in the grade.
2. If not resolved in #1 above, the student will schedule an appointment with the Lead Instructor/ Department Head to review the basis for assigning the grade. The student must present in writing his/her issue with the grade to the Lead Instructor/Department Chair. The Lead Instructor/ Department Chair may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in the discussion, grade change action (when needed) should originate through the instructor and be approved by the Lead Instructor/ Department Chair. In a situation where the grade in question involves a dispute between a student and a Lead Instructor/Department Chair, the written appeal should be presented to the appropriate Dean.

   EXCEPTION: In a situation where the grade in question involves a dispute between a student and a Dean, the appeal may move directly to #3.
3. If the matter is still not resolved, the student must inform the instructor and Department Head/Program Director/ Dean that the case is being presented to the Vice President for Academic Services for review.
4. A final review will be made by the Vice President for Academic Services by consultation with all the individuals involved. The grade in question may be upheld or it may be declared invalid by the Vice President for Academic Services. If declared invalid, the Vice President for Academic Services may take the following action:
   a. Ask the student be given a comprehensive examination by the department involved to establish a grade of record.
   b. Assign an "incomplete" (with the Vice President for Academic Services' signature, rather than the Instructor's).

The right to appeal a grade expires at the end of the semester following the one in which the grade is assigned. The time limit may be waived by the Vice President for Academic Services only in unusual circumstances. When a student appeals a grade assigned by an instructor no longer employed by the institution, step one above does not apply.

PROBATION

A student whose academic progress is unsatisfactory, as determined by the student's cumulative grade point average described earlier, will be placed on academic probation and will be notified by Student Services. The student will be required to have a conference with his/her advisor and counselor to review academic progress and to plan strategy for improving academic progress and to remove the probationary status.

A student who has been on probation for more than one semester may be required to reduce his/her course load until probationary status is removed.

A student who has been on academic probation for a total of two semesters will be subject to suspension. However, students are not generally suspended from the College for unsatisfactory progress but rather may be required to reduce

their course load or repeat courses on which they have received "F's". They may choose another program of study or register for developmental or special studies to strengthen their educational background and increase the likelihood of making satisfactory progress. As a last resort, a student may be suspended for consistent failure to show active initiative toward fulfillment of his/her chosen educational goal.

Persons drawing benefits under the Veterans Administration Program will be allowed on probation for only one semester. If the probationary status is not removed after that one semester, all benefits will be terminated.

Persons on academic probation who receive financial aid will be awarded aid only during the first semester they are on probation.

REQUEST FOR RECALCULATION OF CUMULATIVE GRADE POINT AVERAGE

A currently enrolled student may request to have any grade of "F" removed from the calculation of the cumulative grade point average provided that the course(s) is not in the student's current program of study and was completed at least five years prior to the date of the request. The written request must include the (1) student's name, (2) College ID or social security number, (3) current and former program(s) of study, (4) courses to be deleted from the cumulative grade point average calculation, and (5) the reason for the request. The written request is to be submitted to the Vice President for Student Services.

A returning student must be enrolled the semester prior to making the request, having taken a minimum of 12 credit hours and earned a semester grade point average of 2.0 of better.

Responses to requests for recalculation will be made within five working days of receipt of the request. If the request is approved, the courses selected for removal from the cumulative grade point average will still appear on the student's transcript with an asterisk (*), and a recalculated cumulative grade point average will be shown on the transcript. If the request is denied, the student will receive a written explanation of the reason for denial of the request from the Vice President for Student Services.

Approval of a request for recalculation is granted only once for each student.

WITHDRAWAL POLICY

A student who elects to withdraw from a course or from the College is expected to consult with his/her instructors, faculty advisor, and counselor. To withdraw officially from the College, a student must complete a Drop/Add Form which is available through the Office of Student Services, advisors, or the faculty Administrative Assistant. The form must be signed by the student, the student's advisor, and the student's instructor(s) and include the last date of attendance. The student should then submit the Drop/Add Form to the Student Services Office.

Students who officially withdraw from a course or from the College on or prior to the official withdrawal date, which is 50 percent point of a 16 week semester (or equivalent days for courses of other duration), will receive a "W" with no effect to GPA.

An administrative withdrawal from a course submitted beyond the official withdrawal date will receive a grade of "WF". An administrative withdrawal may be submitted when a student exceeds absences for 20% of the course. The grade of "WF" will be calculated as a failing grade (0 Quality Points) in determining the student's GPA. A "WF" carries the same effect as an "F" (Failure).

If the student presents written documentation of extenuating circumstances which make it impossible for the student to continue in the course after the mid-term, a grade of "W" may be awarded by the Vice President for Student Services.

Notice: Any student receiving financial aid, who stops attending all of his/her courses prior to the 60% plus one day point of the semester may owe back to the College a portion of the aid received that semester. Contact the Financial Aid Office to determine the your financial obligation.

Notice: If a student registers for classes and elects not to attend, they must officially withdraw in order for tuition and fees to be purged from their student accounts receivable record and to relieve them of financial obligation to the College.

Approved by the Brunswick Community College Board of Trustees, November 17, 2004

CURRICULUM CHANGE

New students or those applying for re-admission should be registered for the program stated on their Course Planning Form. A student considering a curriculum change is encouraged to discuss grades and objectives with his/her advisor and counselor. A student who wishes to change a curriculum or to change from "Special Student" to a curriculum major must complete a Change of Curriculum form with Student Services and then be referred to his/her new advisor. Change of Curriculum must be done within the first three weeks of the semester. Requests received after this time will be processed with an effective term of the following semester.

When a student changes from one curriculum to another, any course taken in the first curriculum that is applicable to the new curriculum will be transferred to the new curriculum with the grade earned in that course. These course grades will be used in the calculation of the cumulative GPA. Students are allowed a maximum of two curriculum changes if on financial aid or veteran benefits.

DEGREES, DIPLOMAS, AND CERTIFICATES

Brunswick Community College awards the Associate in Applied Science degree to students who complete a two year technical program, and the Associate in Arts, Associate in Science, and Associate in Fine Arts degrees are awarded to students who complete a two year college transfer program. A diploma is awarded for completion of a one year technical program. The College awards certificates to individuals who complete other courses of study.

GRADUATION ELIGIBILITY

To be eligible for graduation in an associate degree, diploma, or certificate program, students must have taken at least one fourth of the course requirements specified in their programs at BCC.

EDUCATIONAL RECORDS

Directory Information
Brunswick Community College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior written consent unless the student has notified the Office of Student Services, in writing, stating that he/she does not want such information released.

Disclosure of Educational Records
Brunswick Community College will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records. A school official is:

   - A person employed by Brunswick Community College in an administrative, supervisory, academic or research support staff position, or work study student.
   - A person elected to the Board of Trustees.
   - A person employed by or under contract to Brunswick Community College to perform a special task, such as the attorney or auditor.
   - A person employed by the Brunswick Community College Police.
   - A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official is:

   - Performing a task that is specified in his or her position description or contract agreement.
   - Performing a task related to a student's education.
   - Performing a task related to the discipline of a student.
   - Providing a service or benefit relating to the student's family, such as childcare, job placement, or financial aid.
   - Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State and federally supported education programs.
4. In connection with student's request for or receipt of financial aid to determine the eligibility, amount or condition of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities if specifically required by State law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of Brunswick Community College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by Brunswick Community College.
12. The results of any disciplinary proceeding conducted by Brunswick Community College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Records of Requests for Disclosure
Brunswick Community College will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Correction of Education Records
Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Vice President for Student Services of Brunswick Community College to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.

2. Brunswick Community College may comply with the request, or it may decide not to comply. If it decides not to comply, Brunswick Community College will notify the student of the decision and advise the student of his or he right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, Brunswick Community College will arrange a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the institution. The student shall be afforded full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.

4. Brunswick Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

5. If Brunswick Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

6. If Brunswick Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Brunswick Community College discloses the contested portion of the record, it must also disclose the statement.

Social Security Number Protection Policy
Brunswick Community College recognizes that it collects and maintains confidential information relating to its students and is committed to maintaining the privacy and confidentiality of an individual's Social Security Number (SSN). This policy is to comply with the provisions of North Carolina General Statute 75-60, the Identity Theft Protection Act of 2005. The policy applies to all individuals who have access to, collect, or use a individual's Social Security Number.

Policy Statement
The administrative computer system (Colleague) generates a student ID number which shall replace the Social Security Number (SSN) as the primary identifier used by Brunswick Community College. Therefore, the use of the Social Security Number as an identification number within the College shall be limited as permitted by law.

No office or individual at the College shall:

a. Publicly display a Social Security Number or other identifying information (driver's license number, personal identification number, or email address);

b. Require an individual to use or to transmit a Social Security Number over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted;

c. Use an individual's Social Security Number in an email or an attachment to an email.

d. Print or use an individual's Social Security Number in or on any documents or information mailed or otherwise sent to an individual if it is visible on or, without manipulation, from the outside of the envelope or mailer;

e. Include the Social Security Number in a document mailed to a person or agency, without written permission from the individual, unless it is required by law;

f. Post grades, assignments or other information using a Social Security Number.

The following purposes may make use of (collect and/or store) full Social Security Numbers with proper authority under the Identification Theft Protection Act or 2005:

a. Admission application forms (SSN is used to verify accuracy of student records)

b. Financial Aid FAFSA and ISIR documents

Admissions applications and financial aid applications request a student's Social Security Number. A Social Security Number is optional on the admissions application. However, the SSN is required on a financial aid application in order to qualify for and receive federal financial aid. Both documents explain reasons for the collection and use of the Social Security Number. All other forms at the College will request the student identification generated by the administrative computer system (Colleague).

A student's Social Security Number is visible on the electronic student record contained in the administrative computer system (Colleague), which is only viewed by authorized users of the system. All users of the administrative computer system are informed of the provisions of the Identification Theft Protection Act of 2005 and the Federal Education Rights to Privacy Act of 1994 (FERPA).

Document Disposal
Proper document disposal is required for all documents that contain Social Security Numbers. Such documents may be shredded or, disposal may be contracted to a company with the expertise in the disposal of confidential and sensitive documents.

STUDENT FOLLOW-UP

In order to properly evaluate the effectiveness of the various training programs offered, the College must gather information from former students regarding their training. Student Services sends each student a brief form requesting pertinent information after a student withdraws from the College. A follow-up study of graduates is made by the Office of Institutional Effectiveness to gather information which indicates program effectiveness, curricula critiques, and employer reactions to graduates of the College. The results of these surveys are compiled and presented to the President, President's Cabinet, and pertinent faculty for the purpose of evaluating the programs, methods of instruction, course content, and potential job markets for the alumni of each program.

TUITION, FEES AND EXPENSES

Brunswick Community College, a member of the North Carolina Community College System, offers educational opportunities at low cost to the student. Tuition and fees are payable at the beginning of each semester. A table listing the current tuition and fee schedule may be found on the College website (www.brunswickcc.edu). Tuition is established by the State Board of Community Colleges, and fees are set by the Brunswick Community College Board of Trustees in accordance with policy established by the State Board of Community Colleges. Tuition and fees are subject to change without notice. The cost of textbooks and supplies is an additional expense and varies with the program of study.

The College accepts cash, checks, MasterCard, and Visa for payment of tuition and fees.

Charges will be made for all classes taken up to a maximum of 16 credit hours. A student is still considered full-time for purposes of reporting and activity fees if registered for 12 or more semester hours of course work or the equivalent. A part-time student is defined as one who is registered for less than 12 semester hours of course work or the equivalent.

The rate of tuition and fees charged for auditing a course are the same as the rate and fees charged for taking the course for academic credit. Before a course is audited, the student must complete a Request to Audit form and register for the course.

Activity Fee

Students who register for a course load of four hours or more are required to pay a student activity fee. These fees provide financial support for student activities including Spring Fling, Fall Festival, special projects, diversity activities, and athletics. A table listing the current tuition and fee schedule may be found on the college website. The activity fee is non-refundable except when a class is cancelled.

Insurance

Accident insurance is required for all students at a nominal rate. A table listing the current insurance fee may be found in this catalog. The insurance fee is non-refundable. For additional information, contact the Business Office.

Technology Fee

The technology fee is used to defray the cost of operating the computer labs. Fees are used to purchase consumables (such as paper, ink cartridges, etc.), equipment upgrades, and software acquisition. The technology fee is non-refundable except when a class is cancelled.

Other Expenses

Textbooks and other items are an additional expense for which the student should plan. The cost of textbooks varies with the program of study but usually ranges from approximately $200 to $600 per semester.

The student should also be aware that in some courses, the student also must provide, at his/her own expense, certain items needed to perform practice work required in those courses.

Residence Status for Tuition Purposes

The tuition fee for students who qualify as residents of the State of North Carolina is less than the fee charged for nonresident students. To qualify for in-state tuition, as specified in General Statute 116-143.1, a legal resident must have maintained his/her domicile in North Carolina for at least the twelve months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/ her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile, rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. Further, (1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant; and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of nondomiciliary status of the individual.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes*. Each enrolled student is responsible for knowing the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies for public review are located in the Student Services Office and in the Library.

Tuition for Non-Residents

Any student whose legal residence is outside the State of North Carolina, or students who are living with relatives in the community (whose parents or guardians live outside the State) and who do not qualify as residents, for tuition purposes under General Statute 116-143.1, shall pay tuition at out-of-state rates as established by the North Carolina Community College System. A table listing the current tuition and fee schedule may be found on the College website.

Tuition Exemptions

Brunswick Community College grants tuition exemptions as permitted by federal and state laws and regulations. The most current information may be found on the College website.

Curriculum Tuition Refund Policy

The curriculum tuition refund policy for Brunswick Community College is the same policy established by the State Board of Community Colleges. The policy, as stated in the North Carolina General Statutes, Section 115D, reads:

1. A refund shall not be made except under the following circumstances:

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

   (B) 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.

   (C) 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 the10 percent point of the class.

   (D) 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 or 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.

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

3. Where a student, having paid the required tuition for a semester or term, 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 the semester may be refunded to the estate of the deceased.

4. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.

Military Tuition Refund - Upon request of the student, each college shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignment as a result of military operations taking place outside the state of North Carolina that make it impossible to complete their course requirements; and
2. Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

REMINDER: Since a curriculum student is charged hour for hour up to 16 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 16.

Official Withdrawal from the College

If a student registers for classes and elects not to attend, they must officially withdraw in order for tuition and fees to be purged from their student accounts receivable record and to relieve them of financial obligation to the College.

Unpaid Financial Obligations

All previously incurred expenses and accounts at the College must be fully paid before a student may reenter at the beginning of any semester. No degree, diploma, or certificate will be granted, nor a transcript of credits furnished, to a student until all financial obligations to the College have been paid.

Returned Checks

If payment of tuition and fees is made by check and the check does not clear, the student will have 15 days from the date of notification to pay tuition and fees. If payment is not received by the specified time, enrollment will be terminated. The College allows the student 15 days in which to make restitution of the returned check. If by that time restitution has not been made, the matter will be turned over to the North Carolina Department of Revenue Debt Setoff and a collection agent for collection. If a student officially withdraws from all classes, the student is still responsible for settling the returned check. Failure to make restitution on a returned check will result in the student not being allowed to register for future semesters, and a hold will be placed on all academic records. Once a student issues a check to the College that is subsequently returned to the Business Office, the College will not accept any other checks for that student.

STUDENT AID AND SCHOLARSHIPS

Financial Aid

The primary purpose of the financial aid program at Brunswick Community College is to provide assistance to students who, without aid, would be unable to begin or continue their college education.

Types of financial aid include grants, scholarships and workstudy. Grants, like scholarships, in most cases are awards which do not have to be repaid. Work-study is paid, part-time employment.

To be eligible for financial assistance, entering students must meet all admissions requirements. Returning students must be in good academic standing and must not exceed the maximum enrollment time frame for graduation from their program of study.

Students needing financial assistance should contact their high school guidance counselor or the Brunswick Community College Financial Aid Office for information and applications.

Enrollment status categories are as follows:

Full-Time	12 or more credit hours
Three-Quarter Time	9-11 credit hours
Half-Time	6-8 credit hours
Less Than Half-Time	5 or less credit hours

Program Eligibility

The following programs are available at Brunswick Community College; however, all are not eligible for financial aid under the Title IV Federal Financial Aid Program guidelines:

Accounting
Aquaculture Technology
Associate in Arts
Associate in General Education
Associate in Fine Arts
Associate in Science
Associate Degree Nursing
Basic Law Enforcement Training Certificate
Biotechnology
Business Administration
+Business Administration/Small Business Entrepreneur
Computer Information Technology
Computer Programming
Cosmetology
Cosmetology Instructor Certificate
Early Childhood Education
+Early Childhood Education/Administration Certificate
Early Childhood Education/Special Education
Electronics Engineering Technology
+Esthetics Instructor Certificate
Esthetics Technology Certificate
General Occupational Technology
Health Information Technology
Horticulture Technology
+Horticulture Technology/Landscape Specialty Certificate
+Horticulture Technology/Nursery Specialty Certificate
+Infant and Toddler Care Certificate
+Lateral Entry Certificate
+Manicuring Instructor Certificate
+Manicuring/Nail Technology Certificate
Networking Technology Diploma
+Nursing Assistant Certificate
Office Administration
+Phlebotomy Certificate
Practical Nursing
Pre-Major Biology and Biology Education
Pre-Major Business Administration, Accounting, Economics, Finance, and Marketing
Pre-Major Criminal Justice
Pre-Major Elementary Education
Pre-Major Nursing
Surveying Technology
Turfgrass Management Technology
Welding Technology Certificate

(+) Ineligible for Title IV Federal Financial Aid Programs

Applying for Financial Aid

Applicants must file a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.edu.gov, designating Brunswick Community College as a recipient of the needs analysis. BCC's Title IV school code number is 015285. Applicants must also complete the institutional financial aid forms. Specific aid programs may require additional forms. (The forms should be completed as soon after January 1 as possible.) Students who complete the application process by November 15 for spring semester registration, June 15 for fall semester registration or 45 working days prior to the tuition payment dates for any preregistration will be able to use the Pell Grant to pay for tuition, fees, books, and supplies.

Verification

Students will need to provide a signed federal tax return, W2s, and other income information prior to being awarded aid.

Awards/Notification/Deadlines

Students will be notified by mail if they are eligible for financial aid. The award letter must be returned to the Financial Aid Office within ten days of notification.

Financial Aid Orientation

Financial aid recipients must attend an orientation session. These sessions are required. They provide the financial aid recipient with valuable information. Most sessions will be scheduled prior to fall and spring registration. Students who fail to attend the orientation sessions may not be allowed to early register for the following semester.

FINANCIAL AID

Satisfactory Academic Progress Standards

Federal regulations require that institutions establish standards of satisfactory academic progress. All financial aid recipients are required to maintain satisfactory progress in order to receive financial aid. These standards are as follows:

1. Students must maintain a 2.0 GPA each semester.
2. Students must pass 67% of all academic courses attempted during the semester.
3. Students must meet the time frame requirements for satisfactory progress.
4. Students who habitually withdraw from classes will be determined not to be making satisfactory progress and may have their financial aid terminated.
5. Students who withdraw from courses who have received financial aid will owe a refund to the source of the award.
6. In order to receive financial aid, a student must be making satisfactory progress, regardless of whether he or she has previously received financial aid.
7. Eligible students may receive Federal Pell Grants during the time necessary to complete the student's first baccalaureate degree.
8. Students who return to BCC after an absence of one semester or more will have their academic status carried forward.
9. Students must be formally admitted to an eligible program of study at BCC and have all required documents submitted to the Financial Aid Office (without error and on time) as deemed necessary by the Financial Aid Office.
10. At the beginning of each semester, students are required to have each of their instructors sign an attendance form (provided by the Financial Aid Office) stating that the student attended each class at least once.
11. Students will be allowed two program changes after the initial program.
12. If a student registers for classes and decides not to attend, it is the student's responsibility to withdraw from the classe(s) before the first day of class. If not, the student will be liable for their charges.

Information regarding Satisfactory Academic Progress Standards is given to each financial aid recipient and is available in the Financial Aid Office. (See Appendix C)

Reinstatement of Aid

A student who becomes ineligible for financial aid has the opportunity to appeal. The appeal must be made in writing within ten days of termination and submitted along with proper documentation to the Financial Aid Office, Brunswick Community College, P.O. Box 30, Supply, N.C. 28462. The appeal will be reviewed by the Financial Aid Coordinator or Financial Committee for consideration. The student will be sent a letter as to the results of the review.

Repayment Policy

A student receiving any type of financial aid must notify the Brunswick Community College Financial Aid Office if he/she drops a course or withdraws from school. The Financial Aid Officer will determine the amount of funds the student is entitled to once the student has withdrawn from school. This amount will be reported to the Business Office in order to bill the student for the amount that must be returned. Students owing repayments will not be eligible for further financial aid, registering for classes, or obtaining a copy of their transcript until the funds are repaid. (See Appendix D)

Non-Discrimination Policy

Admission to any and all educational programs offered by Brunswick Community College is made without regard to race, color, sex, religion, national origin, or physical handicap.

Conflict of Interest

No agent or employee of Brunswick Community College that is affected in any way by federally funded programs shall participate in any decisions which have direct bearing on services to be provided by that member or by any organization with which that member is associated.

Withdrawals from the College

If a student withdraws from the College after beginning attendance and is receiving Title IV funds (federal grants or loans), it is possible that some funds will have to be repaid to the United States Department of Education. This is determined by the number of days in the semester and the number of days of class attendance. If the amount disbursed to the student is more than the amount earned as calculated by federal regulations, unearned funds have to be returned. The change to the law makes clear that Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

SCHOLARSHIPS

Student scholarships are established through donations to the Brunswick Community College Foundation. Criteria for scholarships are specified by the donor in collaboration with Foundation staff, ensuring the most efficient use of the donation while helping as many students as possible. Please contact the Foundation for a list of available scholarships.

GRANTS

Federal Pell Grant Program

This program is federally funded, and awards are based on need. A Free Application for Federal Student Aid (FAFSA) must be submitted online at www.fafsa.edu.gov to the U.S. Department of Education before one is considered for the Pell Grant.

North Carolina Student Incentive Grant Program (NCSIG)

To receive this grant, a student must be a North Carolina resident and demonstrate "substantial financial need." Recipients cannot have a baccalaureate degree and must be enrolled full-time at an approved North Carolina institution such as Brunswick Community College. Application is made directly on the Free Application for Federal Student Aid (FAFSA). The deadline for applying is March 15 of each year. However, funds are typically exhausted by the end of February.

North Carolina Community College Grant

This is a need based grant to help meet the educational costs of North Carolina residents attending a community college. The student must complete the Free Application for Federal Student Aid (FAFSA) and list a North Carolina community college as one of the top three choices of institutions.

Brunswick Community College Emergency Student Loan Program

Brunswick Community College Emergency Student Loan Program provides the student the financial support needed on an emergency situation to succeed in their academic programs. The Program will assist student with financial needs during their enrollment.

OTHER SOURCES OF AID

Workforce Investment Act (WIA)

The Workforce Investment Act is a federal workforce development program, which provides training, education and employment services using a one-stop delivery system. In Brunswick County, these services are provided by the JobLink Career Center, which is located at the Employment Security Commission Office in Shallotte. Call 910-754-JOBS (5627) for more information.

Department of Veterans Affairs

Funds may be available to those who have served in the armed forces as well as to dependents of deceased veterans or disabled veterans with a service-connected disability. For information, contact the Coordinator of Financial Aid/ Veterans Affairs.

Veterans Services

The College cooperates with the U.S. Department of Veterans Affairs and the North Carolina Department of Veterans Affairs to assist veterans in securing their educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible spouses, widows, and children of disabled or deceased veterans also are provided assistance. For information, students should contact the Financial Aid/Veterans Affairs Coordinator on the main campus in Supply or on the web at www.gibill.va.gov.

When a veteran enrolls in an approved course, he or she must pursue the curriculum listed in the College Catalog and maintain satisfactory academic progress, attendance, and conduct for continuing eligibility for payments.

Veterans who do not maintain the standards cited under the academic progress provision of this catalog are placed on academic probation. Benefits are payable for the probationary semester subsequent to non-probationary semesters. At the end of each semester, the cumulative grade point averages of students are reviewed to determine if they are in compliance with the academic progress provision.

Upon formal application to the College Financial Aid Office, students who have re-established compliance with the provisions on academic progress and probation can be certified. All certifications are subject to the basic eligibility criteria of the Department of Veterans Affairs. Department of Veterans Affairs payments are based on an individual's classification according to his/her credit hours per semester.

Full Time---12 or more credit hours
¾ Time---9-11 credit hours
½ Time---6-8 credit hours

Eligible students must submit a copy of their class schedule to the Coordinator of Financial Aid/VA to claim educational benefits during the registration period for each semester.

Vocational Rehabilitation

Students with physical disabilities may obtain grants-in-aid covering fees, books, and supplies through the Vocational Rehabilitation Services. (See State of NC Division of Vocational Rehabilitation in the telephone book.)

Child Care Assistance Project

The primary purpose of the Child Care Assistance Project at Brunswick Community College is to provide financial assistance to students who, without aid, would be unable to begin or continue their college education or job skills training. Child Care Assistance Awards do not require repayment. Awards are based on identified financial need; therefore, the student must qualify for financial aid. The student must also be enrolled in a curriculum that qualifies for Federal Financial Aid and maintain a minimum GPA of 2.0.

If accepted for participation in the project, the student will select a child care provider of his/her choice. For additional information, contact the Child Care Coordinator at 1-800-754-1050, extension 7338.

BRUNSWICK COMMUNITY COLLEGE

TAX PAYER RELIEF ACT OF 1997

Effective January 1, 1998, taxpayers may be eligible to claim a non-refundable Hope Scholarship Credit against their federal income taxes. The Hope Scholarship credit may be claimed for qualified tuition and related expenses for each student in a taxpayer's family who is enrolled at least half-time in one of the first two years of post-secondary education. The student must be enrolled in a program leading to a degree, certificate, or other recognized educational credential. Additional information can be provided by your tax advisor or the Internal Revenue Service.

The Lifelong Learning Credit may be available for those who have completed the first two years of college or are taking classes part-time to improve or upgrade their job skills. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment after June 30, 1998. Additional information on the Lifelong Learning Credit can be provided by your tax advisor or the Internal Revenue Service.

STUDENT RESOURCES

ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE) is a professionally staffed learning center offering individual tutoring, testing, and study assistance. ACE services are available during the college's normal class hours, day and evening, at no cost to the student. Assistance is provided for reading, grammar, and mathematics at all times. Schedules for tutoring in other disciplines are posted in the ACE and other places around campus. Due to high demand, tutoring must be directly related to courses in the student's curriculum program.

The ACE administers make up tests for campus courses and collaborates with distance learning instructors from a number of institutions in the proctoring of tests and assignments for local residents participating in distance courses.

COUNSELING SERVICES

Counseling services are provided by trained personnel. These services are available to students from pre admission through graduation. Counselors can assist students with personal concerns, educational planning, problem solving, goal setting, study habits, career, transfer to another college or university, and general information.

DEVELOPMENTAL EDUCATION

Brunswick Community College provides a developmental education program for students who demonstrate basic educational skills lower than those necessary for college level work. Developmental courses in reading, writing, and mathematics, along with study skills courses, are designed to provide small group and/or individualized instruction to meet the academic needs of such students. When appropriate, students may also be advised or required to seek out of class assistance from Academic Center for Excellence (ACE) instructors.

HEALTH SERVICES AND STANDARDS

The College does not provide medicine, hospitalization, or surgical services. The College does not assume responsibility for injuries incurred by students when taking part in intramural sports, physical activity courses, classes, or student activities. Medical services are available at Brunswick Community Hospital and J.A. Dosher Memorial Hospital, and the Brunswick County Health Department.

Students with communicable diseases may be prohibited from registering for classes when health records indicate that attendance would be hazardous to the health and safety of the student or other persons with whom they may come in contact.

Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration and are encouraged to inform their instructors at the beginning of each semester. When deemed appropriate by the Vice President for Student Services, faculty advisors, instructors, and/or counselors are notified of students who have significant health problems.

Certain programs have technical standards that must be met for admission to the program. Technical standards are defined as physical, mental, social, and psychological requirements needed for specific educational training. Those standards are required to ensure that the student is not a danger to his or her self or others with whom he/she comes into contact in the pursuit of his/her educational objective.

The College seeks to assist students who have special health problems or limitations in the attainment of their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event of accident or illness, Campus Police, Student Services, or the Business Office should be notified immediately. First aid will be provided by College personnel, in accordance with their capabilities. First aid kits are located in each building.

Environmental health and safety on the campus are addressed in the College's Safety Plan under the direction of the Vice President for Operations.

ID/LIBRARY CARDS

Curriculum students currently attending BCC are required to have a college identification card. This card is also used for access to library services. The initial identification card is provided at no charge to the student. Replacement college identification cards must be purchased at a cost of $5.00 per card.

LIBRARY

The Brunswick Community College Library, located on the second floor of Building A, provides its patrons with a diverse collection of traditional and nontraditional resources. A variety of services are provided to enhance and compliment the use of available resources. A pleasant atmosphere allows patrons to do research, to study and read, and to participate in other educational activities.

Currently the library collection of books and audiovisual materials contains about 20,000 volumes. Current periodical resources are available in the library. Access to the Internet allows library patrons to use the database from North Carolina Libraries in Virtual Education (NC LIVE), which provides access to a vast array of electronic information sources. Many of the resources are available in full text. Other library resources include the North Carolina Census Records from 1790 to 1920 on microfilm and a growing collection of local history/genealogy materials.

A catalog of books and audiovisual materials held by the BCC Library is available online. This online database may be accessed in the library or at any Internet accessible computer using the following URL address: http://louise.nccommunitycolleges.edu. This same URL allows patrons to search any library in the Community College Libraries in North Carolina (CCLINC) consortium, giving access to books and materials from more than 45 North Carolina community colleges.

Library orientation is a part of the student success course offered by the College. Faculty may request group instruction on other library skills such as using NC LIVE. Individuals may ask for assistance from the staff by going to the circulation desk.

Brunswick County residents age sixteen and over are welcome to use the College library. Library hours are typically 8 a.m. to 9 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. During semester breaks, holidays, and during the summer, the hours vary. Contact the library staff with your questions at 910-755-7331 or stop by for a visit.

MINORITY MALE MENTORING PROGRAM

The purpose of the Minority Male Mentoring program is to improve the persistence of minority males toward successfully completing their education goals. This program provides activities, services, and resources to promote personal development and academic success. Among these activities are tutoring, seminars, and individual planning meetings. Strategies are tailored to meet the individual needs of each student. Additional information is available in the Student Services Office.

STUDENT HOUSING

Housing for students is not provided on campus. Students who seek housing are referred to area real estate agencies and citizens who have indicated their willingness to rent to students. Referrals are made on a non-discriminatory basis.

STUDENTS WITH SPECIAL NEEDS

The College recognizes its responsibility, under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, to provide equal access to students with special needs.

Assistive services may be provided for students with a documented disability. Students are requested to make applications for these services in advance of the semester in which they plan to enroll. Students with special needs are also encouraged to participate in college-related activities, and special services may be provided for these functions when requested. Regular college procedures for applications and admission apply to all students. For further information, contact the Disability Services Coordinator.

Americans with Disabilities Act Policy
Non-Discrimination Policy
Title IV of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act (the “Disability Laws”) require that no qualified individual with a disability be excluded from participation in or be denied the benefits of any of Brunswick Community College’s services, programs or activities on the basis of his or her disability. Individuals with disabilities may not be subjected to retaliation, intimidation, or other mistreatment on the basis of their assertion or enforcement of these rights.

The College’s policy is to comply with the Disability Laws by providing reasonable modification in its rules, policies, and practices, by removing architectural, communication, and transportation barriers, and by providing auxiliary aids and services, when necessary to insure that individuals with disabilities who meet the College’s essential eligibility requirements for the receipt of services or participation in College programs or activities are afforded opportunities equal to those of non disabled individuals. College personnel have been instructed not to assume automatically that a disabled individual will need an accommodation or to “quiz” students and other persons unnecessarily about their disabilities. However, students and other individuals with disabilities who desire access to College services, programs or activities are encouraged to request accommodation of their disabilities as provided below.

Accommodation Requests
Brunswick Community College believes that you are in the best position to know what is needed to accommodate your disability. Some accommodation requests can and should be handled on an informal basis (i.e., asking to sit at the front of a classroom if you have a visual or hearing impairment and will be aided by being closer to the instructor). When a request for accommodation is more extensive and cannot be handled on an informal basis, you should follow these procedures:

1. Give instructor and other College personnel sufficient notice. If you think that you will need an accommodation to meet the College’s eligibility requirements for, receive, or participate in a College service, program or activity, you should make this known to the College employee who is responsible for the service, program, or activity as soon as possible so that the College will have sufficient time to consider your request and to make any necessary arrangements.

2. Information to be provided. When making an accommodation request, you should provide to the College employee with whom you are consulting any information about your disability or the requested accommodation that you think will be necessary or helpful to the College in making its determination. Any alternative ideas for accommodation also should be mentioned.

3. Confidentiality. The College will make every effort to maintain as confidential all accommodation requests and information it receives about your disability. College instructors and other personnel have been instructed to inform only those persons who need to know of a request for accommodations and of the circumstances surrounding that request.

4. Processing Accommodation Requests. All requests for accommodation will be forwarded to the College’s ADA/ Section 504 Coordinator for Student Matters, who will consult with the Vice President for Academic Services, the Vice President for Administrative Services, and the President of the College in making accommodation determinations.

The College's ADA/Section 504 Coordinator for Student Matters is the Disability Services Coordinator, who may be contacted at the following address and phone number:

Disability Services Coordinator
Brunswick Community College
P. O. Box 30
Supply, North Carolina 28462
910.755-7320 Phone
910.754.9609 Fax

5. Accommodation Determination. The College will make every effort to provide you with your requested accommodation or with an accommodation that will be equally effective in providing access to the particular service, program, or activity, taking into consideration the nature of the service, program, or activity and the financial resources and administrative obligations of the College. Please note that although the College is required to make its services, programs, and activities accessible to persons who meet the essential eligibility requirements, the Disability Laws do not require the College to make all of its facilities accessible to such persons or to provide the student with personal equipment or services to accommodate his/her disability. The Disability Laws also permit the College to deny a requested accommodation if it would result in a fundamental alteration in the nature of a service, program, or activity or if it would create undue financial and administrative burdens to the College. If the College determines that this is the case, it will explore other accommodation possibilities.
6. Denial of an Accommodation Request. If the College determines that a requested accommodation would result in a fundamental alteration in the nature of a service, program, or activity provided by the College or would create undue financial and administrative burdens for the College, it will deny the accommodation request. You will receive a written notice of any denial of an accommodation detailing the reasons for the College's determination.
7. Approval of an Accommodation Request. If the College determines that it is able to provide a requested accommodation, you will be contacted by the College's ADA/Section 504 Coordinator for Student Matters by the College employee who will be responsible for arranging the accom

INTERNET USE DISCLAIMERS

- Users of BCC computing resources are advised that the range of content in information available via the Internet is broad and is uncensored. The availability of such information does not imply that BCC approves of, condones, endorses, or accepts responsibility for any content not under its control.
- BCC makes no guarantee as to the validity or reliability of information accessed via the Internet.

Willful violation of this policy may be treated as misconduct and may result in disciplinary action. Computing privileges may be terminated, and violators may be subject to the judicial procedures of the College.

COMPUTER AND NETWORK USAGE POLICY

Purpose
The purpose of this policy is to outline the acceptable use of computer and information technology resources provided by Brunswick Community College (hereinafter "the College") to College students, employees, and authorized affiliates. Inappropriate use exposes the College to risks, including breach of personal computer security, exposure of restricted data, compromise of network systems/services, detriments to technology performance, and legal liability. Information Technology Services (hereinafter "ITS") is committed to protecting students, employees, affiliates, and the College from illegal or damaging actions by individuals, either knowingly or unknowingly.

In support of the College's mission, ITS provides technology and electronic information systems, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing electronic mail, web browsing, and file transfer, that are the property of the College. These systems are to be used only for business and academic purposes in serving the interests of the College in the course of normal operations.

1. **Scope**
   This policy applies to commuting students and their guests while on the College campus, College employees (including student employees), contractors, consultants, temporaries, and other workers at the College, including all personnel affiliated with third parties. This policy also applies to any member of the College community who accesses the campus network from off-campus locations. It also applies to non-affiliates as defined in the Security of Networks and Networked Data Policy.

   This policy applies to all equipment that is owned or leased by the College and governs activity on personal machines while on the College campus as well as all communications to and from the College while off campus. The College generally does not monitor material residing on College computers housed within a private domicile or on non-College computers, whether or not such computers are attached or able to connect to campus networks.

2. **Policy**
   1. **General Use and Ownership**
      It is the responsibility of every College student, employee and affiliate who deals with information and/or information systems to know these guidelines, and to conduct his or her activities accordingly.

      Students and employees using personal machines may be subject to restricted network access and may only be permitted access to data that is classified as public under the Data Classification Policy. Students and employees may not access restricted data on personal machines except for purposes and practices authorized by the appropriate Data Owner or Data Steward under the Data Classification Policy.

      Students and employees are permitted to use privately-owned machines in computer labs and in public locations after authenticating with the central account database. Any public non-authenticated access will be restricted to limited network resources for specific, defined purposes.

      There should be no expectation of privacy in the material sent or received when using the College network, College computer systems, or third-party vendor applications provided by the College (e.g., Google email services). By activating your College computer account, you agree to receive via email College security breach notifications covered by the N.C. Identity Theft Protection Act and other official College communication. For security, legal or policy compliance, quality of service, and network maintenance purposes, authorized individuals within ITS may monitor equipment, systems, and network traffic. General content review will not be undertaken, although monitoring of content may occur for the reasons stated above and in resolving extensive bandwidth issues.

      All data created or received for work purposes and contained in College electronic files, servers, or e-mail depositories are public records. Public Records are available to the public unless specifically prohibited from general viewing by law or contract. See the Data Classification Policy. All public records are to be maintained and disposed of according to state approved records retention and disposition schedules. See Public Records Law.

      Students and employees are responsible for exercising good judgment regarding the use of technology and information systems. Use of these systems is permitted, with the following restrictions:

      1. The use is lawful under federal or state law.
      2. The use complies with applicable College policies and guidelines.
      3. The use is not prohibited by Board of Trustees or College policies, including rules regarding academic integrity, harassment (including sexual harassment), and discrimination on the basis of any federally protected characteristic or sexual orientation.
      4. The use does not result in commercial gain or private profit (other than allowable under College intellectual property policies) and does not violate

the North Carolina Umstead Act. That Act prohibits government agencies from competing with the private commercial activities of North Carolina citizens.

5. The use does not violate federal or state laws or College policies on copyright, trademark, or software licensing.
6. The use does not intentionally or unintentionally overload College computing equipment or systems, or otherwise harm or negatively impact the system's performance or the support of such systems.
7. Communications originating from the user are identified as such and the user assumes responsibility for all communication originating from equipment or accounts assigned to that user. In the case of security breaches related to accounts or equipment belonging to the user, the user acts quickly to report and correct the situation.
8. The use does not attempt to circumvent system security or in any way attempt to gain or provide unauthorized system or network access.
9. All resources and data accessed are protected by the user according to the standards set forth in the Security of Networks and Networked Data Policy and Data Classification Policy.
10. Reasonable personal use does not state or imply College sponsorship or endorsement and must not interfere with an employee's job performance or activities which directly support the College mission.

2. Security and Proprietary Information

To protect the integrity of the campus network and any data stored there, users must adhere to the Security of Networks and Networked Data Policy.

Any information that users consider sensitive or vulnerable and any information that is deemed restricted under federal or state law should be protected. For guidelines on information classification, see the College's Data Classification Policy. For guidelines on protecting e-mail and other data, refer to ITS's Help Desk and online resources.

3. Unacceptable Use

Under no circumstances is a student or employee of the College authorized to engage in any activity that is illegal under local, state, federal, or international law, while utilizing College-owned resources.

Employees may be exempted from "unacceptable use" restrictions during the course of their legitimate job responsibilities (e.g., ITS systems and networks administration staff may need to disable the network access of a host, if that host is disrupting production services).

The list below provides a framework for activities that fall into the category of unacceptable use. It is not all inclusive, but is intended to give examples of the type of activities that are prohibited.

1. Prohibited System and Network Activities

The following activities are strictly prohibited, with noted exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the user or device.
2. Unauthorized replication or use of copyrighted material, except where such copying qualifies as "Fair Use."
3. Exporting software, technical information, encryption software or technology in violation of international or regional export control laws. Legal counsel and appropriate management should be consulted prior to export of any material that is in question.
4. Intentionally or recklessly introducing or transmitting destructive or malicious programs such as viruses into the network or networked devices.
5. Revealing account passwords to others or allowing use of accounts by others. This includes family and other household members.
6. Using a computing asset to actively engage in procuring or transmitting material that is in violation of state/federal law or College policies.
7. Originating from any College account or equipment commercial offers of products, items, or services in violation of the Umstead Act.
8. Effecting security breaches or disruptions of network communication such as accessing data of which the employee is not an intended recipient, logging into a server or account that the employee is not expressly authorized to access, attempting to intercept others' passwords, or impersonating another user.
9. Port scanning or security scanning is strictly prohibited, with one exception. Individual host port/security scanning is allowed only with permission from the administrator of the target host. Authorized ITS employees are permitted to port/security scan as part of their normal job duties.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host. Authorized ITS employees are permitted to monitor network traffic data as part of their normal job duties.
11. Circumventing user authentication or security of any host, network, or account.
12. Interfering with or denying service to any user.
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the network

2. Prohibited E-mail and Communications Activities

The following activities are strictly prohibited, with no exceptions:

1. Forwarding restricted College e-mail to unauthorized recipients.
2. Sending unsolicited mass e-mail messages without proper authorization from the Director of Marketing and Public Information, posting unsolicited and inappropriate list/web/newsgroup messages, including the sending of "spam" (junk e-mail) or other commercial advertising material to individuals.

3. Any form of harassment via means such as e-mail, instant messaging, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use/deliberate disguising of the sender or forging of e-mail header information. Alteration of content of an e-mail message originating from another sender with intent to deceive.
5. Hosting an e-mail transport/relay service outside of supported and authorized ITS systems.
6. Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or otherwise misuse e-mail resources.
7. Creating or forwarding "chain letters" or "pyramid schemes" prohibited by law.
8. Activities in violation of the Electronic Records Retention Policy.

3. Enforcement

ITS will enforce the Acceptable Use of Computing and Electronic Resources Policy and establish standards, procedures, and protocols in support of the policy. Users shall be notified of the Acceptable Use of Computing and Electronic Resources Policy upon initial request for College computing accounts.

Review

The Director of Information Technology Systems has submitted the Acceptable Use of Computing and Electronic Resources Policy and will periodically review the policy as appropriate.

4. Links to Related College Policies

Data Classification Policy
Enterprise Systems Policy
Security of Networks and Networked Data Policy
Standards for Computer and Related Technology (Supported Products List)
Electronic Records Retention Policy
Wireless Communications Policy

Approved by the Board of Trustees
June 9, 2010

DISTANCE LEARNING

Distance Learning

Distance Learning at Brunswick Community College consists of educational opportunities in which any portion of instruction occurs when the student and instructor are not in the same place. In the case of Interactive Video, courses may be offered locally which would not otherwise be available, and in the case of telecourses and web-based courses, opportunities are provided that help eliminate work, child care, and transportation conflicts and problems.

The roles of the student and instructor are different in a distance learning course. The instructor becomes a facilitator, guiding students through the course. The student works independently and becomes a more active learner. This involves taking more responsibility for keeping on schedule, completing assignments, and asking questions. Students must attend or complete an orientation and complete assignments and tests in a timely fashion.

Instructors interact with students and are available through one or more of the following methods: email or telephone, through course discussion boards or online chats, announcements, or in person. Instructors assign grades based on the current BCC grading system with no distinction made on the student's transcript between distance learning and traditionally-taught classes.

Students receiving financial aid or Veterans Benefits must see the Financial Aid Office prior to registering for any distance learning course.

Online Courses

Online (or web-based) courses provide access to College courses via the Internet, anywhere, at any time, using a computer. An online course is an interactive class with an instructor and students communicating via email, news groups, online chats, and through more traditional methods such as the telephone and postal services. These contacts are usually held at different times and in different places, or, in the case of online chats, same time but different places.

BCC offers its online courses through Moodle. This course platform provides a user-friendly format and ensures that once you have taken an online course at BCC, you will find a familiar layout for other online courses. Students taking online courses should have a computer and Internet access at home; however, students may use the computers on campus to complete their work. NOTE: All web classes are password protected and are accessible only to students who are registered for the course. Once registered, you will receive a user ID and a password.

Interactive Video Classes

Interactive Video courses connect students and instructors at multiple sites. Through these regularly scheduled classes, BCC students and instructors join with instructors and other students throughout the State and beyond. Participants at all sites are able to see and hear each other, ask questions, and work together as if in the same room. Enrollment in these courses may differ from the normal registration process.

Hybrid Courses

Courses which combine two or more types of instruction are called hybrids. Hybrid courses take many forms, and the exact format for each course will be explained at the first class meeting or orientation session. Most hybrid courses at BCC combine required course meetings and web based instruction. For example, a course that traditionally meets twice a week may meet once a week and have assignments, reading materials, etc. on the web.

Web-Supplemented Courses

Web-supplemented courses are traditional courses and meet for all contact hours. All BCC courses (traditional as well as distance) have an online component that is acccessible via the College's Moodle site.

DEPARTMENT OF PUBLIC SAFETY/POLICE

POLICE DEPARTMENT

The Brunswick Community College Police Department is a fully sanctioned law enforcement agency. All campus officers are sworn and have full powers of arrest pursuant to North Carolina General Statute 115D-21.1. The campus police have jurisdiction beyond the boundaries of the campuses through a mutual aid agreement with the Brunswick County Sheriff. BCC officers may go anywhere in the county to investigate crimes that occurred on campus and to make arrests or serve warrants issued for such crimes. They may also make arrests or issue citations for crimes committed in their presence anywhere in the County. They may be reached for non emergency calls at 910-755-7330. In the event of an emergency, using a campus phone, dial 9-911 to reach an officer.

CAMPUS WATCH

Campus Watch is a program designed to alert the campus community that a formal process for reporting crimes and safety hazard exists on campus. Individuals can report incidents to the BCC Police Department in person or by phone (Ext. 7330) and remain anonymous, if they desire.

REPORTING CRIME ON CAMPUS

All criminal acts occurring on campus should be reported to a campus police officer. An officer may be reached by dialing 755-7330, or in the case of an emergency, dial 9-911 from any campus phone. The receptionist has direct radio contact with the Campus Police. The BCC Police Department has direct radio contact with the 911 Center and the Brunswick County Sheriff's Department and will summon outside assistance if a need exists.

FIRE ALARMS/EVACUATIONS

In the event of a fire alarm or evacuation order, everyone must leave the building and report to their instructor or other campus authority as soon as possible in a safe area of the parking lot nearest the building. Take your personal belongings with you. Do not reenter the building until instructed to do so by the Campus Police or other authority.

LOST AND FOUND

Lost and found items should be checked for or turned in to the Campus Police Office located on the ground floor of the Administration/Learning Resources/Student Center (A) Building.

WEAPONS ON CAMPUS

It is unlawful for any person to carry, openly or concealed, any weapon on any of the Brunswick Community College sites. Exceptions are made for those students or employees whose training (such as Basic Law Enforcement Training) or job requires that a weapon be carried.

PETS ON CAMPUS

Pets are not permitted on campus, with the exception of service dogs (seeing eye, drug enforcement, etc.).

SEXUAL ASSAULT DEFINITIONS AND POLICY

The crime of rape is legally defined by North Carolina law as forced sexual intercourse by a male on a female against her will. In North Carolina, the "force" necessary to convict for rape may be other than physical force. It may be fear, fright, or duress. Those who aid or abet a rape may be equally guilty. Under North Carolina law, forced sexual intercourse with a woman who is physically helpless, as from overuse or alcohol, or mentally handicapped/incapacitated constitutes rape.

"Acquaintance rape" and "date rape" are terms commonly used to describe forced intercourse by a male on a female he knows. His social relationship with the female does not make the act legal if he uses force and/or the act is against her will. The criminal law makes no distinction between rape by an acquaintance or rape by a stranger.

The crime of sexual offense is a sexual act by a person to either sex where the act is by force and against the will of the victim. Sexual offense does not involve intercourse but does involve other sexual acts.

It is the policy of Brunswick Community College that it will make all reasonable and prudent efforts to maintain a campus environment free from an sexual assault.

A. Educational Programs

   Programs include publications, programs and seminars to promote awareness of sexual assault and other sex offenses.

   Information is available to students and employees submitted by outside public agencies such as Hope Harbor, Brunswick County agencies, etc.

B. Reporting Procedures

   All sexual assaults occurring on campus should be first reported to the Campus Police. The Campus Police will request the assistance of the Sheriff's Department. The investigation and prosecution of a rape or sexual assault is complex, requiring time and resources beyond the scope of the Campus Police. While the Campus Police will assist in every way possible, the Sheriff's Department, in accordance with the mutual aid agreement, will lead the investigation.

In addition to appropriate criminal charges, sexual assaults committed by students will be referred to the Vice President for Student Services for disciplinary action in accordance with the College's conduct policy. Assaults by employees will be referred to the Personnel Office. Sanctions for both include permanent removal from the College.

Campus Disciplinary Actions in Cases of Alleged Sexual Assault:

1. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

2. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

Counseling and Other Services Available to Victims

Students and employees may obtain counseling assistance or referrals through the Hope Harbor Home, Inc., the Brunswick County Sheriff's Office or the Southeastern Mental Health Center, both located at the County Complex.

CAMPUS CRIME REPORT

Colleges and universities are required to provide crime statistics relative to a number of specific categories of crimes. These categories include murder, rape, robbery, sexual assault (including both forcible and non-forcible offenses), burglary, aggravated assault, motor vehicle theft, liquor law violations, drug violations, weapons, and hate crimes relative to the aforementioned crimes. Statistics are published by October first of the fall semester and include the past three calendar years. They are distributed to students and employees and/or are available upon request.

Offense Reported	2007	2008	2009	Hate Crimes
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Sexual Assault (forcible)	0	0	0	0
Sexual Assault (non-forcible)	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violations	0	0	1	0
Drug Abuse Violations	1	0	1	0
Weapons Violations	0	0	0	0
Arson	0	0	0	0

TRAFFIC AND PARKING REGULATIONS

Traffic regulations of the State of North Carolina are applicable to all persons who drive a motor vehicle on the campus.

All students are required to register their vehicles and to display a current parking permit. Student parking permits may be obtained at the Campus Public Safety Office.

Parking is permitted in designated areas. Traffic tickets will be given, and fines levied for violation of traffic regulations. Certain spaces in Lots A and B are for faculty/staff parking only. These areas are clearly designated by signs. Student vehicles are not permitted to park in these spaces.

EMERGENCY NOTIFICATION SYSTEM

An Emergency Notification System is available to alert BCC students, faculty, and staff to emergency conditions at the college. The alert will be sent via email and/or text messaging. The service is free; however, subscribers may incur messaging costs from their telephone provider. Full information is available in Student Services or the BCC Police Office. This notification system is part of the College's compliance with the Clery Act.

AWARDING DUAL ASSOCIATE DEGREES OR DIPLOMA

If a student wishes to earn a second degree or diploma, he/she need not duplicate courses already taken but must complete all other requirements for each additional program of study.

It shall be the responsibility of the Lead Instructor/Department Head/Dean to jointly determine which electives will transfer as credit courses.

CATALOG OF RECORD

A full-time student who is in continuous attendance (summer session excluded) may graduate under the provisions of the catalog in effect on his/her date of entry, or he/she has the option of choosing the requirements of a subsequent revised catalog. A student who is not in continuous attendance must graduate under the provision of the catalog in effect on his/her last reentry date or a subsequent catalog, not to exceed two years prior to graduation.

(Effective July 1, 1991)

NOTE: Effective Fall 1997, all students must meet the graduation requirements listed in the 1997-1998 or subsequent catalog.

GRADUATION REQUIREMENTS

To be eligible for graduation with a degree, diploma, or certificate, the student must meet the following requirements:

1. File an application for graduation with the Registrar's Office;
2. Pass all courses required in the student's chosen curriculum;
3. Earn a minimum cumulative grade point average of 2.0 on all courses in the curriculum taken at the College;
4. Satisfactorily complete at least one-fourth of the course requirements specified in the curriculum at Brunswick Community College;
5. Pay all financial obligations owed to the College; and,
6. Pay required fees to cover graduation expenses

   In addition to the above requirements, cosmetology students must have successfully completed at least 1200 hours of a cosmetology curriculum in an approved cosmetic arts school.

GRADUATION WITH HONORS

Graduating associate degree or diploma students who achieve a cumulative major grade point average of 3.5 or above at the end of the fall semester are eligible to wear the gold honor cord at graduation and are listed in the graduation program as honor students.

BCC GUARANTEE TO EMPLOYERS

Brunswick Community College guarantees that its graduates are proficient in basic knowledge and skills covered by our educational programs.

Graduates not meeting their employer's entry level expectations during the first year following graduation may be referred, by the employer, to BCC for additional coursework, provided the employer's entry level expectations are consistent with those skills and competencies routinely taught in the college program from which the employee graduated. In addition, the graduate must have earned a minimum grade of "C" in the course(s) in which the skill or competency should have been mastered and must have passed a licensure exam if applicable.

After determining the precise nature of the deficiency in conjunction with appropriate college departments, the graduate, and his/her employer, the Vice President for Academic Services will arrange to enroll the graduate in a maximum of three applicable courses and/or the ACE Learning Lab at the College. These courses will be provided at no charge to the graduate other than books and supplies. The College reserves the right to notify curriculum advisory committees of the College and the Curriculum Committee of the Board of Trustees with respect to the specific claims made under this Guarantee so that programs may be adjusted as needed.

A graduate who is referred to BCC for additional course work must permit the College to give the employer any information that might help explain the graduate's lack of proficiency. This information may include grades and/or attendance records. The Guarantee becomes null and void if the graduate refuses to allow the College to share such information with the employer.

The Guarantee applies to graduates of one-year diploma programs and two-year associate degree programs. It is not intended to create any specific legal rights or causes of action whatsoever. The exclusive remedy under this Guarantee is as provided herein and is intended solely as a statement of educational commitment to employers.

Approved by the Board of Trustees
June 20, 2001

BRUNSWICK COMMUNITY COLLEGE

Advanced Placement Program

A student may receive semester hour credits based on the Advanced Placement Examination of The College Board. Students who take the Advanced Placement Examinations should have test scores sent to Student Services, directly from The College Board. Once the score report has been received, examinations with scores of 3 or higher are awarded credit as follows:

Advanced Placement Examination	Minimum Scores	BCC Course Equivalent	Semester Credit Hours
Art History	3	ART 114 or 115	3
Biology	3	BIO 110	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 and 272	8
Chemistry	3	CHM 151	4
Computer Science A	3	CIS 115	3
English Language and Composition	3	ENG 111	3
English Literature and Composition	3	ENG 111 and 131	6
European History	3	HIS 121 and 122	6
French Language	3	FRE 111	3
Government and Politics: Comparative	3	POL 120	3
Government and Politics: United States	3	POL 210	3
Macroeconomics	3	ECO 252	3
Microeconomics	3	ECO 251	3
Music Theory	3	MUS 121	4
Physics C Mechanics Electricity and Magnetism	 3 3	 PHY 251 PHY 252	 4 4
Psychology	3	PSY 150	3
Spanish Language	3	SPA 111	3
Statistics	3	MAT 151	3
United States History	3	HIS 131 and 132	6

College Level Examination Program (CLEP)

Students may receive credit at Brunswick Community College for achieving acceptable scores on the College Level Examination Program (CLEP) subject examinations. For most examinations, specific course credit is awarded. Credit is not awarded for general examinations. Listed below are the various CLEP examinations, required minimum scores, BCC course equivalents, and credit awarded.

CLEP Examination	Minimum Scores	BCC Course Equivalent	Semester Credit Hours
American Government	50	POL 120	3
American Literature	50	ENG 231 and 232	6
Analyzing and Interpreting Literature	50	ENG 131	3
Biology	50	BIO 110	4
Calculus	50	MAT 271	4
Chemistry	50	CHM 151	4
College Composition	50	ENG 111 and 112	6
English Literature	50	ENG 241 and 242	6
Financial Accounting	50	ACC 120	3
French Language, Level I	50	FRE 111 and 112	6
Freshman College Composition	50	ENG 111	3
History of the United States I	50	HIS 131	3
History of the United States II	50	HIS 132	3
Human Growth annd Development	50	PSY 241	3
Information Systems and Computer Applications	50	CIS 110	3
Introduction to Psychology	50	PSY 150	3
Introductory Sociology	50	SOC 210	3
Principles of MacroEconomics	50	ECO 252	3
Principles of MicroEconomics	50	ECO 251	3
Spanish Language, Level I	50	SPA 111 and 112	6
Spanish Language, Level II	63	SPA 111 and 112 and SPA 211 and 212	12
Western Civilization I: Ancient Near East to 1648	50	HIS 121	3
Western Civilization II: 1648 to the Present	50	HIS 122	3

BRUNSWICK COMMUNITY COLLEGE

ARTICULATED CURRICULUM AGREEMENT
BRUNSWICK COUNTY SCHOOLS AND BRUNSWICK COMMUNITY COLLEGE
Effective August 2010 (course additions in bold)

Prospective college students may receive credit for high school courses listed below by meeting the following criteria:

1. Grade of **B** or higher in the high school course, and
2. A raw score of **80** or higher on the standardized CTE end-of-course assessment. (Courses with an asterisk (*) require a raw score of 70 or higher)

To receive articulated credit, students must enroll at the community college within **two** years of their high school graduation date.

Consortium: Brunswick County Schools/Brunswick Community College

High School Courses		Community College	
Course #	Course Title	Course #	Course Title
6514	Digital Communications	OST 131 and OST 134 and OST 136	Keyboarding and Text Entry & Formatting and Word Processing
6535	Business & Electronic Communications	BUS 260	Business Communications (ENG 111 must be passed with a C or higher to receive credit for BUS 260.)
6621 and 6622	Marketing and Marketing Management	MKT 120	Principles of Marketing
6670 and 6671	Sports Marketing I and Sports Marketing II	MKT 120	Principles of Marketing
6626	Strategic Marketing	MKT 120	Principles of Marketing
6615 or 6235	*Small Business/Entrepreneurship	BUS 280	REAL Small Business
6831	Agricultural Mechanics I	WLD 112	Basic Welding Processes
6832	Agricultural Mechanics II	WLD 110	Cutting Processes
6841 and 6842	Horticulture I and Horticulture II	HOR 162	Applied Plant Science
6841 and 6843 or 6882	Horticulture I and Horticulture II: Turfgrass or Horticulture II: Landscape	TRF 152	Landscape Maintenance
7111 and 7112	Early Childhood Education I and Early Childhood Education II	EDU 119	Intro to Early Childhood Education
7211 and 7212	Allied Health Sciences I and Allied Health Sciences II	MED 121 and MED 122	Medical Terminology I and Medical Terminology II
7212	Allied Health Sciences II	NAS 101	Nursing Assistant I
7909	Aquaculture III	AQU 111	Aquaculture I
7980 (Cisco)	Network Engineering Technology I - (Cisco)	NET 125	Networking Basics
7981 (Cisco)	Network Engineering Technology II - (Cisco)	NET 126	Routing Basics
7991	Computer Engineering Technology	CTS 120	Hardware/Software Support (CIS 110 must be passed with a C or higher to receive credit for CTS 120.)
7992	Computer Engineering Technology II	CTS 220	Adv Hardware/Software Support (CIS 110 must be passed with a C or higher to receive credit for CTS 220.)

Approved by
Brunswick Community College Board of Trustees
March 24, 2010

ASSOCIATE IN APPLIED SCIENCE/ PROFESSIONAL TECHNICAL PROGRAMS

Professional technical programs prepare students for entry-level jobs in paraprofessional fields. With experience, many technicians move into professional and managerial positions.

Most professional technical programs are two years in duration and must contain a basic core of 15 semester hour credits (SHC) of general education courses. The core must include two communication courses and at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. When certain conditions are met, the following technical programs are available at Brunswick Community College and lead to the Associate in Applied Science degree:

Accounting
Aquaculture Technology
Aquaculture Technology/Aquaculture/
Aquarium Science BusinessOption
Aquaculture Technology/Aquaculture/
Biotechnology Option
Associate Degree Nursing
Associate in General Education
Biotechnology
Biotechnology/Aquatic Sciences Option
Business Administration
Computer Information Technology
Computer Programming
Cosmetology
Early Childhood Education
Early Childhood Education/Special Education Option
Electronics Engineering Technology
Health Information Technology
Horticulture Technology
Office Administration
Surveying Technology
Turfgrass Management Technology

When certain conditions are met, the following professional technical programs are available at Brunswick Community College and lead to diplomas:

Accounting
Aquaculture Technology
Cosmetology
Early Childhood Education
Early Childhood Education/Special Education Option
General Occupational Technology
Health Information Technology
Horticulture Technology
Networking Technology
Office Administration
Practical Nursing
Turfgrass Management Technology

When certain conditions are met, the following professional technical programs are available at Brunswick Community College and lead to certificates:

Accounting
Aquaculture Technology
Aquaculture Technology Advanced Certificate
Basic Law Enforcement Training
Business Administration
Business Administration/Small Business Entrepreneur
Cosmetology
Cosmetology Instructor
Early Childhood Education
Early Childhood Education/Administration
Electronic Engineering Technology
Esthetics Instructor
Esthetics Technology
Horticulture Technology/Landscape Specialty
Horticulture Technology/Nursery Specialty
Infant/Toddler Care
Lateral Entry
Manicuring Instructor
Manicuring/Nail Technology
Nursing Assistant
Office Administration
Phlebotomy
Turfgrass Management Technology
Welding Technology

A maximum of six credit hours may be substituted based on an assessment of individual needs and approval by the student's advisor, Lead Instructor/Program Director/Chair, Dean, and Vice President for Academic Services.

COLLEGE TRANSFER PROGRAMS

The Associate in Arts (AA), Associate in Fine Arts (AFA), and the Associate in Science (AS) degrees are nationally recognized college transfer programs. They are designed to prepare students to transfer to four-year colleges and universities. They are also excellent general studies degrees for students who want to complete an associate degree and begin jobs and careers in many fields.

Associate in Arts

Associate in Arts Pre-majors
Business Administration, Accounting, Economics, Finance, and Marketing
Criminal Justice
Elementary Education
Nursing

Associate in Fine Arts

Associate in Science

Associate in Science Pre-major
Biology and Biology Education

Each degree program includes a General Education Core curriculum of basic courses in English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics that is generally the equivalent of the first two years of a four-year bachelor's degree program. Graduates of the A.A. or A.S. program who are accepted for admission to one of the 16 universities of The University of North Carolina system will normally transfer 64 semester-hour credits and have junior year status.

When students complete the Associate in Arts degree, they are prepared to transfer and begin work on baccalaureate degrees in liberal arts subjects and preprofessional fields such as education, law, and business.

The Associate in Fine Arts degree allows students to pursue interests within the fields of art, music or drama. Graduates of the degree will be prepared to transfer to a bachelor's program in Fine Arts.

The Associate in Science curriculum prepares students to pursue bachelor's degrees in scientific, health care, and technological fields such as biology, chemistry, mathematics, and computer science, and preprofessional fields such as premedicine, public health, and engineering.

Transfer Core Diploma in Arts
Transfer Core Diploma in Science

The Transfer Core Diploma in Arts or Science can be awarded once a student completes their 44 SHC of general education core requirements. The core is the first level of completion toward an associate degree. The diploma enables students to transfer to institutions who participate in the Comprehensive Articulation Agreement.

INSTRUCTIONAL SERVICE AGREEMENTS (ISAs)

Brunswick Community College collaborates with other colleges to offer program opportunities to students through Instructional Service Agreements (ISAs). Students may apply for admission to any of these programs and transfer successfully completed arts and sciences general education courses from BCC. They complete all major courses in these programs at the college offering the program.

Brunswick Community College participates in collaborative programs with Bladen Community College (BCC), Fayetteville Technical Community College (FTCC), and Pitt Community College (PCC). FTCC guarantees a slot to a minimum of one qualified BCC student in the Physical Therapist Assistant program.

Students who are interested in collaborative programs should contact the BCC Admissions Office since the availability of these programs could change.

DEVELOPMENTAL EDUCATION

The Developmental Education Program offers courses that give students an opportunity to improve their skills in reading, writing, and mathematics, the skills critical to success in both technical and college transfer programs.

For many students, developmental courses can provide a bridge to a college education. The courses are designed to build knowledge and confidence for students who are entering college after years away from school or students who did not master the math and English skills needed to begin college level work in high school. Classes are generally small, allowing instructors time to give students individual assistance.

Students are assigned to developmental courses or go directly into curriculum courses on the basis of their ACT, SAT, ASSET, or COMPASS placement scores, which indicate proficiency in English, reading, and mathematics. Developmental Education courses provide instruction at various levels of proficiency.

The courses include developmental reading and writing courses - RED 070, ENG 070, ENG 075, ENG 085, ENG 095, and math courses - MAT 050, MAT 060, MAT 070, MAT 080, MAT 090. Depending upon the student's skill level, he or she may be required to complete a single course or several courses.

Due to the importance of math, reading, and English skills to the success of students at the college level, most college transfer and technical degree courses have as a prerequisite ENG 090/090A and RED 090 prior to Fall 2000 or ENG 095 beginning Summer 1999 and beyond, or an appropriate placement test score to show proficiency in those skills.

Developmental course credits do not count toward academic program requirements or in the calculation of grade point average. Instead, the courses are seen as the essential preparation that a student needs to accomplish his or her educational and career goals.

COLLEGE TRANSFER PROGRAMS

Associate in Arts (AA) (A10100)
Associate in Science (AS) (A10400)
Transfer Core Diploma in Arts (D10100)
Transfer Core Diploma in Science (D10400)

The Associate in Arts (AA) and Associate in Science (AS) degree programs are designed to prepare students to transfer to four-year colleges and universities. Students are able to complete the course-work equivalent of the first two years of four-year bachelor's degree programs and, when they graduate, to transfer to four-year institutions with junior status. The Associate in Arts and Associate in Science degrees are recognized and accepted by American colleges and universities as the standard college transfer degrees.

Both degree programs require students to complete a 65 semester-hour credit (SHC) program of courses. Each program includes 44 SHC of General Education Core transfer courses, 20 SHC of other required and elective transfer courses, and a 1 SHC orientation/study skills course. A minimum grade of "C" is required in all coursework for the degree to be acceptable for transfer credit.

Both 65 SHC curriculums include a planned program of about 20 courses in English composition, humanities/fine arts, natural sciences/mathematics, and social/behavioral sciences. This course work provides a foundation for further study in students' major fields when they transfer. Full-time students, who normally take five or six courses each semester, can graduate in four semesters, or two years.

An associate degree is a mark of educational achievement. The Associate in Arts and Associate in Science curriculums are excellent general studies programs for students who want to graduate with two-year degrees and begin careers in business, industry, and other fields. Students may also take college transfer courses for pleasure and enrichment as "special students" not seeking degrees.

A Transfer Core Diploma is earned through successful completion of the General Education Core of the Associate in Arts (AA) or Associate in Science (AS) curriculum. To be eligible for a diploma, a student must have an overall GPA of at least a 2.0 on a 4.0 scale and a grade of "C" or better in all core courses. The general education core includes 44 SHC of study in the areas of English composition, humanities/fine arts, natural sciences/mathematics, and social/behavioral sciences. Under the Comprehensive Articulation Agreement, the diploma represents the fulfillment of the institution-wide, lower division general education requirements of the receiving UNC institution even if specific course requirements at the institution are different.

Associate in Fine Arts (AFA)

The Associate in Fine Arts (AFA) degree is designed primarily for students who plan to transfer to complete a bachelor's degree in fine arts. The AFA degree shall be granted for planned programs of study consisting of 64 semester hours of approved college transfer courses.

Making Plans to Transfer

Brunswick Community College assists students in making plans to transfer to four-year colleges or universities. However, each student is responsible for contacting the schools to which he or she may apply for admission and should obtain information about transfer admission procedures and requirements in writing. Students should plan their BCC programs in consultation with both their BCC advisors and the admissions counselors at senior institutions. This will help assure that students take the courses they need for admission to the senior institutions and to the various bachelor's degree majors and pre-professional programs. Students are advised to begin the application process two semesters before they intend to transfer.

TRANSFERRING TO UNC SYSTEM UNIVERSITIES

Transferring to one of the 16 universities of The University of North Carolina (UNC) system has been simplified under the 1997 Comprehensive Articulation Agreement (CAA) between the UNC system and the N.C. Community College System (NCCCS). The CAA addresses the transfer of credits and the admission of NCCCS graduates to the UNC system.

Transfer of Individual Courses

A community college student who meets the criteria of the CAA and has completed courses designated as college transfer with a grade of "C" or better in the course will receive credit for those courses upon admission to a UNC institution. The receiving institution will designate whether the course will count as general education, major or elective hours.

Transfer of General Education Core

Community college students may receive a Transfer Core Diploma for completing 44 hours (6 SHC of English, 9-12 SHC of Humanities/Fine Arts , 9-12 SHC of Social/Behavioral Sciences, 14-20 SHC of Natural Sciences/Mathematics) of general education credit. Graduates of the diploma upon admission to a UNC institution will have met the requirements for the lower-division general education requirements of the institution if all coursework is completed with a grade of "C" or better in each course and with a cumulative grade point average of 2.0 when all grades are counted. The diploma will transfer as a block to UNC system institutions. Students must meet the physical education and foreign language requirements of the receiving institution. In addition, they may be required to complete upper-level general education division requirements upon transferring.

Transfer of AA and AS Degrees

BCC graduates of the AA and AS programs will normally receive 64 semester hours of academic credit upon admission to a UNC system university and have junior status if they have received a grade of "C" or better in all their college transfer coursework and have a GPA of 2.0 on a 4.0 scale upon admission to a UNC institution. Under special circumstances, a university may accept additional credit hours. Graduates of the AA and AS programs are required to meet the foreign language and physical education requirements of the receiving institution before or after admission to the institution.

Transfer of AFA Degree

Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. The receiving institution will determine whether the course will count as general education, major, or elective credit. Because the AFA curriculum standard includes only 28 SHC for general education, AFA students who transfer must meet the general education requirements of the receiving institution.

Transfer Assured Admissions Policy

The Transfer Assured Admissions Policy of the CAA guarantees admission to a UNC institution for students who have graduated from a community college with an Associate in Arts or Associate in Science degree. Students must meet all the requirements of the CAA. They must have a grade of "C" or better in all transfer courses with an overall GPA of 2.0 on a 4.0 scale from the college they graduated from and be eligible for readmission. Students must also meet the judicial and application requirements of the institution they apply to and submit all required documents on time.

Under this policy, admission is not guaranteed to a particular UNC institution nor does it constitute admission to a professional school or a specific program within the university. Admission to some major programs may require additional pre-specialty courses beyond the General Education Core. Students entering such university programs may need more than two additional years of coursework to complete the baccalaureate degree, depending on the requirements of the program. Transfer information is available at the following website: http:// www.northcarolina.edu/aa/articulation/index.htm

Articulation Agreements with Transfer Universities

The Transfer Assured Admission policy while guaranteeing that a student who has met the criteria will be accepted at a UNC institution, does not assure admission to the university of their choice. Therefore, Brunswick Community College has established individual agreements with particular institutions regarding admission of students, including but not limited to University of North Carolina Wilmington, Campbell University and Regis University. Ask your advisor for further details.

Courses That Meet Graduation Requirements

An alphabetical list of course descriptions is provided in the back of the catalog. College transferable courses are identified by an italicized sentence within the course description. This last sentence may read, "This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics" or "This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement". All required courses within the Associate in Arts, Associate in Science and Associate in Fine Arts are approved for transfer to the 16 universities of the University of North Carolina system, with the exception of ACA 111, ACA 115, and ACA 118. Receiving institutions under the Comprehensive Articulation Agreement require a minimum grade of "C" in all college transfer coursework.

Brunswick Community College offers a selection from among these courses each semester. Students should select courses based on college-transfer plans, expected baccalaureate majors, career goals, and special interests. Students should meet with their advisors every semester to update their degree programs and to ensure they are taking appropriate courses. The course selection and scheduling process is driven by the need to help students, whose requirements and personal schedules vary widely, get the courses they must have to make progress toward completing their degree programs. All classes are subject to minimum enrollment requirements and availability of instructors.

College Transfer Programs
Associate in Arts (A10100)
Associate in Science (A10400)

General Education Core Courses (44 SHC)

The courses listed below have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements.

A. English Composition (6 SHC)

Two courses, ENG 111 and ENG 112 or 114 are required. Only one of the two courses, ENG 112 and 114, may be taken for credit; only one will transfer.

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-0-3

B. Humanities/Fine Arts
AA (12 SHC) AS (9 SHC)

Associate in Arts: Four courses from at least three discipline areas are required. At least one course must be a literature (ENG) course. One course only must be a speech/communication course, either COM 110, COM 120, or COM 231.

Associate in Science: Three courses from three discipline areas are required. One course must be a literature (ENG) course. One course only must be a speech/communication course, either COM 110, COM 120, or COM 231.

Art

ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey I	3-0-0-0-3
ART 115	Art History Survey II	3-0-0-0-3

Dance

DAN 110	Dance Appreciation	3-0-0-0-3

Drama

DRA 111	Theatre Appreciation	3-0-0-0-3
DRA 112	Literature of the Theatre	3-0-0-0-3

***French**

FRE 111	Elementary French I	3-0-0-0-3
FRE 112	Elementary French II	3-0-0-0-3

Humanities

HUM 115	Critical Thinking	3-0-0-0-3
HUM 160	Introduction to Film	2-2-0-0-3

Literature

ENG 131	Introduction to Literature	3-0-0-0-3
ENG 231	American Literature I	3-0-0-0-3
ENG 232	American Literature II	3-0-0-0-3
ENG 233	Major American Writers	3-0-0-0-3
ENG 241	British Literature I	3-0-0-0-3
ENG 242	British Literature II	3-0-0-0-3

Music

MUS 110	Music Appreciation	3-0-0-0-3
MUS 112	Introduction to Jazz	3-0-0-0-3

Philosophy

PHI 210	History of Philosophy	3-0-0-0-3
PHI 215	Philosophical Issues	3-0-0-0-3
PHI 230	Introduction to Logic	3-0-0-0-3
PHI 240	Introduction to Ethics	3-0-0-0-3

Religion

REL 110	World Religions	3-0-0-0-3
REL 211	Introduction to Old Testament	3-0-0-0-3
REL 212	Introduction to New Testament	3-0-0-0-3
REL 221	Religion in America	3-0-0-0-3

***Spanish**

SPA 111	Elementary Spanish I	3-0-0-0-3
SPA 112	Elementary Spanish II	3-0-0-0-3
SPA 211	Intermediate Spanish I	3-0-0-0-3
SPA 212	Intermediate Spanish II	3-0-0-0-3

Speech/Communication

COM 110	Introduction to Communication	3-0-0-0-3
COM 120	Introduction Interpersonal Com	3-0-0-0-3
COM 231	Public Speaking	3-0-0-0-3

C. Social/Behavioral Sciences
AA (12 SHC) AS (9 SHC)

Associate in Arts: Four courses from at least three discipline areas are required. At least one course must be a history (HIS) course.

Associate in Science: Three courses from three discipline areas are required. One course must be a history (HIS) course.

Anthropology

ANT 210	General Anthropology	3-0-0-0-3
ANT 220	Cultural Anthropology	3-0-0-0-3
ANT 221	Comparative Cultures	3-0-0-0-3

Economics

ECO 151	Survey of Economics	3-0-0-0-3
ECO 251	Principles of Microeconomics	3-0-0-0-3
ECO 252	Principles of Macroeconomics	3-0-0-0-3

Geography

GEO 111	World Regional Geography	3-0-0-0-3
GEO 112	Cultural Geography	3-0-0-0-3
GEO 130	General Physical Geography	3-0-0-0-3

History

HIS 115	Introduction to Global History	3-0-0-0-3
HIS 121	Western Civilization I	3-0-0-0-3
HIS 122	Western Civilization II	3-0-0-0-3
HIS 131	American History I	3-0-0-0-3
HIS 132	American History II	3-0-0-0-3

Political Science

POL 120	American Government	3-0-0-0-3
POL 210	Comparative Government	3-0-0-0-3
POL 220	International Relations	3-0-0-0-3

Psychology

PSY 150	General Psychology	3-0-0-0-3
PSY 237	Social Psychology	3-0-0-0-3
PSY 239	Psychology of Personality	3-0-0-0-3
PSY 241	Developmental Psychology	3-0-0-0-3
PSY 281	Abnormal Psychology	3-0-0-0-3

Sociology

SOC 210	Introduction to Sociology	3-0-0-0-3
SOC 213	Sociology of the Family	3-0-0-0-3
SOC 220	Social Problems	3-0-0-0-3
SOC 225	Social Diversity	3-0-0-0-3
SOC 240	Social Psychology	3-0-0-0-3

D. Natural Sciences

AA (8 SHC) AS (8 SHC)

Associate in Arts: Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required. BIO 140/140A are normally taken concurrently and considered one course. CHM 131/131A are normally taken concurrently and considered one course. Either BIO 110 or BIO 111 may be taken for credit but not both.

Associate in Science: A two-course sequence in general biology (BIO 111-112), general chemistry (CHM 151-152), or general physics (PHY 151-152 or PHY 251-252) is required.

Biology

BIO 110	Principles of Biology	3-3-0-0-4
BIO 111	General Biology I	3-3-0-0-4
BIO 112	General Biology II	3-3-0-0-4
BIO 120	Introductory Botany	3-3-0-0-4
BIO 130	Introductory Zoology	3-3-0-0-4
BIO 140	Environmental Biology	3-0-0-0-3
BIO 140A	Environmental Biology Lab	0-3-0-0-1

Chemistry

CHM 131	Introduction to Chemistry	3-0-0-0-3
CHM 131A	Introduction to Chemistry Lab	0-3-0-0-1
CHM 132	Organic and Biochemistry	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CHM 152	General Chemistry II	3-3-0-0-4

Physics

PHY 110	Conceptual Physics	3-0-0-0-3
PHY 110A	Conceptual Physics Lab	0-2-0-0-1
PHY 151	College Physics I	3-2-0-0-4
PHY 152	College Physics II	3-2-0-0-4
PHY 251	General Physics I	3-3-0-0-4
PHY 252	General Physics II	3-3-0-0-4

Geology

GEL 111	Intro Geology	3-2-0-0-4
GEL 113	Historical Geology	3-2-0-0-4
GEL 120	Physical Geology	3-2-0-0-4
GEL 230	Environmental Geology	3-2-0-0-4

E. Mathematics

AA (6 SHC) AS (12 SHC)

Associate in Arts: At least one course in introductory mathematics (MAT 140/140A, MAT 161/161A, MAT171/171A) is required. MAT 161/161A or higher is recommended for all Associate in Arts students wishing to transfer to a bachelor's program. CIS 110 or CIS 115 is the second course degree requirement.

Associate in Science: One course in mathematics at the precalculus algebra level (MAT 171/171A) or above is required. CIS 110 or CIS 115 is the second course degree requirement. Six additional semester hour credits must be selected from courses designated as Natural Sciences/ Mathematics general education core transfer courses. MAT 140/140A and MAT 161/161A cannot be taken as "elective courses" in the A.S. curriculum.

Computer Science

CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Introduction to Programming & Logic	2-3-0-0-3

Mathematics

MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 151	Statistics I	3-0-0-0-3
(MAT 151 cannot be used as AA math requirement)		
MAT 155	Statistical Analysis	3-0-0-0-3
(MAT 155 cannot be used as AA math requirement)		
MAT 161	College Algebra	3-0-0-0-3
MAT 171	Precalculus Algebra	3-0-0-0-3
MAT 172	Precalculus Trigonometry	3-0-0-0-3
MAT 263	Brief Calculus	3-0-0-0-3
MAT 271	Calculus I	3-2-0-0-4
MAT 272	Calculus II	3-2-0-0-4
MAT 273	Calculus III	3-2-0-0-4

Mathematics Labs--Labs must be taken in conjunction with MAT 140, 151, 155, 161, 171, 172, and 263. Math lab courses have been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MAT 151A	Statistics I Lab	0-2-0-0-1
MAT 155A	Statistical Analysis Lab	0-2-0-0-1
MAT 161A	College Algebra Lab	0-2-0-0-1
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1
MAT 172A	Precalculus Trigonometry Lab	0-2-0-0-1
MAT 263A	Brief Calculus Lab	0-2-0-0-1

F. Other Required Hours (21 SHC)

One college orientation/study skills course, ACA 111 or ACA 115 or ACA 118, is required. Only one ACA course may be taken for credit. ACA courses do not transfer to UNC system institutions.

ACA 111	College Student Success	1-0-0-0-1
ACA 115	Success & Study Skills	0-2-0-0-1
ACA 118	College Study Skills	1-2-0-0-2

Associate in Arts: A minimum of 20 SHC selected from among the college transfer general education courses listed above (excluding ENG 112 and 114) and/or the elective and pre-major courses listed below is required.

Associate in Science: A minimum of 14 SHC selected from among college transfer courses in mathematics, natural sciences, or computer science is required. The remaining hours (6 SHC) may be selected from among other general education pre-major or elective courses, excluding ENG 112 and 114. MAT 140/140A and MAT 161/161A cannot be taken as "elective courses" in the A.S. curriculum.

The courses listed below have been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Accounting

ACC 120	Principles of Financial Acct	3-2-0-0-4
ACC 121	Principles of Managerial Acct	3-2-0-0-4

Art

ART 121	Design I	0-6-0-0-3
ART 131	Drawing I	0-6-0-0-3
ART 171	Computer Art I	0-6-0-0-3
ART 240	Painting I	0-6-0-0-3
ART 264	Digital Photography I	1-4-0-0-3
ART 265	Digital Photography II	1-4-0-0-3
ART 271	Computer Art II	0-6-0-0-3
ART 275	Introduction to Commercial Art	0-6-0-0-3
ART 289	Museum Study	2-2-0-0-3

Biology

BIO 143	Field Biology Minicourse	1-2-0-0-2
BIO 146	Regional Natural History	3-3-0-0-4
BIO 155	Nutrition	3-0-0-0-3
BIO 163	Basic Anatomy & Physiology	4-2-0-0-5
BIO 168	Anatomy and Physiology I	3-3-0-0-4
BIO 169	Anatomy and Physiology II	3-3-0-0-4
BIO 175	General Microbiology	2-2-0-0-3
BIO 243	Marine Biology	3-3-0-0-4
BIO 271	Pathophysiology	3-0-0-0-3
BIO 275	Microbiology	3-3-0-0-4
BIO 280	Biotechnology	2-3-0-0-3

Business

BUS 110	Intro to Business	3-0-0-0-3
BUS 115	Business Law I	3-0-0-0-3
BUS 137	Principles of Management	3-0-0-0-3

Computer Science

CSC 120	Computing Fundamentals I	3-2-0-0-4
CSC 130	Computing Fundamentals II	3-2-0-0-4
CSC 134	C++ Programming	2-3-0-0-3
CSC 139	Visual BASIC Prog	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3
CSC 239	Adv Visual BASIC Prog	2-3-0-0-3

Criminal Justice

CJC 111	Introduction to Criminal Justice	3-0-0-0-3
CJC 121	Law Enforcement Operations	3-0-0-0-3
CJC 141	Corrections	3-0-0-0-3

Drama

DRA 130	Acting I	0-6-0-0-3

Education

EDU 216	Foundations of Education	3-2-0-0-4

English

ENG 125	Creative Writing I	3-0-0-0-3

Geology

GEL 220	Marine Geology	3-2-0-0-4

***Health and Physical Education**

PED 110	Fit and Well for Life	1-2-0-0-2
PED 117	Weight Training I	0-3-0-0-1
PED 122	Yoga I	0-2-0-0-1
PED 143	Volleyball - Beginning	0-2-0-0-1
PED 145	Baskeball - Beginning	0-2-0-0-1
PED 152	Swimming - Begnning	0-2-0-0-1
PED 153	Swimming - Intermediate	0-2-0-0-1
PED 217	Pilates I	0-2-0-0-1
PED 259	Prev & Care Ath Injuries	1-2-0-0-2

History

HIS 221	African-American History	3-0-0-0-3
HIS 226	The Civil War	3-0-0-0-3
HIS 236	North Carolina History	3-0-0-0-3

Humanities

HUM 230	Leadership Development	3-0-0-0-3

Mathematics

MAT 285	Differential Equations	3-0-0-0-3

Music

MUS 111	Fundamentals of Music	3-0-0-0-3
MUS 121	Music Theory I	3-2-0-0-4
MUS 122	Music Theory II	3-2-0-0-4
MUS 131	Chorus 1	0-2-0-0-1
MUS 151K	Class Music I	0-2-0-0-1

Political Science

POL 130	State & Local Government	3-0-0-0-3

Psychology

PSY 211	Psychology of Adjustment	3-0-0-0-3
PSY 243	Child Psychology	3-0-0-0-3
PSY 263	Educational Psychology	3-0-0-0-3
PSY 275	Health Psychology	3-0-0-0-3

Spanish

SPA 181	Spanish Lab 1	0-2-0-0-1
SPA 182	Spanish Lab 2	0-2-0-0-1

**Students who transfer to the University of North Carolina Wilmington, or another UNC-system university, must meet that institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

Preparing for University Majors and Careers

Associate in Arts

The Associate in Arts (AA) degree program is designed for students who plan to pursue the Bachelor of Arts (B.A.) and other liberal arts and pre-professional degrees at four-year colleges and universities. The AA degree is an excellent preparation to pursue the following baccalaureate programs:

Anthropology	Management
Art	Music
Business Administration	Nursing
Business Education	Parks and Recreation
Communication	Philosophy
Computer Science	Physical Education
Criminal Justice	Political Science
Economics	Pre-Law
Elementary Education	Psychology
English	Religion
Foreign Languages	Secondary Education
Geography	Social Work
Health Education	Sociology
History	Spanish
International Studies	Special Education
Journalism	Speech
Law Enforcement	Theatre

Associate in Science

The Associate in Science (AS) degree program is designed for students who plan to pursue the Bachelor of Science (B.S.) and other scientific, technological, health care, and pre-professional degrees at four-year colleges and universities. The AS degree is an excellent preparation to pursue the following baccalaureate programs:

Agriculture	Pre-Dentistry
Biology	Pre-Medicine
Chemistry	Pre-Optometry
Engineering	Pre-Pharmacy
Environmental Studies	Pre-Physical Therapy
Forestry	Pre-Veterinary Medicine
Geology	Public Health
Marine Biology	Textiles
Mathematics	Wildlife Biology
Medical Technology	Wood Science
Physics	

Pre-major Programs

The N.C. Community College System and The University of North Carolina System have designed a number of special associate degree, pre-major programs of study that prepare students to transfer to bachelor's degree. Brunswick Community College currently offers Associate in Arts pre-major programs in business administration, criminal justice, elementary education, and nursing, and an Associate in Science pre-major program in biology. When students successfully complete a pre-major course of study and are accepted for admission to a UNC-System university, they are eligible to apply for admission to the bachelor's degree major program with junior standing.

Pre-major programs have the same general requirements as the 65 semester-hour credit (SHC) Associate in Arts and Associate in Science degree programs outlined above. These include 44 SHC in General Education Core courses, 1 SHC ACA course, and 20 SHC in core, pre-major, and elective courses.

For a complete listing of suggested requirements for all pre-majors, please refer to Associate in Arts (AA) and Associate in Science (AS) Articulation Agreements Standards at www.northcarolina.edu/aa/articulation/index.htm

Pre-major in Business Administration, Accounting, Economics, Finance, and Marketing (A1010B)

This pre-major is designed to prepare students to transfer to a senior college or university to pursue a bachelor's degree program in business administration, accounting, economics, finance and marketing.

English Composition (6 SHC):

Two English composition courses are required:
ENG 111 and ENG 112 or 114

Humanities/Fine Arts (12 SHC):

Four courses from three discipline areas are required:
One literature course
COM 110 or 231
Two additional courses from the following discipline areas are required: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences (12 SHC):

Four courses from three discipline areas are required:
ECO 251
One history course
Two additional Social/Behavorial Sciences courses:
POL 120, PSY 150, and SOC 210 are recommended.

Natural Sciences/Mathematics (14-16 SHC):

Natural Sciences (8 SHC): Two courses from biological and physical sciences disciplines, including accompanying laboratory work, are required.
Mathematics (6-8 SHC): Two courses are required:
Choose one: MAT 161/161A or MAT 171/171A
Choose one: MAT 263/263A or MAT 271

Other Required Hours (21 SHC):

The following six courses are required:
ACA 111, 115 or 118
ACC 120 and 121
CIS 110
ECO 252
MAT 151/151A or MAT 155/155A
Three additional hours of approved college transfer courses are required.

Pre-major in Biology and Biology Education (A1040A)

The biology pre-major is designed to prepare students to transfer to a senior college or university to pursue a bachelor's degree in Biology or Biology Education.

English Composition (6 SHC):

Two courses are required:
ENG 111 and ENG 112 or 114

Humanities/Fine Arts (9 SHC):

Three courses from three discipline areas are required:
One literature course
COM 110 or 231
One additional courses from the following discipline areas are required: art, dance, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.

Social/Behavioral Sciences (9 SHC):

Three courses from three discipline areas are required:
One history course
Two additional courses from the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.

Natural Sciences/Mathematics (22 SHC):

Natural Sciences (16 SHC): The following courses are required:
BIO 111, CHM 151 and 152
One of the following courses is required:
BIO 112, BIO 120, or BIO 130
Mathematics (6 SHC): A minimum of two courses is required:
MAT 171/171A (or higher)
CIS 110 or 115

Other Required Hours (19 SHC):

ACA 111, 115 or 118
14 SHC of college transfer courses in mathematics, natural sciences, or computer science
Four hours of approved biology college transfer courses are recommended.
Four additional hours of approved college transfer courses are required.
One of the following sequences is recommended:
PHY 151 and 152, or PHY 251 and 252

Pre-major in Criminal Justice (A1010D)

The pre-major in Criminal Justice was developed by university and community college faculty as a blueprint for guiding students who intend to major in Criminal Justice.

English Composition (6 SHC):

Two English composition courses are required:
ENG 111 and ENG 112 or 114

Humanities/Fine Arts (12 SHC):

Four courses from three discipline areas are required:
One literature course
COM 110 or 231
Two additional courses from the following discipline areas are required: art, dance, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.

Social/Behavioral Sciences (12 SHC):

Four courses from three discipline areas are required:
One history course
POL 120 and PSY 150
SOC 210

Natural Sciences/Mathematics (14-16 SHC):

Natural Sciences (8 SHC): Two courses from biological and physical sciences disciplines, including accompanying laboratory work, are required.
Mathematics (6-8 SHC): Two courses are required:
MAT 161/161A or higher
MAT 151/151A or MAT 155/155A

Other Required Hours (21 SHC):

ACA 111, 115 or 118
The following three courses are required:
CJC 111, CJC 121, and CJC 141
11 additional hours of approved college transfer courses

Pre-major in Elementary Education (A1010R)

The pre-major in elementary education is designed to prepare students to transfer to a senior college or university to pursue a bachelor's degree program in Elementary Education.

English Composition (6 SHC):
Two courses are required:
ENG 111 and 112

Humanities/Fine Arts (12 SHC):
Four courses from three discipline areas are required:
One literature course: ENG 131, 231, 232 or 233
One art or music course: ART 111, 114, 115, or MUS 110
COM 231
One additional course from the following discipline areas is required: art, dance, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.

Social/Behavioral Sciences (12 SHC):
Four courses from three discipline areas are required:
One history course: HIS 115, 121 or 122
PSY 150
SOC 210 or SOC 225
One additional course from the following discipline areas is required: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics (14 SHC):
Natural Sciences (8 SHC): Two courses are required:
BIO 110 or 111
CHM 131/131A, CHM 151, PHY 110/110A or PHY 151
Mathematics (6 SHC): Two courses are required:
MAT 140/140A or MAT 161/161A (or higher)
CIS 110

Other Required Hours (21 SHC):
ACA 111, 115 or 118
20 hours of approved college transfer courses are required.

It is recommended that pre-major students in Elementary Education select courses that will help meet a corollary studies area. A minimum of 18 hours in an area of corollary studies is required. These courses should be selected in conjunction with the requirements of the university education program to which a student may apply for admission, since available corollary studies may not be offered in each university program. At certain UNC institutions, EDU 216 may fulfill a major requirement; at a majority of institutions it will transfer only as a free elective. Students should consult with their academic advisors at BCC to select appropriate courses.

For education majors who plan to transfer to UNCW, an Academic Advisor from the Watson School of Education has an office on the BCC campus.

Pre-major in Nursing (A1010I)

The nursing pre-major is designed to prepare students to transfer to a senior college or university to pursue a bachelor's degree program in nursing.

English Composition (6 SHC):
Two courses are required:
ENG 111 and ENG 112 or 114

Humanities/Fine Arts (12 SHC):
Four courses from three discipline areas are required:
One literature course
COM 110 or 231
Two additional courses from the following discipline areas are required: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences (12 SHC):
Four courses from three discipline areas are required:
One history course
PSY 150 and 241
SOC 210

Natural Sciences/Mathematics (14 SHC):
Natural Sciences (8 SHC): Two courses are required:
One chemistry sequence: CHM 131/131A and 132 or CHM 151 and 152
Mathematics (6 SHC): Two courses are required:
MAT 161 (or higher)
MAT 151 or MAT 155

Other Required Hours (21 SHC):
The following courses are required:
ACA 111, 115 or 118
CIS 110
BIO 168 and 169
BIO 175 or 275
MAT 151A, MAT 161A (or higher)
PSY 281
SOC 213

Careers in Science, Technology, and Health Care

In addition to the pre-majors in biology and nursing, Brunswick Community College offers many courses that are required or recommended in other science, technology, and health care degree programs and career fields. Some of these fields and recommended courses are listed below. Students should seek guidance from their BCC advisors and university program counselors in selecting appropriate courses.

Chemistry
CHM 151, 152; MAT 171, 172, 271, 272; PHY 251, 252
Environmental Chemistry: Courses above; BIO 111, 112, 140/140A
Marine Chemistry: Courses above; BIO 111, 112, 140/140A, GEL 220

Clinical Laboratory Science
BIO 111, 112, 130, 140/140A, or BIO 168, 169; CHM 151, 152; MAT 171, 172

Engineering
BIO 140/140A; CHM 151, 152; ECO 251 or 252; ENG 112 and ENG 231, 232, 241, or 242; HIS 121, 122 or HIS 131, 132; MAT 171, 172, 271, 272; PHY 251, 252

Environmental Studies
BIO 111, 112, 120, 130, 140/140A; CHM 151, 152; MAT 171, 172

Marine Biology
BIO 111, 112, 120, 130, 140/140A, 243; CHM 151, 152; MAT 171, 172; PHY 151, 152

Pre-Dentistry
Similar to Pre-Medicine. Students should check admission requirements for specific schools.

Pre-Medicine
BIO 111, 112, 168, 169; CHM 151, 152; MAT 171, 172, 271; PHY 151, 152

Pre-Physcial Therapy
BIO 111, 168, 169; CHM 151, 152; MAT 171, 172; PHY 151, 152; PSY 150, 241

Pre-Veterinary Medicine
BIO 111, 112, 130, 140/140A, 275; CHM 151, 152; MAT 171, 172, 271; PHY 151, 152

AN OUTLINE OF GRADUATION REQUIREMENTS

Associate in Arts (AA) Total = 65 SHC

General Education Core (44 SHC)
English Composition (6 SHC)
Humanities/Fine Arts (12 SHC)
Social/Behavioral Sciences (12 SHC)
Natural Sciences/Mathematics (14 SHC)

Other Required Hours (21 SHC)
Orientation (1 SHC)
General education, pre-major, and elective courses (20 SHC)

Associate in Science (AS) Total = 65 SHC

General Education Core (44 SHC)
English Composition (6 SHC)
Humanities/Fine Arts (9 SHC)
Social/Behavioral Sciences (9 SHC)
Natural Sciences/Mathematics (20 SHC)

Other Required Hours (21 SHC)
Orientation (1 SHC)
General education, pre-major, and elective courses (20 SHC)

Associate in Fine Arts (AFA) Total = 65 SHC

General Education Core (28 SHC)
English Composition (6 SHC)
Humanities/Fine Arts (6 SHC)
Social/Behavioral Sciences (9 SHC)
Natural Sciences/Mathematics (7 SHC)

Other Required Hours (37 SHC)
Orientation (1 SHC)
General education, pre-major, and elective courses (36 SHC)

BRUNSWICK COMMUNITY COLLEGE

COLLEGE TRANSFER PROGRAM
Associate in Fine Arts (AFA) (A10200)

The Associate in Fine Arts (AFA) degree is designed primarily for students who plan to transfer to complete a bachelor's degree in fine arts. The AFA degree shall be granted for planned programs of study consisting of 64 semester hours of approved college transfer courses.

General Education Core Courses (28 SHC)

The courses listed below have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements.

A. English Composition (6 SHC)

Two courses, ENG 111 and ENG 112 or 114. Only one of the two courses, ENG 112 and 114, may be taken for credit; only one will transfer.

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-0-3

B. Humanities/Fine Arts (6 SHC)

Select two courses, one course must be a literature course and one must be a communication course.

Speech/Communication

COM 110	Introduction to Communication	3-0-0-0-3
COM 120	Intro Interpersonal Communication	3-0-0-0-3
COM 231	Public Speaking	3-0-0-0-3

Literature

ENG 131	Introduction to Literature	3-0-0-0-3
ENG 231	American Literature I	3-0-0-0-3
ENG 232	American Literature II	3-0-0-0-3
ENG 233	Major American Writers	3-0-0-0-3
ENG 241	British Literature I	3-0-0-0-3
ENG 242	British Literature II	3-0-0-0-3

C. Social/Behavioral Sciences (9 SHC)

Three courses from three discipline areas are required. One course must be a history (HIS) course.

Anthropology

ANT 210	General Anthropology	3-0-0-0-3
ANT 220	Cultural Anthropology	3-0-0-0-3
ANT 221	Comparative Cultures	3-0-0-0-3

Economics

ECO 151	Survey of Economics	3-0-0-0-3
ECO 251	Principles of Microeconomics	3-0-0-0-3
ECO 252	Principles of Macroeconomics	3-0-0-0-3

Geography

GEO 111	World Regional Geography	3-0-0-0-3
GEO 112	Cultural Geography	3-0-0-0-3
GEO 130	General Physical Geography	3-0-0-0-3

History

HIS 115	Introduction to Global History	3-0-0-0-3
HIS 121	Western Civilization I	3-0-0-0-3
HIS 122	Western Civilization II	3-0-0-0-3
HIS 131	American History I	3-0-0-0-3
HIS 132	American History II	3-0-0-0-3

Political Science

POL 120	American Government	3-0-0-0-3
POL 210	Comparative Government	3-0-0-0-3
POL 220	International Relations	3-0-0-0-3

Psychology

PSY 150	General Psychology	3-0-0-0-3
PSY 237	Social Psychology	3-0-0-0-3
PSY 239	Psychology of Personality	3-0-0-0-3
PSY 241	Developmental Psychology	3-0-0-0-3
PSY 281	Abnormal Psychology	3-0-0-0-3

Sociology

SOC 210	Intro to Sociology	3-0-0-0-3
SOC 213	Sociology of the Family	3-0-0-0-3
SOC 220	Social Problems	3-0-0-0-3
SOC 225	Social Diversity	3-0-0-0-3
SOC 240	Social Psychology	3-0-0-0-3

D. Natural Sciences (4 SHC)

Select one course, including accompanying laboratory work, from among the biological and physical science disciplines.

BIO 110	Principles of Biology	3-3-0-0-4
BIO 111	General Biology I	3-3-0-0-4
CHM 131	Intro to Chemistry	3-0-0-0-3
CHM 131A	Intro to Chemistry Lab	0-3-0-0-1
CHM 151	General Chemistry I	3-3-0-0-4
GEL 111	Intro Geology	3-2-0-0-4
GEL 120	Physical Geology	3-2-0-0-4
PHY 110	Conceptual Physics	3-0-0-0-3
PHY 110A	Conceptual Physics Lab	0-2-0-0-1

E. Mathematics (3 SHC)

Select one course in introductory mathematics.

Mathematics

MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 161	College Algebra	3-0-0-0-3
MAT 171	Precalculus Algebra	3-0-0-0-3

Mathematics Labs--Labs must be taken in conjunction with MAT 140, 161, and 171. Math lab courses have been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MAT 161A	College Algebra Lab	0-2-0-0-1
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1

F. Other Required Hours (6 SHC)

One (1 SHC) college orientation/study skills course, ACA 111, 115 or 118, is required. Only one ACA course may be taken for credit. ACA courses do not transfer to UNC system institutions.

Orientation		
ACA 111	College Student Success	1-0-0-0-1
ACA 115	Success & Study Skills	0-2-0-0-1
ACA 118	College Study Skills	1-2-0-0-2
Physical Education		
PED 110	Fit and Well for Life	1-2-0-0-2
Computer Science		
CIS 110	Intro to Computers	2-2-0-0-3

G. Major Core Hours (31 SHC)

Major course requirements will be determined on a program-by-program basis by articulation agreements developed under the Comprehensive Articulation Agreement, whenever possible and appropriate for transfer to the University of North Carolina constituent institutions.

Art		
ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey I	3-0-0-0-3
ART 115	Art History Survey II	3-0-0-0-3
ART 121	Design I	0-6-0-0-3
ART 131	Drawing I	0-6-0-0-3
ART 171	Computer Art I	0-6-0-0-3
ART 240	Painting I	0-6-0-0-3
ART 264	Digital Photography I	1-4-0-0-3
ART 265	Digital Photography II	1-4-0-0-3
ART 271	Computer Art II	0-6-0-0-3
ART 275	Introduction to Commercial Art	0-6-0-0-3
ART 289	Museum Study	2-2-0-0-3
Dance		
DAN 110	Dance Appreciation	3-0-0-0-3
Drama		
DRA 111	Theatre Appreciation	3-0-0-0-3
DRA 112	Literature of the Theatre	3-0-0-0-3
DRA 130	Acting I	0-6-0-0-3
Humanities		
HUM 115	Critical Thinking	3-0-0-0-3
HUM 160	Introduction to Film	2-2-0-0-3
Music		
MUS 110	Music Appreciation	3-0-0-0-3
MUS 111	Fundamentals of Music	3-0-0-0-3
MUS 112	Introduction to Jazz	3-0-0-0-3
MUS 121	Music Theory I	3-2-0-0-4
MUS 122	Music Theory II	3-2-0-0-4
MUS 131	Chorus I	0-2-0-0-1
MUS 151K	Class Music I	0-2-0-0-1
	TOTAL CREDITS	**65**

Courses That Are Regularly Scheduled Fall and Spring Semesters

The A.A. and A.S. degree programs are flexible. Students can generally begin the college transfer program in Fall, Spring, or Summer semesters/session and can choose from a variety of courses that meet degree requirements. Courses most in demand, such as ENG 111: Expository Writing, MAT 140/140A: Survey of Mathematics, and MAT 171/171A: Precalculus Algebra, are offered every semester as are selections of courses from traditional general education areas: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/ Mathematics.

However, certain courses are normally offered only one semester each year and may be part of a two- or three- course sequence. Thus, students need to plan ahead. The chart below indicates what courses are normally offered in Fall and Spring Semesters. All classes are subject to minimum enrollment requirements and availability of instructors.

Courses Offered Only in Fall Semester	Courses Offered Only in Spring Semester
ART 115	ART 114
ART 240	ART 121
ART 271	ART 171
MAT 271	BIO 280
PHY 151	CHM 132
	ENG 233
	MAT 272
	MUS 122
	PHY 152
	PSY 263

ACCOUNTING (A25100)
ASSOCIATE IN APPLIED SCIENCE
DEGREE/DIPLOMA/CERTIFICATE

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.

ACCOUNTING (A25100)
ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
ACC 120	Prin of Financial Acct	3-2-0-0-4
BUS 115	Business Law I	3-0-0-0-3
BUS 121	Business Math	2-2-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
ECO 251	Principles of Microeconomics	3-0-0-0-3
	or	
ECO 252	Principles of Macroeconomics	3-0-0-0-3
		17

SPRING SEMESTER

ACC 121	Prin of Managerial Acct	3-2-0-0-4
ACC 122	Prin of Financial Acct II	3-0-0-0-3
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Acct Software Appl	1-2-0-0-2
BUS 137	Principles of Management	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		18

FALL SEMESTER

ACC 180	Practices in Bookkeeping	3-0-0-0-3
ACC 215	Ethics in Accounting	3-0-0-0-3
ACC 220	Intermediate Accounting I	3-2-0-0-4
DBA 110	Database Concepts	2-3-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
	Social/Behavioral Sciences Elective	3-0-0-0-3
		20

SPRING SEMESTER

ACC 221	Intermediate Acct II	3-2-0-0-4
BUS 225	Business Finance	2-2-0-0-3
COE 111	Co-op Work Experience I	0-0-0-10-1
CTS 130	Spreadsheet	2-2-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		17

TOTAL CREDITS **72**

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY." ECO 251 and ECO 252 are not electives in the Accounting program.

ACCOUNTING (D25100)
DIPLOMA

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
ACC 120	Prin of Financial Acct	3-2-0-0-4
BUS 115	Business Law I	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		14

SPRING SEMESTER

ACC 121	Prin of Managerial Acct	3-2-0-0-4
ACC 122	Prin of Financial Acct II	3-0-0-0-3
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Acct Software Appl	1-2-0-0-2
BUS 137	Principles of Management	3-0-0-0-3
BUS 225	Business Finance	2-2-0-0-3
		18

FALL SEMESTER

ACC 180	Practices in Bookkeeping	3-0-0-0-3
ACC 215	Ethics in Accounting	3-0-0-0-3
ACC 220	Intermediate Accounting I	3-2-0-0-4
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
		14

TOTAL CREDITS **46**

ACCOUNTING (C25100)
CERTIFICATE

ACC 120	Prin of Financial Acct	3-2-0-0-4
ACC 121	Prin of Managerial Acct	3-2-0-0-4
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Acct Software Appl	1-2-0-0-2
CIS 110	Introduction to Computers	2-2-0-0-3
		16

TOTAL CREDITS **16**

AQUACULTURE TECHNOLOGY (A15120) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA/CERTIFICATE

The Aquaculture Technology curriculum prepares individuals for careers in aquaculture and management of aquatic ecosystems. It provides a broad background in science and math as well as specialized course work and practical experience in fish, shellfish, and aquatic plant production and management.

Course work includes biology, chemistry, and math, as well as water quality and limnology, nutrition and feeding, genetics and breeding, facilities construction, and aquabusiness. Students will be required to spend time working in the industry through the summer cooperative work experience.

Graduates may find employment on private farms and government hatcheries or at public aquariums. Graduates may also start new businesses in fish, shellfish, or aquatic plant farming; pond and lake management services; or home/office aquarium or water garden management services.

AQUACULTURE TECHNOLOGY (A15120) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
		16

SPRING SEMESTER

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
BIO 112	General Biology II	3-3-0-0-4
BUS 110	Introduction to Business	3-0-0-0-3
CHM 152	General Chemistry II	3-3-0-0-4
ENG 112	Argument-Based Research	3-0-0-0-3
		18

SUMMER SEMESTER

AQU 163	Aquaculture Practicum III	0-3-0-0-1
		1

FALL SEMESTER

AQU 164	Aquaculture Practicum IV	0-3-0-0-1
AQU 230	Fish Genetics & Breeding	3-0-0-0-3
AQU 240	Fish Nutrition & Diseases	3-0-0-0-3
AQU 251	Hatchery Management I	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
	Social/Behavioral Sciences Elective	3-0-0-0-3
		17

SPRING SEMESTER

AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	0-3-0-0-1
AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
AQU 255	Invertebrate Culture	3-0-0-0-3
AQU 260	Aquariology	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		20

SUMMER SEMESTER

COE 112	Co-op Work Experience I	0-0-0-20-2
		2

TOTAL CREDITS **74**

AQUACULTURE TECHNOLOGY (D15120) DIPLOMA

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 164	Aquaculture Practicum IV	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
		17

SPRING SEMESTER

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	0-3-0-0-1
AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
BUS 110	Introduction to Business	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3
		18

SUMMER SEMESTER

COE 112	Co-op Work Experience I	0-0-0-20-2
		2

TOTAL CREDITS **37**

AQUACULTURE TECHNOLOGY (C15120) CERTIFICATE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 164	Aquaculture Practicum IV	0-3-0-0-1
		6

Number Sequence: Class hours - Lab Hours - Clinic Hours - Work Experience Hours - Credit Hours

SPRING SEMESTER

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	0-3-0-0-1
		6

TOTAL CREDITS 12

AQUACULTURE TECHNOLOGY (C15120A) ADVANCED CERTIFICATE

AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
AQU 230	Fish Genetics & Breedinng	3-0-0-0-3
AQU 240	Fish Nutrition & Diseases	3-0-0-0-3
AQU 251	Hatchery Management I	3-0-0-0-3
		15

TOTAL CREDITS 15

AQUACULTURE TECHNOLOGY (A15120B) ASSOCIATE IN APPLIED SCIENCE DEGREE AQUACULTURE/BIOTECHNOLOGY OPTION

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
		16

SPRING SEMESTER

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
BIO 112	General Biology II	3-3-0-0-4
BUS 110	Introduction to Business	3-0-0-0-3
CHM 152	General Chemistry II	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
		18

SUMMER SEMESTER

AQU 163	Aquaculture Practicum III	0-3-0-0-1
	Social/Behavioral Sciences Elective	3-0-0-0-3
		4

FALL SEMESTER

AQU 164	Aquaculture Practicum IV	0-3-0-0-1
AQU 215	Algae Culture	2-3-0-0-3
AQU 230	Fish Genetics & Breeding	3-0-0-0-3
AQU 240	Fish Nutrition & Diseases	3-0-0-0-3
AQU 251	Hatchery Management I	3-0-0-0-3
MAT 171	Precalculus Algebra	3-0-0-0-3
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1
		17

SPRING SEMESTER

AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	0-3-0-0-1
AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
AQU 255	Invertebrate Culture	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		17

SUMMER SEMESTER

COE 112	Co-op Work Experience I	0-0-0-20-2
		2

TOTAL CREDITS 74

AQUACULTURE TECHNOLOGY (A15120A) ASSOCIATE IN APPLIED SCIENCE DEGREE AQUACULTURE / AQUARIUM SCIENCE BUSINESS OPTION

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
		16

SPRING SEMESTER

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
BUS 137	Principles of Management	3-0-0-0-3
ECO 251	Prin of Microeconomics	3-0-0-0-3
	or	
ECO 252	Prin of Macroeconomics	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		16

SUMMER SEMESTER

AQU 163	Aquaculture Practicum III	0-3-0-0-1
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
		5

FALL SEMESTER

ACC 120	Prin of Financial Acct	3-2-0-0-4
AQU 164	Aquaculture Practicum IV	0-3-0-0-1
AQU 230	Fish Genetics & Breeding	3-0-0-0-3
AQU 240	Fish Nutrition & Diseases	3-0-0-0-3
AQU 251	Hatchery Management I	3-0-0-0-3
BUS 280	REAL Small Business	4-0-0-0-4
		18

SPRING SEMESTER

AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	0-3-0-0-1
AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
AQU 260	Aquariology	3-0-0-0-3
BUS 225	Business Finance	2-2-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3
		17

SUMMER SEMESTER

COE 112	Co-op Work Experience I	0-0-0-20-2
		2

TOTAL CREDITS 74

ASSOCIATE DEGREE NURSING (A45110) ASSOCIATE IN APPLIED SCIENCE DEGREE

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.

This program has selective admissions requirements. Contact Student Services for information.

ASSOCIATE DEGREE NURSING (A45110) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

*BIO 168	Anatomy and Physiology I	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
NUR 111	Intro to Health Concepts	4-6-6-0-8
PSY 150	General Psychology	3-0-0-0-3
		18

SPRING SEMESTER

*BIO 169	Anatomy and Physiology II	3-3-0-0-4
NUR 112	Health-Illness Concepts	3-0-6-0-5
NUR 114	Holistic Health Concepts	3-0-6-0-5
PSY 241	Developmental Psychology	3-0-0-0-3
		17

SUMMER SEMESTER

NUR 113	Family Health Concepts	3-0-6-0-5
		5

FALL SEMESTER

*BIO 175	General Microbiology	2-2-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
NUR 211	Health Care Concepts	3-0-6-0-5
NUR 212	Health Systems Concepts	3-0-6-0-5
		16

SPRING SEMESTER

ENG 114	Prof Research & Reporting	3-0-0-0-3
NUR 213	Complex Health Concepts	4-3-15-0-10
	Humanities/ Fine Arts Elective	3-0-0-0-3
		16

TOTAL CREDITS 72

NOTE: Humanities/Fine Arts Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

*BIO 168, BIO 169, and BIO 175 must have been completed within five years of entering the Associate Degree Nursing program.

ASSOCIATE IN GENERAL EDUCATION (A10300)

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

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

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

Graduates of this program will have their courses evaluated by the receiving institution on a course-by-course basis.

Course requirements: Courses must be at the 110-199 or 210-299 level.

A. English Composition (6 SHC):
Two courses are required:
ENG 111 and ENG 112 or ENG 114

B. Humanities/Fine Arts (3 SHC):
Select courses from the following discipline areas:
ART, DAN, DRA, ENG (literature), FRE, HUM, MUS, PHI, REL, and SPA

C. Social/Behavioral Sciences (3 SHC):
Select courses from the following discipline areas:
ANT, ECO, GEO, HIS, POL, PSY, and SOC.

D. Natural Sciences/Mathematics (3-4 SHC):
Mathematics or Sciences
Select one course from the following discipline areas:
BIO, CHM, GEL, PHY or MAT

E. ACA 111, ACA 115 or ACA 118 (1 SHC)

F. CIS 110 (3 SHC)

G. Electives (45 SHC):
Select forty-five (45) additional hours from courses in the current catalog with a maximum of 6 SHC in PED.

Minimum total credit hours required: 64-65

BASIC LAW ENFORCEMENT TRAINING (C55120) CERTIFICATE

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.

CJC 100	Basic Law Enforcement Trn	9-30-0-0-19
	TOTAL CREDITS	**19**

BIOTECHNOLOGY (A20100) ASSOCIATE IN APPLIED SCIENCE DEGREE

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.

BIOTECHNOLOGY (A20100A) ASSOCIATE IN APPLIED SCIENCE DEGREE AQUATIC SCIENCES OPTION

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA115	Success & Study Skills	0-2-0-0-1
BIO 111	General Biology I	3-3-0-0-4
BTC 181	Basic Lab Techniques	3-3-0-0-4
CHM 151	General Chemistry	3-3-0-0-4
MAT 151	Statistics	3-0-0-0-3
MAT 151A	Statistics Lab	0-2-0-0-1
		17

SPRING SEMESTER

BIO 112	General Biology II	3-3-0-0-4
BIO 175	General Microbiology	2-2-0-0-3
BIO 280	Biotechnology	2-3-0-0-3
BTC 250	Principles of Genetics	3-0-0-0-3
CHM 132	Organic and Biochemistry	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
		20

FALL SEMESTER

AQU 215	Algae Culture	2-3-0-0-3
BTC 270	Recombinant DNA Tech	3-3-0-0-4
BTC 281	Bioprocess Techniques	2-6-0-0-4
CIS 110	Intro to Computers	2-2-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		17

SPRING SEMESTER

AQU 230	Fish Genetics & Breeding	3-0-0-0-3
AQU 255	Invertebrate Culture	3-0-0-0-3
BTC 260	Marine Biotechnology	3-3-0-0-4
COM 231	Public Speaking	3-0-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		19

TOTAL CREDITS	**73**

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

BIOTECHNOLOGY (A20100)
ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER		
ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
BIO 111	General Biology I	3-3-0-0-4
BTC 181	Basic Lab Techniques	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
MAT 151	Statistics	3-0-0-0-3
MAT 151A	Statistics Lab	0-2-0-0-1
	Humanities/Fine Arts Elective	3-0-0-0-3
		20
SPRING SEMESTER		
BIO 112	General Biology II	3-3-0-0-4
BIO 175	General Microbiology	2-2-0-0-3
BIO 280	Biotechnology	2-3-0-0-3
BTC 250	Principles of Genetics	3-0-0-0-3
CHM 132	Organic and Biochemistry	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
		20
FALL SEMESTER		
BTC 270	Recombinant DNA Tech	3-3-0-0-4
BTC 281	Bioprocess Techniques	2-6-0-0-4
BTC 285	Cell Culture	2-3-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
		17
SPRING SEMESTER		
BIO 140	Environmental Biology	3-0-0-0-3
BIO 140A	Environmental Biology Lab	0-3-0-0-1
	or	
BIO 163	Basic Anat & Physiology	4-2-0-0-5
	or	
BIO 168	Anatomy and Physiology I	3-3-0-0-4
	or	
BTC 260	Marine Biotechnology	3-3-0-0-4
	or	
CHM 152	General Chemistry II	3-3-0-0-4
	or	
MAT 161	College Algebra	3-0-0-0-3
MAT 161A	College Algebra Lab	0-2-0-0-1
	or	
MAT 171	Precalculus Algebra	3-0-0-0-3
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1
BTC 286	Immunological Techniques	3-3-0-0-4
BTC 288	Biotech Lab Experience	0-6-0-0-2
COM 231	Public Speaking	3-0-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		16/17
	TOTAL CREDITS	**73/74**

BUSINESS ADMINISTRATION (A25120)
ASSOCIATE IN APPLIED SCIENCE DEGREE/ CERTIFICATES

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

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

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

BUSINESS ADMINISTRATION (A25120)
ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER		
ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
BUS 115	Business Law I	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MKT 120	Principles of Marketing	3-0-0-0-3
OST 131	Keyboarding	1-2-0-0-2
		16
SPRING SEMESTER		
BUS 121	Business Math	2-2-0-0-3
BUS 137	Principles of Management	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
OST 284	Emerging Technologies	1-2-0-0-2
	Humanities/Fine Arts Elective	3-0-0-0-3
		17
FALL SEMESTER		
ACC 120	Principles of Financial Acct	3-2-0-0-4
BUS 280	REAL Small Business	4-0-0-0-4
ECO 251	Principles of Microeconomics	3-0-0-0-3
	or	
ECO 252	Principles of Macroeconomics	3-0-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		14

SPRING SEMESTER

ACC 121	Principles of Managerial Acct	3-2-0-0-4
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Acct Software Appl	1-2-0-0-2
BUS 225	Business Finance	2-2-0-0-3
COE 111	Co-op Work Experience I	0-0-0-10-1
CTS 130	Spreadsheet	2-2-0-0-3
		16

Choose 6 hours from the following:

BUS 110	Introduction to Business	3-0-0-0-3
BUS 153	Human Resource Management	3-0-0-0-3
LOG 110	Introduction to Logistics	3-0-0-0-3

TOTAL CREDITS 69

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS." ECO 151, ECO 251, and ECO 252 are not electives in the Business Administration program.

BUSINESS ADMINISTRATION (C25120) CERTIFICATE

BUS 115	Business Law I	3-0-0-0-3
BUS 137	Principles of Management	3-0-0-0-3
BUS 153	Human Resource Management	3-0-0-0-3
MKT 120	Principles of Marketing	3-0-0-0-3
		12

TOTAL CREDITS 12

SMALL BUSINESS ENTREPRENEUR (C25120SB) CERTIFICATE

BUS 110	Introduction to Business	3-0-0-0-3
BUS 115	Business Law I	3-0-0-0-3
BUS 153	Human Resource Management	3-0-0-0-3
BUS 280	REAL Small Business	4-0-0-0-4
		13

TOTAL CREDITS 13

COMPUTER INFORMATION TECHNOLOGY (A25260) ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

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

COMPUTER INFORMATION TECHNOLOGY (A25260) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 115	Intro to Prog & Logic	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
NET 110	Networking Concepts	2-2-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
OST 131	Keyboarding	1-2-0-0-2
		19

SPRING SEMESTER

BUS 110	Introduction to Business	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
CTS 120	Hardware/Software Support	2-3-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		21

FALL SEMESTER

ACC 120	Prin of Financial Acct	3-2-0-0-4
CIS 162	MM Presentation Software	2-2-0-0-3
CTS 220	Adv Hard/Software Support	2-3-0-0-3
CTS 285	Systems Analysis & Design	3-0-0-0-3
DBA 110	Database Concepts	2-3-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
		19

SPRING SEMESTER

ACC 150	Acct Software Appl	1-2-0-0-2
COE 111	Co-op Work Experience I	0-0-0-10-1
CTS 289	System Support Project	1-4-0-0-3
NOS 230	Windows Admin I	2-2-0-0-3
WEB 110	Internet/Web Fundamentals	2-2-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		15

TOTAL CREDITS 74

NOTE: Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

COMPUTER PROGRAMMING (A25130)
ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

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

COMPUTER PROGRAMMING (A25130)
ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
BUS 110	Introduction to Business	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Intro to Prog & Logic	2-3-0-0-3
CSC 139	Visual BASIC Programming	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
		20

SPRING SEMESTER

COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3
CSC 239	Advanced Visual BASIC Prog	2-3-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		21

FALL SEMESTER

ACC 120	Prin of Financial Acct	3-2-0-0-4
CSC 134	C++ Programming	2-3-0-0-3
CTS 285	System Analysis & Design	3-0-0-0-3
DBA 110	Database Concepts	2-3-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
		19

SPRING SEMESTER

COE 111	Co-op Work Experience I	0-0-0-10-1
CSC 234	Adv C++ Programming	2-3-0-0-3
CSC 289	Programming Capstone Project	1-4-0-0-3
CTS 120	Hardware/Software Support	2-3-0-0-3
NOS 120	Linux/UNIX Single User	2-2-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		16

TOTAL CREDITS **76**

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of “PROFESSIONAL & TECHNICAL PROGRAMS.”

COSMETOLOGY (A55140)
ASSOCIATE IN APPLIED SCIENCE
DEGREE/DIPLOMA/CERTIFICATE

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

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

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

COSMETOLOGY (A55140)
ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
ENG 111	Expository Writing	3-0-0-0-3
		16

SPRING SEMESTER

CIS 110	Introduction to Computers	2-2-0-0-3
	or	
CIS 115	Intro to Programming & Logic	2-3-0-0-3
COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
ENG 114	Prof Research & Reporting	3-0-0-0-3
		18

SUMMER SEMESTER

COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
		8

FALL SEMESTER

BUS 240	Business Ethics	3-0-0-0-3
COS 117	Cosmetology Concepts IV	2-0-0-0-2
COS 118	Salon IV	0-21-0-0-7
COS 240	Contemporary Design	1-3-0-0-2
COS 260	Design Applications	1-3-0-0-2
PSY 150	General Psychology	3-0-0-0-3
		19

SPRING SEMESTER

COS 223	Contemp Hair Coloring	1-3-0-0-2
COS 224	Trichology and Chemistry	1-3-0-0-2
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
	Humanities/Fine Arts Elective	3-0-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		14

TOTAL CREDITS **75**

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of “PROFESSIONAL & TECHNICAL PROGRAMS.”

COSMETOLOGY (D55140)
DIPLOMA

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
		13

SPRING SEMESTER

COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
		12

SUMMER SEMESTER

COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
		11

FALL SEMESTER

COS 117	Cosmetology Concepts IV	2-0-0-0-2
COS 118	Salon IV	0-21-0-0-7
ENG 114	Prof Research & Reporting	3-0-0-0-3
		12

TOTAL CREDITS **48**

Number Sequence: Class hours - Lab Hours - Clinic Hours - Work Experience Hours - Credit Hours

COSMETOLOGY (C55140) CERTIFICATE

FALL SEMESTER

COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
		12

SPRING SEMESTER

COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
COS 224	Trichology and Chemistry	1-3-0-0-2
		14

SUMMER SEMESTER

COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
		8

TOTAL CREDITS **34**

COSMETOLOGY INSTRUCTOR (C55160) CERTIFICATE

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

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

Graduates of the program may be employed as cosmetology instructors in public or private education and business. *Upon passing State Board Exams, students are eligible for employment.*

FALL SEMESTER

COS 271	Instructor Concepts I	5-0-0-0-5
COS 272	Instructor Practicum I	0-21-0-0-7
		12

SPRING SEMESTER

COS 273	Instructor Concepts II	5-0-0-0-5
COS 274	Instructor Practicum II	0-21-0-0-7
		12

TOTAL CREDITS **24**

EARLY CHILDHOOD EDUCATION (A55220) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA/CERTIFICATES

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

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

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

EARLY CHILDHOOD EDUCATION (A55220) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrit	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		17

SPRING SEMESTER

CIS 110	Introduction to Computers	2-2-0-0-3
EDU 145	Child Development II	3-0-0-0-3
EDU 146	Child Guidance	3-0-0-0-3
EDU 151	Creative Activities	3-0-0-0-3
EDU 151A	Creative Activities Lab	0-2-0-0-1
EDU 234	Infants, Toddlers, & Twos	3-0-0-0-3
	or	
SOC 213	Sociology of the Family	3-0-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
		19

FALL SEMESTER

EDU 221	Children with Exceptional	3-0-0-0-3
EDU 235	School-Age Dev & Program	3-0-0-0-3
	and	
EDU 261	Early Childhood Admin I	3-0-0-0-3
	or	
EDU 288	Adv Issues/Early Child Ed	2-0-0-0-2
	and	
EDU 216	Foundations of Education	4-0-0-0-4
EDU 280	Language & Literacy Exp	3-0-0-0-3
EDU 280A	Literacy Exp Lab	0-2-0-0-1
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
PSY 150	General Psychology	3-0-0-0-3
		20

SPRING SEMESTER

BIO 110	Principles of Biology	3-3-0-0-4
	or	
CHM 131	Intro to Chemisty	3-0-0-0-3
CHM 131A	Intro to Chem Lab	0-3-0-0-1
	or	
EDU 251	Exploration Activities	3-0-0-0-3
EDU 251A	Exploration Activities Lab	0-2-0-0-1
EDU 262	Early Childhood Admin II	3-0-0-0-3
	or	
SPA 111	Elementary Spanish I	3-0-0-0-3
EDU 271	Educational Technology	2-2-0-0-3
EDU 259	Curriculum Planning	3-0-0-0-3
EDU 284	Early Childhood Capstone Prac	1-0-0-9-4
	Humanities/Fine Arts Elective	3-0-0-0-3
		20

TOTAL CREDITS **76**

NOTE: Humanities/Fine Arts Electives is listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

EARLY CHILDHOOD EDUCATION (D55220) DIPLOMA

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrit	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		17

SPRING SEMESTER

EDU 145	Child Development II	3-0-0-0-3
EDU 146	Child Guidance	3-0-0-0-3
EDU 151	Creative Activities	3-0-0-0-3
EDU 151A	Creative Activities Lab	0-2-0-0-1
EDU 271	Educational Technology	2-2-0-0-3
EDU 284	Early Childhood Capstone Prac	1-0-0-9-4
		17

FALL SEMESTER

EDU 221	Children with Exceptional	3-0-0-0-3
EDU 280	Language & Literacy Exp	3-0-0-0-3
EDU 280A	Literacy Exp Lab	0-2-0-0-1
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
		11

TOTAL CREDITS **45**

EARLY CHILDHOOD EDUCATION (C55220) CERTIFICATE

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 145	Child Development II	3-0-0-0-3
EDU 153	Health, Safety, & Nutrit	3-0-0-0-3
		17

TOTAL CREDITS **17**

Early Childhood Education graduates can transfer to the University of North Carolina Greensboro and University of North Carolina Wilmington

Brunswick Community College and the University of North Carolina Greensboro have an articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education to transfer to UNCG into the Human Development and Family Studies, Early Care and Education, Option I-A: Non-Licensure or Option I-B: B-K Licensure programs leading to a Bachelor of Science Degree.

Brunswick Community College and the University of North Carolina Wilmington have an articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education to transfer to UNCW into the Education of Young Children program leading to a Bachelor of Arts Degree. The Early Childhood Education Program Director and the UNCW Academic Advisor are available for details with the terms and conditions of this agreement and advice on course selection.

EARLY CHILDHOOD EDUCATION (C55220A) ADMINISTRATION CERTIFICATE

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrit	3-0-0-0-3
EDU 261	Early Childhood Admin I	3-0-0-0-3
EDU 262	Early Childhood Admin II	3-0-0-0-3
		17

TOTAL CREDITS **17**

EARLY CHILDHOOD EDUCATION
ASSOCIATE IN APPLIED SCIENCE
SPECIAL EDUCATION OPTION (A55220S)

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Child, Family & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety & Nutrit	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		17

SPRING SEMESTER

CIS 110	Introduction to Computers	2-2-0-0-3
EDU 145	Child Development II	3-0-0-0-3
EDU 146	Child Guidance	3-0-0-0-3
EDU 151	Creative Activities	3-0-0-0-3
EDU 151A	Creative Activities Lab	0-2-0-0-1
ENG 114	Prof Research & Reporting	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		19

FALL SEMESTER

EDU 221	Children with Exceptional	3-0-0-0-3
EDU 222	Learning with Behavior Disorders	3-0-0-0-3
EDU 223	Specific Learning Disabilities	3-0-0-0-3
EDU 280	Language & Literacy Exp	3-0-0-0-3
EDU 280A	Literacy Exp Lab	0-2-0-0-1
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
PSY 150	General Psychology	3-0-0-0-3
		20

SPRING SEMESTER

BIO 110	Principles of Biology	3-3-0-0-4
	or	
CHM 131	Intro to Chemistry	3-0-0-0-3
CHM 131A	Intro to Chem Lab	0-3-0-0-1
	or	
EDU 251	Exploration Activities	3-0-0-0-3
EDU 251A	Exploration Act Lab	0-2-0-0-1
EDU 247	Sensory & Physical Disabilities	3-0-0-0-3
EDU 248	Developmental Delays	2-2-0-0-3
EDU 259	Curriculum Planning	3-0-0-0-3
EDU 271	Educational Technology	2-2-0-0-3
EDU 284	Early Childhood Capstone Prac	1-0-0-9-4
		20

TOTAL CREDITS **76**

NOTE: Humanities/Fine Arts Electives is listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

EARLY CHILDHOOD EDUCATION (D55220S)
SPECIAL EDUCATION OPTION
DIPLOMA

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Children, Family & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety & Nutrit	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		17

SPRING SEMESTER

CIS 110	Introduction to Computers	2-2-0-0-3
EDU 145	Child Development II	3-0-0-0-3
EDU 146	Child Guidance	3-0-0-0-3
EDU 151	Creative Activities	3-0-0-0-3
EDU 151A	Creative Activities Lab	0-2-0-0-1
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
		17

FALL SEMESTER

EDU 248	Developmental Delays	2-2-0-0-3
EDU 221	Children with Exceptional	3-0-0-0-3
EDU 247	Sensory & Physical Disabilities	3-0-0-0-3
		9

SPRING SEMESTER

EDU 284	Early Childhood Capstone Prac	1-0-0-9-4
		4

TOTAL CREDITS **47**

ELECTRONICS ENGINEERING TECHNOLOGY (A40200) ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

Abroad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 115	Intro to Prog & Logic	2-3-0-0-3
ELC 131	DC/AC Circuit Analysis	4-3-0-0-5
ENG 111	Expository Writing	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		15

SPRING SEMESTER

ELC 128	Intro to PLC	2-3-0-0-3
ELN 131	Semiconductor Appl	3-3-0-0-4
ELN 133	Digital Electronics	3-3-0-0-4
MAT 121	Algebra/Trigonometry I	2-2-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		17

FALL SEMESTER

CSC 134	C++ Programming	2-3-0-0-3
DFT 119	Basic CAD	1-2-0-0-2
EGR 131	Intro to Electronics Tech	1-2-0-0-2
ELN 132	Linear IC Applications	3-3-0-0-4
ENG 114	Prof Research & Reporting	3-0-0-0-3
MAT 122	Algebra/Trigonometry II	2-2-0-0-3
		17

SPRING SEMESTER

ELC 135	Electrical Machines I	2-2-0-0-3
ELN 232	Intro to Microprocessors	3-3-0-0-4
EGR 285	Design Project	0-4-0-0-2
ELN 236	Fiber Optics and Lasers	3-2-0-0-4
PHY 131	Physics-Mechanics	3-2-0-0-4
		17

TOTAL CREDITS 66

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

ELECTRONICS ENGINEERING TECHNOLOGY (C40200) CERTIFICATE

FALL SEMESTER

ELC131	DC/AC Circuit Analysis	4-3-0-0-5
ELN 133	Digital Electronics	3-3-0-0-4
		9

SPRING SEMESTER

ELN131	Semiconductor Applications	3-3-0-0-4
MAT 121	Algebra/Trigonometry I	2-2-0-0-3
		7

TOTAL CREDITS 16

ESTHETICS INSTRUCTOR (C55270) CERTIFICATE

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

FIRST SEMESTER

COS 253	Esthetics Instructor Concepts I	6-15-0-0-11
		11

SECOND SEMESTER

COS 254	Esthetics Instructor Concepts II	6-15-0-0-11
		11
	TOTAL CREDITS	**22**

ESTHETICS TECHNOLOGY (C55230) CERTIFICATE

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

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

FIRST SEMESTER

COS 119	Esthetics Concepts I	2-0-0-0-2
COS 120	Esthetics Salon I	0-18-0-0-6
		8

SECOND SEMESTER

COS 125	Esthetics Concepts II	2-0-0-0-2
COS 126	Esthetics Salon II	0-18-0-0-6
		8
	TOTAL CREDITS	**16**

GENERAL OCCUPATIONAL TECHNOLOGY (D55280) DIPLOMA

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
	Electives to be chosen from the core courses in the student's intended major	30
		37
	TOTAL CREDITS	**37**

NOTE: Program options are suitable for students anticipating admittance to an associate degree program at Brunswick Community College or another community college. Under these General Occupational Technology options, students may take courses appropriate to the curriculum to which he/she has applied for admission.

HEALTH INFORMATION TECHNOLOGY (A45360) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

This program has selective admission requirements. Contact Student Services for information.

HEALTH INFORMATION TECHNOLOGY (A45360) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER		
ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
BIO 168	Anatomy and Physiology I	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
HIT 110	Fundamentals of HIM	2-0-0-0-2
MED 121	Medical Terminology I	3-0-0-0-3
		16
SPRING SEMESTER		
BIO 169	Anatomy and Physiology II	3-3-0-0-4
HIT 112	Health Law and Ethics	3-0-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MED 122	Medical Terminology II	3-0-0-0-3
		17
SUMMER SEMESTER		
HIT 124	Prof Practice Exp II	1-0-0-3-2
HIT 226	Principles of Disease	3-0-0-0-3
	Social/Behavorial Sciences Elective	3-0-0-0-3
		8
FALL SEMESTER		
DBA 110	Database Concepts	2-3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
HIT 210	Healthcare Statistics	2-2-0-0-3
HIT 212	ICD-9-CM Coding	3-3-0-0-4
HIT 216	Quality Management	1-3-0-0-2
HIT 220	Computers in Healthcare	1-2-0-0-2
		17
SPRING SEMESTER		
HIT 122	Prof Practice Exp I	0-0-0-3-1
HIT 214	CPT/Other Coding Systems	1-3-0-0-2
HIT 215	Reimbursement Methodology	1-3-0-0-2
HIT 218	Management Principles in HIT	3-0-0-0-3
HIT 222	Prof Practice Exp III	0-0-0-6-2
HIT 280	Professional Issues	2-0-0-0-2
	Humanities/Fine Arts Elective	3-0-0-0-3
		15
	TOTAL CREDITS	**73**

NOTE: Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

HEALTH INFORMATION TECHNOLOGY (D45360) DIPLOMA

FALL SEMESTER		
ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
BIO 168	Anatomy and Physiology I	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
HIT 110	Fundamentals of HIM	2-0-0-0-2
MED 121	Medical Terminology I	3-0-0-0-3
		13
SPRING SEMESTER		
BIO 169	Anatomy and Physiology II	3-3-0-0-4
HIT 112	Health Law and Ethics	3-0-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
		13
SUMMER SEMESTER		
HIT 124	Prof Practice Exp II	1-0-0-3-2
HIT 226	Principles of Disease	3-0-0-0-3
		5
FALL SEMESTER		
ENG 111	Expository Writing	3-0-0-0-3
HIT 212	ICD-9-CM Coding	3-3-0-0-4
		7
SPRING SEMESTER		
ENG 114	Prof Research & Reporting	3-0-0-0-3
HIT 214	CPT/Other Coding Systems	1-3-0-0-2
HIT 215	Reimbursement Methodology	1-3-0-0-2
HIT 222	Prof Practice Exp III	0-0-0-6-2
		9
	TOTAL CREDITS	**47**

HORTICULTURE TECHNOLOGY (A15240)
ASSOCIATE IN APPLIED SCIENCE
DEGREE/DIPLOMA/CERTIFICATES

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course works include plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

GENERAL EDUCATION REQUIREMENTS

(to be taken in any semester pending requisite requirements)

ACA 111	College Success Skills	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Intro to Computers	2-2-0-0-3
	or	
CIS 115	Intro to Prog & Logic	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
MAT 140	Survey of Math	3-0-0-0-3
MAT 140A	Survey of Math Lab	0-2-0-0-1
	Humanities/Fine Arts Elective	3-0-0-0-3
	Social/Behavioral Science Elective	3-0-0-0-3
		20

FALL SEMESTER

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
TRF 110	Intro Turfgrass Cult & ID	3-2-0-0-4
		10

SPRING SEMESTER

HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
HOR 168	Plant Propagation	2-2-0-0-3
		12

SUMMER SEMESTER

COE 112	Co-op Work Experience I	0-0-0-20-2
		2

FALL SEMESTER

HOR 112	Landscape Design I	2-3-0-0-3
HOR 124	Nursery Operations	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
HOR 260	Plant Materials II	2-2-0-0-3
TRF 152	Landscape Maintenance	2-2-0-0-3
		15

SPRING SEMESTER

HOR 114	Landscape Construction	2-2-0-0-3
HOR 152	Horticultural Practices	0-3-0-0-1
HOR 213	Landscape Design II	2-2-0-0-3
HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 273	Hor Mgmt & Marketing	3-0-0-0-3
		12

TOTAL CREDITS 71

NOTE: Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

HORTICULTURE TECHNOLOGY (D15240)
DIPLOMA

GENERAL EDUCATION REQUIREMENTS

(to be taken in any semester pending requisite requirements)

ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
		7

FALL SEMESTER

HOR 112	Landscape Design I	2-3-0-0-3
HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 110	Intro Turfgrass Cult & ID	3-2-0-0-4
		16

SPRING SEMESTER

HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 152	Horticultural Practices	0-3-0-0-1
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
HOR 168	Plant Propagation	2-2-0-0-3
HOR 257	Arboriculture Practices	1-3-0-0-2
		15

TOTAL CREDITS 38

Number Sequence: Class hours - Lab Hours - Clinic Hours - Work Experience Hours - Credit Hours

HORTICULTURE TECHNOLOGY (C15240LS) LANDSCAPE SPECIALTY CERTIFICATE

Student to complete 12 SHC from the following choices:

HOR 112	Landscape Design I	2-3-0-0-3
HOR 114	Landscape Construction	2-2-0-0-3
HOR 152	Horticultural Practices	0-3-0-0-1
HOR 160	Plant Materials I	2-2-0-0-3
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
HOR 213	Landscape Design II	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 260	Plant Materials II	2-2-0-0-3
HOR 273	Hor Mgmt & Marketing	3-0-0-0-3
TRF 110	Intro Turfgrass Cult & ID	3-2-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3

INFANT/TODDLER CARE (C55290) CERTIFICATE

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

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an 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.

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety & Nutrit	3-0-0-0-3
EDU 234	Infants, Toddlers, & Twos	3-0-0-0-3
		17

TOTAL CREDITS **17**

LATERAL ENTRY (C55430) CERTIFICATE

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

NOTE: Lateral Entry is an “alternate” route to teaching for qualified individuals outside of the public education system. Lateral Entry allows qualified individuals to obtain a teaching position and begin teaching right away, while obtaining a license as they teach. The NC Dept of Public Instruction authorizes lateral entry licenses on a provisional basis in licensure areas that correspond to the individual’s academic study. Individuals interested in the Lateral Entry Certificate should contact the Human Resources Office of the school system where they are employed. Individuals who are not employed by a school system may apply directly to the regional alternative licensure center for transcript evaluation and individual plan development. More information regarding Lateral Entry is available at the NC Department of Public Instruction Website www.ncpublicschools.org/licensure/lateral/ or from the University of North Carolina at Wilmington’s Watson School of Education Website www.uncw.edu/ed/advising/licensure.html.

MAJOR COURSES

EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 163	Classroom Mgt & Instruct	3-0-0-0-3
EDU 243	Learning Theory	3-0-0-0-3
EDU 245	Policies and Procedures	3-0-0-0-3
EDU 271	Educational Technology	3-0-0-0-3
PSY 241	Developmental Psych	3-0-0-0-3
	or	
EDU 244	Human Growth/Development	3-0-0-0-3
		18

COURSES OFFERED BY UNCW

Literacy/Reading Methods	3 SHC
Instructional Methods	3 SHC
Meeting Special Learning Needs, Exceptionalities, And Diversity	3 SHC
	9 SHC

TOTAL CREDITS **27**

Note: Students must hold at least a bachelors degree from an accredited institution to participate in the Lateral Entry Certificate program.

MANICURING INSTRUCTOR (C55380) CERTIFICATE

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

COS 251	Manicure Instructor Concepts	8-0-0-0-8
COS 252	Manicure Instructor Practicum	0-15-0-0-5
		13

TOTAL CREDITS 13

MANICURING/NAIL TECHNOLOGY (C55400) CERTIFICATE

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

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

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

First Semester

COS 121	Manicure/Nail Technology I	4-6-0-0-6
		6

Second Semester

COS 222	Manicure/Nail Technology II	4-6-0-0-6
		6

TOTAL CREDITS 12

NETWORKING TECHNOLOGY (D25340) DIPLOMA

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.

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
NET 125	Networking Basics	1-4-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
		17

SPRING SEMESTER

CTS 120	Hardware/Software Support	2-3-0-0-3
NET 126	Routing Basics	1-4-0-0-3
NOS 120	Linux/UNIX Single User	2-2-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
		12

FALL SEMESTER

CIS 115	Intro to Prog & Logic	2-3-0-0-3
DBA 110	Database Concepts	2-3-0-0-3
NET 225	Routing & Switching I	1-4-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
NOS 220	Linux/UNIX Admin I	2-2-0-0-3
		15

TOTAL CREDITS 44

Number Sequence: Class hours - Lab Hours - Clinic Hours - Work Experience Hours - Credit Hours

NURSING ASSISTANT (C45480) CERTIFICATE

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

NAS 101	Nursing Assistant I	3-4-3-0-6
NAS 102	Nursing Assistant II	3-2-6-0-6
NAS 103	Home Health Care	2-0-0-0-2
		14

TOTAL CREDITS 14

OFFICE ADMINISTRATION (A25370) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA/CERTIFICATE

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

OFFICE ADMINISTRATION (A25370) ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
OST 131	Keyboarding	1-2-0-0-2
OST 137	Office Software Applications	2-2-0-0-3
OST 286	Professional Development	3-0-0-0-3
	Humanities/Fine Arts Elective	3-0-0-0-3
		19

SPRING SEMESTER

BUS 121	Business Math	2-2-0-0-3
COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
OST 134	Text Entry & Formatting	2-2-0-0-3
OST 164	Text Editing Applications	3-0-0-0-3
WEB 110	Internet/Web Fundamentals	2-2-0-0-3
		18

FALL SEMESTER

ACC 120	Principles of Financial Acct	3-2-0-0-4
BUS 125	Personal Finance	3-0-0-0-3
BUS 240	Business Ethics	3-0-0-0-3
DBA 110	Database Concepts	2-3-0-0-3
OST 136	Word Processing	2-2-0-0-3
OST 184	Records Management	2-2-0-0-3
		19

SPRING SEMESTER

BUS 260	Business Communication	3-0-0-0-3
COE 111	Co-op Work Experience I	0-0-0-10-1
OST 223	Admin Office Transcript I	2-2-0-0-3
OST 233	Office Publications Design	2-2-0-0-3
OST 284	Emerging Technologies	1-2-0-0-2
OST 289	Office Systems Mgt	2-2-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		18

TOTAL CREDITS 74

NOTE: Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

Number Sequence: Class hours - Lab Hours - Clinic Hours - Work Experience Hours - Credit Hours

OFFICE ADMINISTRATION (D25370)
DIPLOMA

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
BUS 125	Personal Finance	3-0-0-0-3
BUS 240	Business Ethics	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
OST 131	Keyboarding	1-2-0-0-2
OST 137	Office Software Applications	2-2-0-0-3
OST 286	Professional Development	3-0-0-0-3
		18

SPRING SEMESTER

COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
OST 134	Text Entry & Formatting	2-2-0-0-3
OST 164	Text Editing Applications	3-0-0-0-3
WEB 110	Internet/Web Fundamentals	2-2-0-0-3
		19

SUMMER SEMESTER

OST 136	Word Processing	2-2-0-0-3
OST 184	Records Management	2-2-0-0-3
OST 289	Administrative Office Mgt	2-2-0-0-3
		9

TOTAL CREDITS **46**

OFFICE ADMINISTRATION (C25370)
CERTIFICATE

BUS 125	Personal Finance	3-0-0-0-3
OST 131	Keyboarding	1-2-0-0-2
OST 137	Office Software Applications	2-2-0-0-3
OST 184	Records Management	2-2-0-0-3
OST 286	Professional Development	3-0-0-0-3
WEB 110	Internet/Web Fundamentals	2-2-0-0-3
		17

TOTAL CREDITS **17**

PHLEBOTOMY (C45600)
CERTIFICATE

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, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

PBT 100	Phlebotomy Technology	5-2-0-0-6
PBT 101	Phlebotomy Practicum	0-0-9-0-3
PSY 110	Life Span Development	3-0-0-0-3
		12

TOTAL CREDITS **12**

PRACTICAL NURSING (D45660)
DIPLOMA

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 program has selective admissions requirements. Contact Student Services for information.

SUMMER SEMESTER

*BIO 163	Basic Anatomy & Physiology	4-2-0-0-5
ENG 111	Expository Writing	3-0-0-0-3
*PSY 110	Life Span Development	3-0-0-0-3
		11

FALL SEMESTER

NUR 101	Practical Nursing I	7-6-6-0-11
NUR 102AB	Practical Nursing II	5-0-12-0-9
NUR 102BB	Practical Nursing II	3-0-0-0-3
NUR 117	Pharmacology	1-3-0-0-2
		25

SPRING SEMESTER

NUR 103	Practical Nursing III	6-0-12-0-10
NUR 118	Nutrition/Diet Therapy	2-0-0-0-2
		12

TOTAL CREDITS **48**

*Must not be over five years old at the start of the program.

SURVEYING TECHNOLOGY (A40380)
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

SURVEYING TECHNOLOGY (A40380)
ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL SEMESTER

ACA 111	College Student Success	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
DFT 111	Tech Drafting I	1-3-0-0-2
EGR 115	Intro to Technology	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
		9

SPRING SEMESTER

COM 110	Intro to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
DFT 119	Basic CAD	1-2-0-0-2
EGR 125	Appl Software for Tech	1-2-0-0-2
MAT 121	Algebra/Trigonometry I	2-2-0-0-3
		10

SUMMER SEMESTER

	Humanities/Fine Arts Elective	3-0-0-0-3
		3

FALL SEMESTER

MAT 122	Algebra/Trigonometry II	2-2-0-0-3
SRV 110	Surveying I	2-6-0-0-4
	Social/Behavioral Sciences Elective	3-0-0-0-3
		10

SPRING SEMESTER

CIV 110	Statics/Strength of Mater	2-6-0-0-4
DFT 151	CAD I	2-3-0-0-3
SRV 111	Surveying II	2-6-0-0-4
		11

SUMMER SEMESTER

SRV 260	Field and Office Practices	1-3-0-0-2
		2

FALL SEMESTER

CIV 211	Hydraulics and Hydrology	2-3-0-0-3
SRV 210	Surveying III	2-6-0-0-4
SRV 220	Surveying Law	2-2-0-0-3
		10

SPRING SEMESTER

CIV 125	Civil/Surveying CAD	1-6-0-0-3
SRV 230	Subdivision Planning	1-6-0-0-3
SRV 240	Topo/Site Surveying	2-6-0-0-4
		10

SUMMER SEMESTER

GIS 110	Survey of GIS/GPS	1-0-0-0-1
		1

FALL SEMESTER

SRV 250	Adv Surveying	2-6-0-0-4

Select 3 hours from the following:

CIV 212	Environmental Planning	2-3-0-0-3
	or	
CIV 230	Construction Estimating	2-3-0-0-3
	or	
CIV 240	Project Management	2-3-0-0-3
	or	
COE 111	Co-op Work Experience I	0-0-0-10-1
	and	
COE 112	Co-op Work Experience I	0-0-0-20-2
		7

TOTAL CREDITS **73**

NOTE: Humanities/Fine Arts Electives are listed at the end of the catalog section of “PROFESSIONAL & TECHNICAL PROGRAMS.”

TURFGRASS MANAGEMENT TECHNOLOGY (A15420) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA/CERTIFICATE

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 be prepared to take the North Carolina Pesticide Applicator's Examination.

TURFGRASS MANAGEMENT TECHNOLOGY (A15420) ASSOCIATE IN APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS

(to be taken in any semester pending requisite requirements)

ACA 111	College Success Skills	1-0-0-0-1
	or	
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Intro to Computers	2-2-0-0-3
	or	
CIS 115	Intro to Prog & Logic	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
	Humanities/Fine Arts Elective	3-0-0-0-3
	Social/Behavioral Sciences Elective	3-0-0-0-3
		20

FALL SEMESTER

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
TRF 110	Intro Turfgrass Cult & ID	3-2-0-0-4
		10

SPRING SEMESTER

HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
HOR 168	Plant Propagation	2-2-0-0-3
		12

SUMMER SEMESTER

COE 112	Co-op Work Experience I	0-0-0-20-2
		2

FALL SEMESTER

HOR 112	Landscape Design I	2-3-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 152	Landscape Maintenance	2-2-0-0-3
TRF 230	Turfgrass Mgmt Apps	1-2-0-0-2
TRF 240	Turfgrass Pest Control	2-2-0-0-3
		14

SPRING SEMESTER

HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 273	Hor Mgmt & Marketing	3-0-0-0-3
TRF 210	Turfgrass Eqmt Mgmt	1-4-0-0-3
TRF 260	Adv Turfgrass Mgmt	3-2-0-0-4
		12

TOTAL CREDITS 70

NOTE: Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROFESSIONAL & TECHNICAL PROGRAMS."

*Students planning to transfer to the University of North Carolina Wilmington, or any other UNC system school, must substitute MAT 171 and MAT 171A for MAT 140 and MAT140A.

TURFGRASS MANAGEMENT TECHNOLOGY (D15420) DIPLOMA

GENERAL EDUCATION REQUIREMENTS

(to be taken in any semester pending requisite requirements)

ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
	Humanities/Fine Arts Elective	3-0-0-0-3
		10

FALL SEMESTER

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 110	Intro Turfgrass Culture & ID	3-2-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3
		16

SPRING SEMESTER

HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TRF 210	Turfgrass Eqmt Mgmt	1-4-0-0-3
TRF 260	Adv Turfgrass Mgmt	3-2-0-0-4
		13

TOTAL CREDITS 39

BRUNSWICK COMMUNITY COLLEGE

TURFGRASS MANAGEMENT TECHNOLOGY (C15420) CERTIFICATE

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 110	Intro Turfgrass Cult & ID	3-2-0-0-4
		13
	TOTAL CREDITS	**13**

WELDING TECHNOLOGY (C50420) CERTIFICATE

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.

FALL SEMESTER

WLD 110	Cutting Processes	1-3-0-0-2
WLD 115AB	SMAW (Stick) Plate	1-5-0-0-3
WLD 131	GTAW (TIG) Plate	2-6-0-0-4
		9

SPRING SEMESTER

WLD 115BB	SMAW (Stick) Plate	1-4-0-0-2
WLD 121	GMAW (MIG) FCAW/Plate	2-6-0-0-4
WLD 141	Symbols & Specifications	2-2-0-0-3
		9
	TOTAL CREDITS	**18**

ELECTIVE COURSES
Associate in Applied Science Programs

Humanities/Fine Arts Electives

Art		
ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey I	3-0-0-0-3
ART 115	Art History Survey II	3-0-0-0-3
ART 121	Design I	0-6-0-0-3
ART 131	Drawing I	0-6-0-0-3
ART 171	Computer Art I	0-6-0-0-3
ART 240	Painting I	0-6-0-0-3
Dance		
DAN 110	Dance Appreciation	3-0-0-0-3
Drama		
DRA 111	Theatre Appreciation	3-0-0-0-3
DRA 112	Literature of the Theatre	3-0-0-0-3
DRA 130	Acting I	0-6-0-0-3
Humanities		
HUM 115	Criticial Thinking	3-0-0-0-3
HUM 160	Introduction to Film	2-2-0-0-3
***Literature**		
ENG 125	Creative Writing I	3-0-0-0-3
ENG 131	Intro to Literature	3-0-0-0-3
ENG 231	American Literature I	3-0-0-0-3
ENG 232	American Literature II	3-0-0-0-3
ENG 241	British Literature I	3-0-0-0-3
ENG 242	British Literature II	3-0-0-0-3
Music		
MUS 110	Music Appreciation	3-0-0-0-3
MUS 111	Fundamentals of Music	3-0-0-0-3
MUS 112	Introduction to Jazz	3-0-0-0-3
Philosophy		
PHI 210	History of Philosophy	3-0-0-0-3
PHI 215	Philosophical Issues	3-0-0-0-3
PHI 240	Intro to Ethics	3-0-0-0-3
Religion		
REL 110	World Religions	3-0-0-0-3
REL 211	Intro to Old Testament	3-0-0-0-3
REL 212	Intro to New Testament	3-0-0-0-3
REL 221	Religion in America	3-0-0-0-3

*ENG 112 or ENG 114 is a corequisite for ENG 125 and ENG 131 and is a prerequisite to all other Literature courses.

Social/Behavioral Sciences Electives

Anthropology		
ANT 210	General Anthropology	3-0-0-0-3
ANT 220	Cultural Anthropology	3-0-0-0-3
ANT 221	Comparative Cultures	3-0-0-0-3
****Economics**		
ECO 151	Survey of Economics	3-0-0-0-3
ECO 251	Prin of Microeconomics	3-0-0-0-3
ECO 252	Prin of Macroeconomics	3-0-0-0-3
Geography		
GEO 111	World Regional Geography	3-0-0-0-3
GEO 112	Cultural Geography	3-0-0-0-3
GEO 130	General Physical Geog	3-0-0-0-3
History		
HIS 115	Intro to Global History	3-0-0-0-3
HIS 121	Western Civilization I	3-0-0-0-3
HIS 122	Western Civilization II	3-0-0-0-3
HIS 131	American History I	3-0-0-0-3
HIS 132	American History II	3-0-0-0-3
HIS 221	African-American History	3-0-0-0-3
HIS 226	The Civil War	3-0-0-0-3
HIS 236	North Carolina History	3-0-0-0-3
Political Science		
POL 120	American Government	3-0-0-0-3
POL130	State & Local Government	3-0-0-0-3
POL 210	Comparative Government	3-0-0-0-3
POL 220	International Relations	3-0-0-0-3
Psychology		
PSY 110	Life Span Development	3-0-0-0-3
PSY 150	General Psychology	3-0-0-0-3
Sociology		
SOC 210	Intro to Sociology	3-0-0-0-3
SOC 213	Sociology of the Family	3-0-0-0-3
SOC 220	Social Problems	3-0-0-0-3
SOC 225	Social Diversity	3-0-0-0-3
SOC 240	Social Psychology	3-0-0-0-3

**ECO 151, ECO 251, and ECO 252 are not electives in the Accounting and Business Administration programs.

Number Sequence: Class hours - Lab Hours - Clinic Hours - Work Experience Hours - Credit Hours

Course Numbering System

Course designations consist of a three-letter course prefix followed by a three-digit number. The course number is followed by the title of the course. Course titles are followed by a sequence of five numbers: (1) class lecture hours per week, (2) lab hours per week, (3) clinical or shop hours per week, (4) work experience hours per week, and (5)semester-hour credits (SHC) earned when the course is successfully completed.

Developmental education courses have numbers between 050-095. Examples: ENG 085, MAT 050.

All associate degree, diploma, and certificate curriculum courses have numbers between 100-299.
Examples: AQU 111, COS 271, ENG 112, NUR 101, SOC 210.

College Transfer courses are identified in course descriptions with the statements: "This course has been approved to satisfy the Comprehensive Articulation agreement general education core requirement." or "This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement." These courses, listed in the "College Transfer Programs" section of this catalog, are approved for transfer to the 16 universities of The University of North Carolina System.

Prerequisites and Corequisites

Many courses have prerequisites--other courses that must be completed prior to enrollment. For example, a student must complete PSY 150 before enrolling in PSY 241; ACC 120 is a prerequisite for BUS 225.

Many courses have developmental English, mathematics, or reading course prerequisites: for example, ENG 095 before ENG 111; MAT 070 before MAT 140/140A; ENG 095 before PSY 150. To gain admission to the curriculum courses, students must either pass the appropriate developmental prerequisites or make appropriate scores on the ASSET or COMPASS placement inventory that measures skills in English, mathematics, and reading.

Most College Transfer courses have as minimum prerequisites, ENG 095 or appropriate ASSET or COMPASS placement scores. Science, accounting, computer science, and economics courses have math course prerequisites.

Corequisites are courses that are generally taken at the same time as other related courses--for example, BIO 140 with BIO 140A and CHM 131 with CHM 131A. MAT 140 and MAT 140A must be taken together.

State mandated prerequisites cannot be waived. If the occasion arises in which a local prerequisite should be waived prior to a student registering for a course, the program director, Dean, and Vice President for Academic Services must approve the waiver in writing. If a course affects more than one division, written approval may be necessary from more than one program director before the student registers for that course.

ACADEMIC RELATED

ACA 111 College Student Success 1-0-0-0-1
Prerequisites: None
Corequisites: 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.

ACA 115 Success & Study Skills 0-2-0-0-1
Prerequisites: None
Corequisites: None
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 118 College Study Skills 1-2-0-0-2
Prerequisites: None
Corequisites: ENG 070, RED 070, or ENG 085
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

ACCOUNTING

ACC 120 Prin of Financial Acct 3-2-0-0-4
Prerequisites: ENG 095 and MAT 060
Corequisites: MAT 070
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.*

ACC 121 Prin of Managerial Acct 3-2-0-0-4
Prerequisites: ACC 120
Corequisites: 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.*

ACC 122 Prin of Financial Acct II 3-0-0-0-3
Prerequisites: ACC 120
Corequisites: 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.

ACC 130 Business Income Taxes 2-2-0-0-3
Prerequisites: ACC 120
Corequisites: 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.

ACC 150 Acct Software Appl 1-2-0-0-2
Prerequisites: ACC 120
Corequisites: 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.

ACC 180 Practices in Bookkeeping 3-0-0-0-3
Prerequisites: ACC 120
Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

ACC 215 Ethics in Accounting 3-0-0-0-3
Prerequisites: ACC 121
Corequisites: None
This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ACC 220 Intermediate Accounting I 3-2-0-0-4
Prerequisites: ACC 120 and ACC 122
Corequisites: 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 extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting Acct II 3-2-0-0-4
Prerequisites: ACC 220
Corequisites: 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.

ANTHROPOLOGY

ANT 210 General Anthropology 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

ANT 220 Cultural Anthropology 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 221 Comparative Cultures 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

AQUACULTURE

AQU 111 Aquaculture I 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: None
This course introduces the basic principles of fish and shellfish production. Topics include site selection; water quality; nutrition and feeding; management of diseases and parasites; genetics and breeding; and harvest, transport and marketing. Upon completion, students should be able to describe the natural conditions and management practices necessary to produce a crop of fish or shellfish.

AQU 112 Aquaculture II 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: None
This course covers the specific culture techniques used in the production of a variety of aquatic species. Emphasis is placed on species of economic importance in North Carolina, especially channel catfish, hybrid striped bass, rainbow trout, crawfish, clams, and oysters. Upon completion, students should be able to describe the various culture methods and prepare a production plan for each of the species covered.

AQU 161 Aquaculture Practicum I 0-3-0-0-1
Prerequisites: None
Corequisites: None
This course provides students with practical hands-on experience in fish/shellfish farming. Emphasis is placed on introductory concepts involved in daily management. Upon completion, students should be able to perform routine duties associated with the daily management of a fish/shellfish production facility.

AQU 162 Aquaculture Practicum II 0-3-0-0-1
Prerequisites: AQU 161
Corequisites: None
This course is designed to provide students with basic hands-on experience in fish/shellfish production. Emphasis is placed on the specialized culture techniques used to produce a variety of species of fish/shellfish. Upon completion, students should be able to complete the various tasks associated with the production of various species of fish/shellfish.

AQU 163 Aquaculture Practicum III 0-3-0-0-1
Prerequisites: None
Corequisites: None
This course is designed to provide students with basic hands-on experience in fish/shellfish production. Emphasis is placed on the special problems associated with fish/shellfish production during the critical warm summer season. Upon completion, students should be able to address the various problems associated with warm season fish/shellfish production.

AQU 164 Aquaculture Practicum IV 0-3-0-0-1
Prerequisites: None
Corequisites: None
This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on advanced topics in aquaculture, including nutrition, diseases, and genetics and breeding. Upon completion, students should be able to recognize nutritional and pathogenic diseases and should be proficient at selecting brood organisms.

AQU 165 Aquaculture Practicum V 0-3-0-0-1
Prerequisites: None
Corequisites: None
This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on facility design, construction and maintenance. Upon completion, students should be able to design, construct and maintain a variety of aquaculture production facilities.

AQU 166 Aquaculture Practicum VI 0-3-0-0-1
Prerequisites: None
Corequisites: None
This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on water quality management in aquaculture. Upon completion, students should be proficient in the management of water quality in a variety of aquaculture production facilities.

AQU 210 Limnology & Water Quality 3-0-0-0-3
Prerequisites: BIO 111 and CHM 151
Corequisites: None
This course introduces the ecosystem dynamics of freshwater lakes and ponds. Topics include the physical, chemical, and biological aspects of standing water bodies with emphasis on practical management. Upon completion, students should be able to collect and analyze data and develop an appropriate management plan for a freshwater pond or lake.

AQU 215 Algae Culture 2-3-0-0-3
Prerequisites: BIO 111 and CHM 151
Corequisites: None
This course covers the specific techniques used in the process of propagating various species of marine and freshwater algae. Topics include media preparation and culture on a scale ranging from the research laboratory to commercial production. Upon completion, students should be able to start, maintain and scale up cultures of algae.

AQU 220 Aquaculture Facilities 3-0-0-0-3
Prerequisites: ENG 095 and MAT 070
Corequisites: None
This course covers the design of facilities used in the production of fish and shellfish. Topics include pond construction, open-channel and pipe flows, motors and pumps, water wells, cage and raft construction, and flow-through and recirculating system design. Upon completion, students should be able to design a variety of aquaculture production systems.

AQU 230 Fish Genetics & Breeding 3-0-0-0-3
Prerequisites: BIO 111
Corequisites: None
This course covers the principles of qualitative and quantitative genetics and breeding of fish and shellfish. Emphasis is placed on quantitative genetic traits that affect various production parameters, with numerous examples using commonly cultured species. Upon completion, students should be able to discuss the basic principles of genetics and design appropriate breeding programs for a variety of commonly cultured species.

AQU 240 Fish Nutrition & Diseases 3-0-0-0-3
Prerequisites: BIO 111
Corequisites: None
This course introduces the principles of fish and shellfish nutrition and provides a background in the management of diseases and parasitic infestations. Topics include nutritional requirements of fish and shellfish, feed formulation, feeding practices, viral diseases, bacterial diseases, parasites, and medication and disease prevention. Upon completion, students should be able to discuss the principles of nutrition and identify and control microbial and parasitic diseases of fish and shellfish.

AQU 251 Hatchery Management I 3-0-0-0-3
Prerequisites: BIO 111 and CHM 151
Corequisites: None
This course introduces the basic principles of fish and shellfish hatchery management. Topics include the basic chemical, physical, and biological requirements for the propagation of a variety of commonly cultured fish, crustaceans, and mollusks. Upon completion, students should be able to describe the environment tolerances and preferences for reproduction of a variety of cultured species.

AQU 255 Invertebrate Culture 3-0-0-0-3
Prerequisites: BIO 112
Corequisites: None
This course introduces techniques used in the culture of a variety of species of freshwater and marine invertebrates. Topics include culture of aquatic invertebrates for a variety of purposes: as live food for larval fish, for human consumption, and for the pharmaceutical industry. Upon completion, students should be able to discuss propagation techniques for a variety of invertebrate species used in diverse applications.

AQU 260 Aquariology 2-3-0-0-3
Prerequisites: BIO 110 and AQU 111
Corequisites: None
This course provides students with a broad background in the diseases, nutrition, genetics and breeding of aquarium and ornamental fishes. Topics include major viral, bacterial and fungal diseases, basic nutritional requirements, and genetics and breeding practices for major aquarium and ornamental fish species. Upon completion, students should be able to recognize disease symptoms, develop a feeding program, and develop a breeding program for a variety of ornamental fishes.

ART

ART 111 Art Appreciation 3-0-0-0-3
Prerequisites: None
Corequisites: ENG 095
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114 Art History Survey I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

ART 115 Art History Survey II 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

ART 121 Design I 0-6-0-0-3
Prerequisites: None
Corequisites: 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.*

ART 131 Drawing I 0-6-0-0-3
Prerequisites: None
Corequisites: 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 forms 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.*

ART 171 Computer Art I 0-6-0-0-3
Prerequisites: MAT 060
Corequisites: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 240 Painting I 0-6-0-0-3
Prerequisites: None
Corequisites: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 264 Digital Photography I 1-4-0-0-3
Prerequisites: MAT 060
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 265 Digital Photography II 1-4-0-0-3
Prerequisites: ART 264
Corequisites: None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective.

ART 271 Computer Art II 0-6-0-0-3
Prerequisites: ART 171
Corequisites: None
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 275 Intro to Commercial Art 0-6-0-0-3
Prerequisites: MAT 060
Corequisites: None
This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 289 Museum Study 2-2-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIOLOGY

BIO 110 Principles of Biology 3-3-0-0-4
Prerequisites: ENG 085
Corequisites: 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 requirement in natural sciences/mathematics.*

BIO 111 General Biology I 3-3-0-0-4
Prerequisites: ENG 095
Corequisites: MAT 060
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II 3-3-0-0-4
Prerequisites: BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany 3-3-0-0-4
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 Introductory Zoology 3-3-0-0-4
Prerequisites: BIO 110 or BIO 111
Corequisites: 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.*

BIO 140 Environmental Biology 3-0-0-0-3
Prerequisites: ENG 095 and MAT 060
Corequisites: 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.*

BIO 140A Environmental Biology Lab 0-3-0-0-1
Prerequisites: ENG 095 and MAT 060
Corequisites: 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.*

BIO 143 Field Biology Minicourse 1-2-0-0-2
Prerequisites: ENG 095 and MAT 070
Corequisites: None
This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 146 Regional Natural History 3-3-0-0-4
Prerequisites: ENG 095 and MAT 070
Corequisites: None
This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 155 Nutrition 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 163 Basic Anatomy & Physiology 4-2-0-0-5
Prerequisites: ENG 085
Corequisites: 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.*

BIO 168 Anatomy and Physiology I 3-3-0-0-4
Prerequisites: ENG 095
Corequisites: 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.*

BIO 169 Anatomy and Physiology II 3-3-0-0-4
Prerequisites: BIO 168
Corequisites: 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.*

BIO 175 General Microbiology 2-2-0-0-3
Prerequisites: BIO 110, BIO 111, BIO 163 or BIO 168
Corequisites: 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.*

BIO 243 Marine Biology 3-3-0-0-4
Prerequisites: BIO 110 or BIO 111
Corequisites: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 271 Pathophysiology 3-0-0-0-3
Prerequisites: BIO 163 or BIO 169
Corequisites: None
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 275 Microbiology 3-3-0-0-4
Prerequisites: BIO 110, BIO 111, BIO 163 or BIO 168, and MAT 070
Corequisites: 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.*

BIO 280 Biotechnology 2-3-0-0-3
Prerequisites: BIO 111 or CHM 151
Corequisites: None
This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIOTECHNOLOGY

BTC 181 Basic Lab Techniques 3-3-0-0-4
Prerequisites: None
Corequisites: None
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 250 Principles of Genetics 3-0-0-0-3
Prerequisites: BIO 111
Corequisites: None
This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

BTC 260 Marine Biotechnology 3-3-0-0-4
Prerequisites: BIO 112 and CHM 132
Corequisites: None
This course is designed to introduce biotechnology as it pertains to the marine environment: its unique characteristics, its promise, and the challenges it presents for industry. Topics include bioremediation, drug discovery and development, genomics, proteomics, biomaterials, bioengineering, mariculture and public policy. Upon completion, students should be able to research, develop, and market a marine bioproduct.

BTC 270 Recombinant DNA Tech 3-3-0-0-4
Prerequisites: (BTC 250 or BIO 250) and BTC 181
Corequisites: None
This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.

BTC 281 Bioprocess Techniques 2-6-0-0-4
Prerequisites: BTC 181
Corequisites: None
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

BTC 285 Cell Culture 2-3-0-0-3
Prerequisites: BIO 175 or BIO 275
Corequisites: None
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

BTC 286 Immunological Techniques 3-3-0-0-4
Prerequisites: BTC 285
Corequisites: None
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.

BTC 288 Biotech Lab Experience 0-6-0-0-2
Prerequisites: BTC 270 and BTC 281 or BTC 285
Corequisites: BTC 286
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

BUSINESS

BUS 110 Introduction to Business 3-0-0-0-3
Prerequisites: None
Corequisites: ENG 095
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.*

BUS 115 Business Law I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

BUS 121 Business Math 2-2-0-0-3
Prerequisites: MAT 060
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 Principles of Management 3-0-0-0-3
Prerequisites: None
Corequisites: ENG 095
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.*

BUS 153 Human Resource Management 3-0-0-0-3
Prerequisites: None
Corequisites: 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.

BUS 225 Business Finance 2-2-0-0-3
Prerequisites: ACC 120
Corequisites: 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.

BUS 240 Business Ethics 3-0-0-0-3
Prerequisites: None
Corequisites: 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.

BUS 260 Business Communication 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: 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.

BUS 280 REAL Small Business 4-0-0-0-4
Prerequisites: None
Corequisites: 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.

CHEMISTRY

CHM 131 Introduction to Chemistry 3-0-0-0-3
Prerequisites: ENG 095 and MAT 070
Corequisites: 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.*

CHM 131A Introduction to Chemistry Lab 0-3-0-0-1
Prerequisites: ENG 095, MAT 070
Corequisites: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132 Organic and Biochemistry 3-3-0-0-4
Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: 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.*

CHM 151 General Chemistry I 3-3-0-0-4
Prerequisites: ENG 095 and MAT 070
Corequisites: 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/mathematics.*

CHM 152 General Chemistry II 3-3-0-0-4
Prerequisites: CHM 151
Corequisites: 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.*

INFORMATION SYSTEMS

CIS 110 Introduction to Computers 2-2-0-0-3
Prerequisites: ENG 085 and MAT 060
Corequisites: 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).*

CIS 115 Intro to Prog & Logic 2-3-0-0-3
Prerequisites: ENG 095 and MAT 070
Corequisites: 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).*

CIS 162 MM Presentation Software 2-2-0-0-3
Prerequisites: CIS 110
Corequisites: None
This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CIVIL ENGINEERING TECHNOLOGY

CIV 110 Statics/Strength of Mater 2-6-0-0-4
Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: 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.

CIV 125 Civil/Surveying CAD 1-6-0-0-3
Prerequisites: None
Corequisites: None
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

CIV 211 Hydraulics and Hydrology 2-3-0-0-3
Prerequisites: CIV 110
Corequisites: None
This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures.

CIV 212 Environmental Planning 2-3-0-0-3
Prerequisites: CIV 211
Corequisites: None
This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

CIV 230 Construction Estimating 2-3-0-0-3
Prerequisites: ARC 111, CIS 110, CIS 111, or EGR 115
Corequisites: None
This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CIV 240 Project Management 2-3-0-0-3
Prerequisites: EGR 115
Corequisites: None
This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CRIMINAL JUSTICE

CJC 100 Basic Law Enforcement Trn 9-30-0-0-19
Prerequisites: ENG 085 (Reading level only)
Corequisites: 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 topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Intro to Criminal Justice 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

CJC 121 Law Enforcement Operations 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

CJC 141 Corrections 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

COOPERATIVE EDUCATION

COE 111 Co-op Work Experience I 0-0-0-10-1
Prerequisites: Departmental Approval
Corequisites: 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.

COE 112 Co-op Work Experience I 0-0-0-20-2
Prerequisites: Departmental Approval
Corequisites: 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.

COMMUNICATIONS

COM 110 Introduction to Communication 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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).*

COM 120 Intro Interpersonal Comm 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 231 Public Speaking 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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).*

COSMETOLOGY

COS 111 Cosmetology Concepts I 4-0-0-0-4
Prerequisites: None
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0-24-0-0-8
Prerequisites: None
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 4-0-0-0-4
Prerequisites: COS 111 and COS 112
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0-24-0-0-8
Prerequisites: COS 111 and COS 112
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III 4-0-0-0-4
Prerequisites: COS 111
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III 0-12-0-0-4
Prerequisites: COS 112
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2-0-0-0-2
Prerequisites: COS 113
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0-21-0-0-7
Prerequisites: COS 112
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I 2-0-0-0-2
Prerequisites: None
Corequisites: COS 120
This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I 0-18-0-0-6
Prerequisites: None
Corequisites: COS 119
This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I 4-6-0-0-6
Prerequisites: None
Corequisites: None
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 2-0-0-0-2
Prerequisites: None
Corequisites: COS 126
This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion, students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II 0-18-0-0-6
Prerequisites: None
Corequisites: COS 125
This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4-6-0-0-6
Prerequisites: COS 121
Corequisites: None
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223 Contemp Hair Coloring 1-3-0-0-2
Prerequisites: COS 111 and COS 112
Corequisites: None
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224 Trichology & Chemistry 1-3-0-0-2
Prerequisites: COS 111 and COS 112
Corequisites: None
This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 240 Contemporary Design 1-3-0-0-2
Prerequisites: COS 111 and COS 112
Corequisites: None
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 251 Manicure Instr Concepts 8-0-0-0-8
Prerequisites: North Carolina cosmetologist or manicurist license
Corequisites: None
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instr Practicum 0-15-0-0-5
Prerequisites: North Carolina cosmetologist or manicurist license
Corequisites: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 253 Esthetics Ins Concepts I 6-15-0-0-11
Prerequisites: North Carolina cosmetologist or esthetics license
Corequisites: None
This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetic Ins Concepts II 6-15-0-0-11
Prerequisites: COS 253
Corequisites: None
This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, recordkeeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing examination and meet program requirements.

COS 260 Design Applications 1-3-0-0-2
Prerequisites: COS 111 and COS 112
Corequisites: None
This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

COS 271 Instructor Concepts I 5-0-0-0-5
Prerequisites: Cosmetology license
Corequisites: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0-21-0-0-7
Prerequisites: Cosmetology license
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II 5-0-0-0-5
Prerequisites: COS 271 and COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0-21-0-0-7
Prerequisites: COS 271 and COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

COMPUTER SCIENCE

CSC 120 Computing Fundamentals I 3-2-0-0-4
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 130 Computing Fundamentals II 3-2-0-0-4
Prerequisites: CSC 120
Corequisites: None
This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 134 C++ Programming 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 139 Visual BASIC Prog 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 151 JAVA Programming 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 234 Adv C++ Programming 2-3-0-0-3
Prerequisites: CSC 134
Corequisites: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 Adv Visual BASIC Prog 2-3-0-0-3
Prerequisites: CSC 139
Corequisites: None
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 289 Programming Capstone Proj 1-4-0-0-3
Prerequisites: CTS 285
Corequisites: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

COMPUTER INFORMATION TECHNOLOGY

CTS 120 Hardware/Software Support 2-3-0-0-3
Prerequisites: CIS 110
Corequisites: 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.

CTS 130 Spreadsheet 2-2-0-0-3
Prerequisites: CIS 110 or OST 137
Corequisites: 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.

CTS 220 Adv Hard/Software Support 2-3-0-0-3
Prerequisites: CTS 120
Corequisites: 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.

CTS 285 Systems Analysis & Design 3-0-0-0-3
Prerequisites: CIS 115
Corequisites: 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.

CTS 289 System Support Project 1-4-0-0-3
Prerequisites: CTS 285
Corequisites: 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.

DANCE

DAN 110 Dance Appreciation 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 Database Concepts 2-3-0-0-3
Prerequisites: CIS 110 or OST 137
Corequisites: 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.

DRAFTING

DFT 111 Technical Drafting I 1-3-0-0-2
Prerequisites: None
Corequisites: 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.

DFT 119 Basic CAD 1-2-0-0-2
Prerequisites: None
Corequisites: 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.

DFT 151 CAD I 2-3-0-0-3
Prerequisites: None
Corequisites: 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.

DRAMA/THEATRE

DRA 111 Theatre Appreciation 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

DRA 112 Literature of the Theatre 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 130 Acting I 0-6-0-0-3
Prerequisites: ENG 085
Corequisites: ENG 095
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ECONOMICS

ECO 151 Survey of Economics 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Prin of Microeconomics 3-0-0-0-3
Prerequisites: ENG 095, MAT 060
Corequisites: MAT 070
This course introduces economic analysis of individual, business, and industry choices 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.*

ECO 252 Prin of Macroeconomics 3-0-0-0-3
Prerequisites: ENG 095, MAT 060
Corequisites: MAT 070
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

EDUCATION

EDU 119 Intro to Early Child Educ 4-0-0-0-4
Prerequisites: None
Corequisites: 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.

EDU 131 Child, Family, & Commun 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: 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.

EDU 144 Child Development I 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: None
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. 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.

EDU 145 Child Development II 3-0-0-0-3
Prerequisites: ENG 085, EDU 119 and EDU 144
Corequisites: None
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.

EDU 146 Child Guidance 3-0-0-0-3
Prerequisites: ENG 085 and EDU 119
Corequisites: None
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.

EDU 151 Creative Activities 3-0-0-0-3
Prerequisites: ENG 085 and EDU 119
Corequisites: EDU 151A
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.

EDU 151A Creative Activities Lab 0-2-0-0-1
Prerequisites: ENG 085 and EDU 119
Corequisites: EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety & Nutrit 3-0-0-0-3
Prerequisites: ENG 085 and EDU 119
Corequisites: None
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.

EDU 163 Classroom Mgt & Instruct 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course examines 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 developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 216 Foundations of Education 4-0-0-0-4
Prerequisites: ENG 095
Corequisites: None
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 pre-major and/or elective course requirement at select institutions only.*

EDU 221 Children with Exceptional 3-0-0-0-3
Prerequisites: ENG 095, EDU 144 and EDU 145
Corequisites: 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 pre-major and/or elective course requirement at select institutions only.*

EDU 222 Learn with Behav Disord 3-0-0-0-3
Prerequisites: ENG 095, EDU 144 and EDU 145
Corequisites: None
This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

EDU 223 Specific Learning Disabilities 3-0-0-0-3
Prerequisites: ENG 095, EDU 144 and EDU 145
Corequisites: 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.

EDU 234 Infants, Toddlers, & Twos 3-0-0-0-3
Prerequisites: ENG 095 and EDU 119
Corequisites: 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.

EDU 235 School-Age Dev & Program 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.

EDU 243 Learning Theory 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 Human Growth/Development 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 Policies and Procedures 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 Sensory & Physical Disabilities 3-0-0-0-3
Prerequisites: ENG 095, EDU 144 and EDU 145
Corequisites: None
This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

EDU 248 Developmental Delays 3-0-0-0-3
Prerequisites: ENG 095, EDU 144 and EDU 145
Corequisites: 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.

EDU 251 Exploration Activities 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: EDU 251A
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.

EDU 251A Exploration Act Lab 0-2-0-0-1
Prerequisites: ENG 095
Corequisites: EDU 251
This course provides a laboratory component to complement EDU 251. 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 science, math, and social studies activities for children.

EDU 259 Curriculum Planning 3-0-0-0-3
Prerequisites: ENG 095 and EDU 119
Corequisites: 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.

EDU 261 Early Childhood Admin I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.

EDU 262 Early Childhood Admin II 3-0-0-0-3
Prerequisites: ENG 095 and EDU 261
Corequisites: EDU 119
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271 Educational Technology 2-2-0-0-3
Prerequisites: ENG 095
Corequisites: 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.

EDU 280 Language & Literacy Exp 3-0-0-0-3
Prerequisites: ENG 095 and EDU 119
Corequisites: 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.

EDU 280A Literacy Exp Lab 0-2-0-0-1
Prerequisites: ENG 095
Corequisites: 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.

EDU 284 Early Child Capstone Prac 1-0-0-9-4
Prerequisites: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
Corequisites: 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.

EDU 288 Adv Issues/Early Child Ed 2-0-0-0-2
Prerequisites: ENG 095
Corequisites: None
This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

ENGINEERING

EGR 115 Intro to Technology 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 125 Appl Software for Tech 1-2-0-0-2
Prerequisites: None
Corequisites: None
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

EGR 131 Intro To Electronics Tech 1-2-0-0-2
Prerequisites: ENG 095 and MAT 070
Corequisites: None
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 285 Design Project 0-4-0-0-2
Prerequisites: None
Corequisites: 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.

ELECTRICITY

ELC 128 Intro to PLC 2-0-0-0-3
Prerequisites: None
Corequisites: 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.

ELC 131 DC/AC Circuit Analysis 4-3-0-0-5
Prerequisites: None
Corequisites: 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, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 135 Electrical Machines I 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

ELECTRONICS

ELN 131 Semiconductor Applications 3-3-0-0-4
Prerequisites: None
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3-3-0-0-4
Prerequisites: None
Corequisites: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3-3-0-0-4
Prerequisites: None
Corequisites: 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.

ELN 232 Intro to Microprocessors 3-3-0-0-4
Prerequisites: None
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 236 Fiber Optics and Lasers 3-2-0-0-4
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

ENGLISH

ENG 070 Basic Language Skills 2-2-0-0-3
Prerequisites: Appropriate assessment score
Corequisites: ACA 118
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

ENG 075 Reading/Language Essent 5-0-0-0-5
Prerequisites: Appropriate assessment score
Corequisites: ACA 118
This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 085 Reading & Writing Found 5-0-0-0-5
Prerequisites: ENG 075 or appropriate assessment score
Corequisites: None
This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process.Upon completion, students should be able to recognize and use various patterns of text organization and should be able to compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the reading and writing prerequisite for ENG 111.*

ENG 095 Reading & Comp Strategies 5-0-0-0-5
Prerequisites: ENG 085 or appropriate assessment score
Corequisites: None
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

ENG 111 Expository Writing 3-0-0-0-3
Prerequisites: ENG 095 or appropriate assessment score
Corequisites: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112 Argument-Based Research 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Prof Research & Reporting 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: 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.*

ENG 125 Creative Writing I 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: ENG 112 or ENG 114
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. A class may focus on fiction writing or poetry writing. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ENG 131 Introduction to Literature 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: ENG 112 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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 American Literature I 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114
Corequisites: 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114
Corequisites: 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers 3-0-0-0-3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114
Corequisites: 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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114
Corequisites: 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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRENCH

FRE 111 Elementary French I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: ENG 111
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.*

FRE 112 Elementary French II 3-0-0-0-3
Prerequisites: ENG 111 and FRE 111
Corequisites: None
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.*

GEOLOGY

GEL 111 Introductory Geology 3-2-0-0-4
Prerequisites: ENG 095 and MAT 070
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 113 Historical Geology 3-2-0-0-4
Prerequisites: GEL 111 or GEL 120
Corequisites: None
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 120 Physical Geology 3-2-0-0-4
Prerequisites: ENG 095
Corequisites: MAT 060
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 220 Marine Geology 3-2-0-0-4
Prerequisites: GEL 111 or GEL 120
Corequisites: None
This course presents a detailed examination of coastal and sea floor geology. Emphasis is placed on coastal and sea floor landforms and processes that shape these features. Upon completion, students should be able to describe the origin and evolution of both coastal and sea floor landforms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

GEL 230 Environmental Geology 3-2-0-0-4
Prerequisites: GEL 111 or GEL 120
Corequisites: None
This course provides insights into geological forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEOGRAPHY

GEO 111 World Regional Geography 3-0-0-0-3
Prerequisites: ENG 095 and MAT 060
Corequisites: 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.*

GEO 112 Cultural Geography 3-0-0-0-3
Prerequisites: ENG 095 and MAT 060
Corequisites: None
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 130 General Physical Geography 3-0-0-0-3
Prerequisites: ENG 095 and MAT 070
Corequisites: None
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEOGRAPHIC INFORMATION SYSTEMS

GIS 110 Survey of GIS/GPS 1-0-0-0-1
Prerequisites: None
Corequisites: None
This course introduces the methods and techniques used in the Geographic Information System (GIS) and Global Positioning Systems (GPS) profession. Emphasis is placed on problem solution sequences and advisement, counseling, and technical methodology, including technical computer usage and technical graphics. Upon completion, students should be able to identify major fields using GIS/GPS technologies and apply their methodologies toward problem resolution.

HISTORY

HIS 115 Intro to Global History 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 121 Western Civilization I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

HIS 122 Western Civilization II 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

HIS 131 American History I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

HIS 221 African-American History 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

HIS 226 The Civil War 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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 impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HIS 236 North Carolina History 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HEALTH INFORMATION TECHNOLOGY

HIT 110 Fundamentals of HIM 2-0-0-0-2
Prerequisites: Enrollment in the Health Information Technology program, ENG 095 and MAT 070
Corequisites: None
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include external standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

HIT 112 Health Law and Ethics 3-0-0-0-3
Prerequisites: HIT 110
Corequisites: None
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114 Health Data Sys/Standards 2-3-0-0-3
Prerequisites: HIT 110
Corequisites: None
This course covers basic concepts and techniques for managing and maintaining health data systems. Topics include structure and use of health information including collection tools, data sources and sets, storage and retrieval, quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply organization-wide health data documentation guidelines and comply with regulatory standards.

HIT 122 Prof Practice Exp I 0-0-0-3-1
Prerequisites: HIT 212 and HIT 216
Corequisites: None
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. This practical experience encompasses acute care advanced HIM functions.

HIT 124 Prof Practice Exp II 1-0-0-3-2
Prerequisites: HIT 112 and HIT 114
Corequisites: None
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. This practical experience encompasses exposure to non-acute facilities as well as hands-on experience in the physician's office and acute care basic HIM functions.

HIT 210 Healthcare Statistics 2-2-0-0-3
Prerequisites: MAT 140, HIT 114
Corequisites: None
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 212 ICD-9-CM Coding 3-3-0-0-4
Prerequisites: HIT 114, HIT 226
Corequisites: None
This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.

HIT 214 CPT/Other Coding Systems 1-3-0-0-2
Prerequisites: HIT 212
Corequisites: None
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS code.

HIT 215 Reimbursement Methodology 1-3-0-0-2
Prerequisites: HIT 212
Corequisites: None
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216 Quality Management 1-3-0-0-2
Prerequisites: HIT 114
Corequisites: None
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 218 Mgmt Principles in HIT 3-0-0-0-3
Prerequisites: HIT 114
Corequisites: None
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 Computers in Healthcare 1-2-0-0-2
Prerequisites: CIS 110 and HIT 114
Corequisites: DBA 110
This course covers electronic health information systems and their design, implementation, and application. Topics include voice recognition and imaging technology, information security and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.

HIT 222 Prof Practice Exp III 0-0-0-6-2
Prerequisites: HIT 212
Corequisites: HIT 214
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. This practical experience focuses on ICD and CPT coding.

HIT 226 Principles of Disease 3-0-0-0-3
Prerequisites: BIO 169 and MED 122
Corequisites: None
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 280 Professional Issues 2-0-0-0-2
Prerequisites: HIT 212
Corequisites: HIT 214
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HORTICULTURE

HOR 112 Landscape Design I 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 124 Nursery Operations 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 134 Greenhouse Operations 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 152 Horticultural Practices 0-3-0-0-1
Prerequisites: None
Corequisites: None
This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

HOR 160 Plant Materials I 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. Be prepared to pass the NC Certified Plant Professional Examination.

HOR 162 Applied Plant Science 2-2-0-0-3
Prerequisites: ENG 075 and MAT 060
Corequisites: None
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Hort Pest Management 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide applications. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Grounds Applicators license.

HOR 166 Soils & Fertilizers 2-2-0-0-3
Prerequisites: ENG 075 and MAT 060
Corequisites: None
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 Plant Propagation 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 213 Landscape Design II 2-2-0-0-3
Prerequisites: HOR 112
Corequisites: None
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 215 Landscape Irrigation 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

HOR 257 Arboriculture Practices 1-3-0-0-2
Prerequisites: HOR 160 or LSG 111
Corequisites: None
This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 260 Plant Materials II 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 273 Hor Mgmt & Marketing 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HUMANITIES

HUM 115 Critical Thinking 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs.*

HUM 160 Introduction to Film 2-2-0-0-3
Prerequisites: ENG 085
Corequisites: ENG 095
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 Leadership Development 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

LOGISTICS MANAGEMENT

LOG 110 Introduction to Logistics 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

MATHEMATICS

MAT 050 Basic Math Skills 3-2-0-0-4
Prerequisites: None
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics 3-2-0-0-4
Prerequisites: MAT 050 or assessment scores
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra 3-2-0-0-4
Prerequisites: MAT 060 or assessment scores
Corequisites: ENG 085
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra 3-2-0-0-4
Prerequisites: MAT 070 or assessment scores
Corequisites: ENG 085
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090 Accelerated Algebra 3-2-0-0-4
Prerequisites: MAT 060
Corequisites: ENG 085
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 121 Algebra/Trigonometry I 2-2-0-0-3
Prerequisites: MAT 070, MAT 080 or MAT 090
Corequisites: 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 simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II 2-2-0-0-3
Prerequisites: MAT 121, MAT 161, or MAT 171
Corequisites: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics 3-0-0-0-3
Prerequisites: ENG 085 and MAT 070
Corequisites: MAT 140A
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 140A Survey of Mathematics Lab 0-2-0-0-1
Prerequisites: ENG 085 and MAT 070
Corequisites: MAT 140
This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and /or elective course requirement.*

MAT 151 Statistics I 3-0-0-0-3
Prerequisites: ENG 085 and MAT 080, MAT 090, MAT 140, MAT 161 or MAT 171
Corequisites: MAT 151A
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 151A Statistics I Lab 0-2-0-0-1
Prerequisites: ENG 085 and MAT 080, MAT 090, MAT 140, MAT 161 or MAT 171
Corequisites: MAT 151
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 155 Statistical Analysis 3-0-0-0 3
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 155A Statistics Analysis Lab 0-2-0-0-1
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: MAT 155
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 161 College Algebra 3-0-0-0-3
Prerequisites: ENG 085 and MAT 080 or MAT 090
Corequisites: MAT 161A
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 161A College Algebra Lab 0-2-0-0-1
Prerequisites: ENG 085 and MAT 080 or MAT 090
Corequisites: MAT 161
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 171 Precalculus Algebra 3-0-0-0-3
Prerequisites: ENG 085 and MAT 080 or MAT 090, MAT 161
Corequisites: MAT 171A
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171A Precalculus Algebra Lab 0-2-0-0-1
Prerequisites: ENG 085 and MAT 080 or MAT 090, MAT 161
Corequisites: MAT 171
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 172 Precalculus Trigonometry 3-0-0-0-3
Prerequisites: MAT 171
Corequisites: MAT 172A
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 172A Precalculus Trig Lab 0-2-0-0-1
Prerequisites: MAT 171
Corequisites: MAT 172
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 263 Brief Calculus 3-0-0-0-3
Prerequisites: MAT 161 or MAT 171
Corequisites: MAT 263A
This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263A Brief Calculus Lab 0-2-0-0-1
Prerequisites: MAT 161 or MAT 171
Corequisites: MAT 263
This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 271 Calculus I 3-2-0-0-4
Prerequisites: MAT 172
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 272 Calculus II 3-2-0-0-4
Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273 Calculus III 3-2-0-0-4
Prerequisites: MAT 272
Corequisites: None
This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 285 Differential Equations 3-0-0-0-3
Prerequisites: MAT 272
Corequisites: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MEDICAL ASSISTING

MED 121 Medical Terminology I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.

MED 122 Medical Terminology II 3-0-0-0-3
Prerequisites: MED 121
Corequisites: 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.

MARKETING AND RETAILING

MKT 120 Principles of Marketing 3-0-0-0-3
Prerequisites: None
Corequisites: 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.

MUSIC

MUS 110 Music Appreciation 3-0-0-0-3
Prerequisites: None
Corequisites: ENG 095
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 111 Fundamentals of Music 3-0-0-0-3
Prerequisites: ENG 070 and RED 070 or ENG 075
Corequisites: 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.*

MUS 112 Introduction to Jazz 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 121 Music Theory I 3-2-0-0-4
Prerequisites: None
Corequisites: None
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 122 Music Theory II 3-2-0-0-4
Prerequisites: MUS 121
Corequisites: None
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 131 Chorus I 0-2-0-0-1
Prerequisites: None
Corequisites: 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.*

MUS 151K Class Music I 0-2-0-0-1
Prerequisites: None
Corequisites: 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.

NURSING ASSISTANT

NAS 101 Nursing Assistant I 3-4-3-0-6
Prerequisites: ENG 075
Corequisites: None
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

NAS 102 Nursing Assistant II 3-2-6-0-6
Prerequisites: ENG 085 and currently listed as NA I with State of North Carolina
Corequisites: NAS 103
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course. NAS 102 based on student availability.*

NAS 103 Home Health Care 2-0-0-0-2
Prerequisites: None
Corequisites: NAS 102
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

NETWORKING TECHNOLOGY

NET 110 Networking Concepts 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125 Networking Basics 1-4-0-0-3
Prerequisites: None
Corequisites: 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.

NET 126 Routing Basics 1-4-0-0-3
Prerequisites: NET 125
Corequisites: 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.

NET 225 Routing & Switching I 1-4-0-0-3
Prerequisites: NET 126
Corequisites: 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.

NETWORKING OPERATING SYSTEMS

NOS 110 Operating System Concepts 2-3-0-0-3
Prerequisites: None
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User 2-2-0-0-3
Prerequisites: NOS 110
Corequisites: 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.

NOS 130 Windows Single User 2-2-0-0-3
Prerequisites: NOS 110
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Admin I 2-2-0-0-3
Prerequisites: NOS 120
Corequisites: None
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230 Windows Admin I 2-2-0-0-3
Prerequisites: NOS 130
Corequisites: None
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING

NUR 101 Practical Nursing I 7-6-6-0-11
Prerequisites: Acceptance in the Practical Nursing program, BIO 163, ENG 111, and PSY 110
Corequisites: 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. *This is a diploma-level course.*

NUR 102AB Practical Nursing II 5-0-12-0-9
Prerequisites: NUR 101
Corequisites: NUR 102BB, NUR 117
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. *The first of a two-part course introducing aforementioned concepts in which nine credits are available only if NUR 102BB is completed. This is a diploma-level course.*

NUR 102BB Practical Nursing II 3-0-0-0-3
Prerequisites: NUR 101
Corequisites: NUR 102AB, NUR 117
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This completes the remaining three credit hours of NUR 102 in which twelve credit hours are earned. This is a diploma-level course.*

NUR 103 Practical Nursing III 6-0-12-0-10
Prerequisites: NUR 102
Corequisites: NUR 118
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 111 Intro to Health Concepts 4-6-6-0-8
Prerequisites: Acceptance into the A.D.N. program
Corequisites: BIO 163 or BIO 168 and ENG 111 and PSY 150
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts 3-0-6-0-5
Prerequisites: NUR 111
Corequisites: BIO 169 or BIO 271 and PSY 241
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts 3-0-6-0-5
Prerequisites: NUR 111
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.

NUR 114 Holistic Health Concepts 3-0-6-0-5
Prerequisites: NUR 111
Corequisites: BIO 169 or BIO 271 and PSY 241
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology 1-3-0-0-2
Prerequisites: BIO 163 or BIO 168
Corequisites: 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.

NUR 118 Nutrition/Diet Therapy 2-0-0-0-2
Prerequisites: ENG 095
Corequisites: BIO 163 or BIO 168
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

NUR 211 Health Care Concepts 3-0-6-0-5
Prerequisites: NUR 111, NUR 112, NUR 113, and NUR 114
Corequisites: BIO 175 and CIS 110
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts 3-0-6-0-5
Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, and NUR 211
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-wellnessillness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts 4-3-15-0-10
Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Corequisites: ENG 114 and Humanities/Fine Arts Elective
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.

OFFICE ADMINISTRATION

OST 131 Keyboarding 1-2-0-0-2
Prerequisites: None
Corequisites: 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. *Minimum speed requirement is 35 words per minute for three minutes with a maximum of five errors.*

OST 134 Text Entry & Formatting 2-2-0-0-3
Prerequisites: OST 131
Corequisites: 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.

OST 136 Word Processing 2-2-0-0-3
Prerequisites: OST 134
Corequisites: 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.

OST 137 Office Software Applicat 2-2-0-0-3
Prerequisites: None
Corequisites: 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.

OST 164 Text Editing Applications 3-0-0-0-3
Prerequisites: None
Corequisites: 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.

OST 184 Records Management 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in avariety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Admin Office Transcript I 2-2-0-0-3
Prerequisites: OST 164; and OST 134 or OST 136
Corequisites: None
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 233 Office Publications Design 2-2-0-0-3
Prerequisites: OST 136
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 284 Emerging Technologies 1-2-0-0-2
Prerequisites: None
Corequisites: None
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286 Professional Development 3-0-0-0-3
Prerequisites: None
Corequisites: 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.

OST 289 Administrative Office Mgt 2-2-0-0-3
Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites: 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.

PHLEBOTOMY

PBT 100 Phlebotomy Technology 5-2-0-0-6
Prerequisites: ENG 085
Corequisites: PBT 101 and PSY 110
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. *This is a certificate-level course.*

PBT 101 Phlebotomy Practicum 0-0-9-0-3
Prerequisites: ENG 085
Corequisites: PBT 100 and PSY 110
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. *This is a certificate-level course.*

PHYSICAL EDUCATION

PED 110 Fit and Well for Life 1-2-0-0-2
Prerequisites: ENG 085
Corequisites: 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.*

PED 117 Weight Training I 0-3-0-0-1
Prerequisites: None
Corequisites: `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.*

PED 122 Yoga I 0-2-0-0-1
Prerequisites: None
Corequisites: 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 to satisfy the Comprehensive Articulation Agreementfor transferability as a pre-major and/or elective course requirement.*

PED 143 Volleyball-Beginning 0-2-0-0-1
Prerequisites: None
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 145 Basketball-Beginning 0-2-0-0-1
Prerequisites: None
Corequisites: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 152 Swimming-Beginning 0-2-0-0-1
Prerequisites: None
Corequisites: 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.*

PED 153 Swimming-Intermediate 0-2-0-0-1
Prerequisites: PED 152
Corequisites: None
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 217 Pilates I 0-2-0-0-1
Prerequisites: None
Corequisites: None
This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 259 Prev & Care Ath Injuries 1-2-0-0-2
Prerequisites: None
Corequisites: None
This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PHILOSOPHY

PHI 210 History of Philosophy 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 215 Philosophical Issues 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: 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, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230 Introduction to Logic 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: None
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.*

PHI 240 Introduction to Ethics 3-0-0-0-3
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHYSICS

PHY 110 Conceptual Physics 3-0-0-0-3
Prerequisites: MAT 070
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*.

PHY 110A Conceptual Physics Lab 0-2-0-0-1
Prerequisites: None
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 131 Physics-Mechanics 3-2-0-0-4
Prerequisites: MAT 121, MAT 161 or MAT 171
Corequisites: 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.

PHY 151 College Physics I 3-2-0-0-4
Prerequisites: ENG 111 and MAT 161 or MAT 171
Corequisites: 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.*

PHY 152 College Physics II 3-2-0-0-4
Prerequisites: PHY 151
Corequisites: 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.*

PHY 251 General Physics I 3-3-0-0-4
Prerequisites: ENG 111 and MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252 General Physics II 3-3-0-0-4
Prerequisites: MAT 272 and PHY 251
Corequisites: 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.*

POLITICAL SCIENCE

POL 120 American Government 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130 State & Local Government 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

POL 210 Comparative Government 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220 International Relations 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions, such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSYCHOLOGY

PSY 110 Life Span Development 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 150 General Psychology 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: ENG 095
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.*

PSY 211 Psychology of Adjustment 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: None
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PSY 237 Social Psychology 3-0-0-0-3
Prerequisites: PSY 150 or SOC 210
Corequisites: ENG 111
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.*

PSY 239 Psychology of Personality 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: None
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psychology 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: ENG 111
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.*

PSY 243 Child Psychology 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: ENG 111
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PSY 263 Educational Psychology 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: ENG 111
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.*

PSY 275 Health Psychology 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: None
This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PSY 281 Abnormal Psychology 3-0-0-0-3
Prerequisites: PSY 150
Corequisites: ENG 111
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

READING

RED 070 Essential Reading Skills 3-2-0-0-4
Prerequisites: Appropriate assessment score
Corequisites: None
This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RELIGION

REL 110 World Religions 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

REL 211 Intro to Old Testament 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: ENG 095
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.*

REL 212 Intro to New Testament 3-0-0-0-3
Prerequisites: ENG 085
Corequisites: ENG 095
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.*

REL 221 Religion in America 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: ENG 111
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 America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

INFORMATION SYSTEMS SECURITY

SEC 110 Security Concepts 3-0-0-0-3
Prerequisites: None
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SOCIOLOGY

SOC 210 Introduction to Sociology 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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 among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

SOC 220 Social Problems 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

SOC 225 Social Diversity 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: 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.*

SOC 240 Social Psychology 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: None
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SPANISH

SPA 111 Elementary Spanish I 3-0-0-0-3
Prerequisites: ENG 095
Corequisites: ENG 111
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II 3-0-0-0-3
Prerequisites: ENG 111 and SPA 111
Corequisites: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 181 Spanish Lab 1 0-2-0-0-1
Prerequisites: None
Corequisites: 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.*

SPA 182 Spanish Lab 2 0-2-0-0-1
Prerequisites: SPA 181
Corequisites: 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.*

SPA 211 Intermediate Spanish I 3-0-0-0-3
Prerequisites: SPA 112
Corequisites: 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.*

SPA 212 Intermediate Spanish II 3-0-0-0-3
Prerequisites: SPA 211
Corequisites: 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.*

SURVEYING

SRV 110 Surveying I 2-6-0-0-4
Prerequisites: None
Corequisites: MAT 121, MAT 161, MAT 171, or MAT 175
This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

SRV 111 Surveying II 2-6-0-0-4
Prerequisites: SRV 110
Corequisites: None
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III 2-6-0-0-4
Prerequisites: SRV 110
Corequisites: None
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law 2-2-0-0-3
Prerequisites: SRV 110
Corequisites: None
This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

SRV 230 Subdivision Planning 1-6-0-0-3
Prerequisites: SRV 111, SRV 210, and CIV 211
Corequisites: None
This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

SRV 240 Topo/Site Surveying 2-6-0-0-4
Prerequisites: SRV 110
Corequisites: None
This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

SRV 250 Advanced Surveying 2-6-0-0-4
Prerequisites: SRV 111
Corequisites: None
This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

SRV 260 Field & Office Practices 1-3-0-0-2
Prerequisites: Completion of three semesters of the Surveying Technology program
Corequisites: None
This course covers surveying project management, estimating, and responsibilities of surveying personnel. Topics include record-keeping, starting and operating a surveying business, contracts, regulations, taxes, personnel management, and professional ethics. Upon completion, students should be able to understand the requirements of operating a professional land surveying business.

TURFGRASS MANAGEMENT

TRF 110 Intro Turfgrass Cult & ID 3-2-0-0-4
Prerequisites: None
Corequisites: None
This course provides an in-depth study of turfgrass. 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 through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

TRF 152 Landscape Maintenance 2-2-0-0-3
Prerequisites: None
Corequisites: 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. In addition, students will be prepared to take the NCLCRB State Examination for the Landscape Contractors license.

TRF 210 Turfgrass Eqmt Mgmt 1-4-0-0-3
Prerequisites: None
Corequisites: 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.

TRF 230 Turfgrass Mgmt Apps 1-2-0-0-2
Prerequisites: None
Corequisites: 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.

TRF 240 Turfgrass Pest Control 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course covers detection and identification of turfgrass pests with emphasis on methods of control or eradication. Topics include weeds, insects, diseases, and nematodes identification with an understanding of pesticides used, application procedures, and costs involved in control programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest control programs, and/or use integrated pest management.

TRF 260 Adv Turfgrass Mgmt 3-2-0-0-4
Prerequisites: TRF 110
Corequisites: 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.

WEB TECHNOLOGIES

WEB 110 Internet/Web Fundamentals 2-2-0-0-3
Prerequisites: None
Corequisites: None
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WELDING

WLD 110 Cutting Processes 1-3-0-0-2
Prerequisites: None
Corequisites: 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.

WLD 112 Basic Welding Processes 1-3-0-0-2
Prerequisites: None
Corequisites: 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, sutdents should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115AB SMAW (Stick) Plate 1-5-0-0-3
Prerequisites: None
Corequisites: 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 withprescribed electrodes. Pipe is also introduced for position welding. Credit for WLD 115 is only available upon successful completion of both WLD 115AB and WLD 115BB.

WLD 115BB SMAW (Stick) Plate 1-4-0-0-2
Prerequisites: None
Corequisites: 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. Pipe is also introduced for position welding. Credit for WLD 115 is only available upon successful completion of both WLD 115AB and WLD 115BB.

WLD 121 GMAW (MIG) FCAW/Plate 2-6-0-0-4
Prerequisites: None
Corequisites: 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. Pipe is also introduced in black iron and stainless for position welding.

WLD 131 GTAW (TIG) Plate 2-6-0-0-4
Prerequisites: None
Corequisites: 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. Pipe is also introduced in black iron and stainless for position welding.

WLD 141 Symbols & Specifications 2-2-0-0-3
Prerequisites: None
Corequisites: 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. All phases of basic blueprint reading are emphasized.

GENERAL INFORMATION

An important function of the College is to provide numerous courses for continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Economic and Workforce Development/Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their fullest potential in our ever-changing world of knowledge, skills, and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

Economic and Workforce Development/ Continuing Education programs are offered when there is an identified need and interest. Some courses are offered on a continuing basis while others are established in response to specific requests by individuals or groups. Course descriptions are not listed in this catalog. However, information about courses may be obtained by contacting the Economic and Workforce Development/Continuing Education Department.

Admission to Economic and Workforce Development/ Continuing Education Courses

Persons who wish to take courses for Continuing Education Unit (CEU) credit are admitted and enrolled at the first class meeting. The Economic and Workforce Development/ Continuing Education Department periodically publishes class schedules. Further information may be obtained by contacting:

Economic and Workforce Development/
Continuing Education Department
Brunswick Community College
P.O. Box 30
Supply, NC 28462-0030
Telephone (910) 755-7300 or 1-800-754-1050, Ext. 380

CLASS LOCATIONS

Many Economic and Workforce Development/ Continuing Education classes are offered on the main campus of the college. However, to meet the increasing demand for adult extension classes, additional classes are held online and at locations off-campus. Classes are held in facilities in the surrounding communities of Southport and Leland, local high schools, and in various businesses in Brunswick County. Almost any course can and will be organized in any location when a sufficient number of citizens indicate an interest in having a class.

REGISTRATION FEES

A registration fee is required for all occupational extension and community service courses. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals.

Other costs in these classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged. If you are a North Carolina resident, 65 years of age or older, you may be exempt from occupational extension course registration fees. Textbook, insurance, and/or course supply fees may still be required. Registration fees are subject to change contingent upon action by the North Carolina General Assembly.

Registration Fee Refunds for Occupational Extension

A refund shall not be made except under the following circumstances:

1. A student who officially withdraws from an occupational extension class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to “make” due to insufficient enrollment.

2. After the respective occupational extension class begins, a student is eligible for 75 percent refund of the registration fee upon the request of the student as long as the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.

3. A student who officially withdraws from a contact hour class prior to the first day of class will be eligible for a 100 percent refund. A seventy-five 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.

4. If a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

Minimum Enrollment Required

Normally, a course will be offered when a minimum number of students enroll. The college reserves the right to cancel any course when an insufficient number of students register.

Class Hours

The majority of occupational extension and community service courses are offered one or two days per week for one to four hours per day. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and the College.

Continuing Education Units (C.E.U.)

The Continuing Education Unit (C.E.U.) is used as the basic instrument of measurement for an individual's participation in non-credit classes, courses, and programs. The C.E.U. is a measure. One (1) C.E.U. is defined as ten contact hours of participation in an organized continuing education class.

COURSE REPETITION

There is a limit on the number of times a student may enroll in a particular continuing education class. The Economic and Workforce Development/ Continuing Education Course Repetition policy guides enrollment in selected types of classes.

Occupational extension courses may not be taken more than twice within a five-year period without the student paying the full cost of the course as determined by the College. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

Students who are enrolled in Community Service courses, Adult Basic Education (ABE), Adult High School, General Educational Development (GED), or Compensatory Education classes may continue in them as long as reasonable educational and/or social progress is being made according to the goals of the program.

OCCUPATIONAL EXTENSION COURSES

The college offers many vocational, technical, and business courses through occupational extension. The primary objectives of these courses are to:

1. Provide adults additional skills and/or knowledge applicable to their present occupation;
2. Provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment and materials; and
3. Provide assistance to area businesses and industry in meeting their manpower needs through specialized courses.

Pre-licensing courses are designed to meet the instructional requirements to take the exam for Real Estate Salesman and Real Estate Brokerage, Marine Captain licensure, Building and Electrical Contractor, and Notary Public.

Personal Computer Training provides classes for business and industry, and those seeking job opportunities requiring skills in software applications such as MS-Word, MS-Excel, MS-PowerPoint, Windows, Internet, and basic computer skills.

Public Safety and Health Programs offer training in OSHA-mandated safety courses, first aid, and CPR.

Occupational upgrading courses are available in the following areas:

Business and Management courses are available for a wide variety of business organizations and for those in administrative, management, sales, banking, insurance, and secretarial occupations.

Emergency Medical Training provides certification, recertification courses, and continuing education for all EMT levels and Medical Responder.

Firemanship Training is offered in fire fighting techniques for members of municipal, volunteer, and industrial fire brigades.

Health Occupation programs have been established for persons seeking additional medical, allied health, and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.

Law Enforcement In-Service courses have been designed for upgrading both experienced and recently employed police officers and law enforcement officials.

Management and Supervisory Development courses are offered to improve supervisory and management techniques for beginning and experienced personnel.

Technical courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.

Vocational Upgrading courses are designed for persons working in skilled and semiskilled occupations.

CUSTOMIZED TRAINING

One of the basic objectives of Brunswick Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, this College, in cooperation with the Industrial Services Division and NC Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. No charge is made for these services.

CAREER READINESS CERTIFICATION

Brunswick Community College's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy.

* For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be "job ready."

* For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.

The CRC is based upon WorkKeys, a nationally recognized, skills assessment tool developed by ACT, Inc.

SMALL BUSINESS CENTER

The Small Business Center is designated to serve small business owners and employees with free, confidential one-on-one business counseling, a variety of related seminars, workshops, and specific courses geared to small business management.

The Center works cooperatively with the Chambers of Commerce, the Small Business Administration, SCORE, and many other agencies which provide information and assistance to small businesses.

The Center focuses activities to those companies with fifty or less employees, principally on those employing less than ten. The Small Business Center strives to enhance all aspects of economic development in southeastern North Carolina through its mission: of increasing the success rate of entrepreneurs by assisting prospective and established small business persons to reach their full potential, utilizing all resources available throughout the network.

From its inception in 1986, the Brunswick Community College Small Business Center continues to serve its business community by working to identify and respond to its informational needs in a timely, efficient, and professional manner.

HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development Program is designed to recruit, train, and place in employment and/or training the unemployed and underemployed adults of North Carolina. Fee waivers are available for those who qualify.

HRD assists with career planning through various assessments that inventory interests and abilities. In a classroom environment, HRD teaches job preparation skills such as completing applications, resume writing, interviewing skills, networking, and lifelong learning. Other HRD courses are tailored to meet specific skill needs such as computer basics, clerical refresher, etc.

COMMUNITY SERVICES

The Community Services program offers individuals 18 years of age and older short-term courses for self-improvement, cultural enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include conversational foreign languages, public speaking, speed reading, economics, sociology, philosophy, government, history, consumer education, sewing, flower arranging, creative arts, interior design, cake decorating, sign language, mini-gardening, guitar, quilting, and personal development.

Community Service Courses

Brunswick Community College offers a wide variety of Community Service Courses for adults seeking to learn skills not specifically needed for today's job market in Brunswick County. These courses are taught on the College campus and at various locations throughout Brunswick County. Classes are offered each semester and the hours vary depending on the skill level needed. Community Service classes help contribute to the cultural and civic improvement of each community.

Brunswick Institute of Lifelong Learning

The Brunswick Institute of Lifelong Learning (B.I.L.L.) at Brunswick Community College provides informal coffee forums, classes, trips, and other learning opportunities for the local community. The Institute's program is available to anyone desiring to enhance their life through continued learning experiences beyond and outside a formal classroom environment.

COMPENSATORY EDUCATION PROGRAM

The Brunswick Interagency Program (BIP) is a comprehensive educational/vocational program for Brunswick County's residents with developmental disabilities from age 17 and up.

Additional services are provided by Southeastern Center for Mental Health, Developmental Disabilities, and Substance Abuse Services, North Carolina Vocational Rehabilitation, and North Carolina Council on Developmental Disabilities.

Compensatory Education enables students to develop to their ultimate potential and to achieve some level of independence. Students will have access to a continuum of educational programs based on their individual needs. All students are assessed with the Comprehensive Adult Student Assessment System.

An Adult Day Vocational Program offers personal and community living skill development, compensatory education, and training in cognitive, communication, and motor skills. Use of leisure time, vocational evaluation and adjustment, and work activity training are included.

The Brunswick Interagency Program offers innovative approaches to Supported Employment. Assessment services or community and on-site employment is available for students who wish to enter the work force. Long-term support is offered to guarantee a long and successful work experience, personal satisfaction, and gratification for the student.

Brunswick Interagency Program has two on-site case financial benefits, community-based services, outpatient services, medical/dental treatment, social activities, transportation, and residential placement.

LITERACY PROGRAMS

Adult High School Diploma Program

Brunswick Community College, in an agreement with the Brunswick County Board of Education, offers the Adult High School Diploma Program for any North Carolina resident 16 years of age or older who has not completed his/her high school education. To qualify for entrance into this program, the student must attend an orientation and be assessed as having reading and math skills at the ninth grade level. This program offers all high school courses necessary to meet the state and national standard core requirements.

Adult Basic Education Program (ABE)

The Adult Basic Education Program is offered by the College for those students who, through assessment, are not functioning at the ninth grade level in reading and math. The goal of this program is to build up their reading and math skills to the ninth grade level for entrance into either the Adult High School or General Education Development Program.

High School Equivalency Certificate Program (GED)

This program is designed for the student who has not completed his/her education and who wishes to enhance their knowledge in Reading, Writing, Science, Social Studies, and Math. Students can progress at their own pace and attend classes that best fit their schedule. Students will earn a nationally recognized equivalency diploma that is accepted by most colleges, universities, and serves as a gateway to employment and promotion. To qualify for this program, students must attend an orientation and be assessed as having reading and math skills at the ninth grade level.

English as a Second Language Program (ESL)

The English as a Second Language Program is especially for foreign-born students who are now in this country and desire to learn the English language. Students are taught to speak and write in a comfortable, informal learning situation. Emphasis is placed on conversational English as instructors encourage students to communicate with one another. Students also study American customs and share with their fellow students beliefs and customs from their own countries as well.

Workplace Basic Skills

The Workplace Basic Skills Program customizes basic skills classes for employers who want to upgrade workers' skills thus meeting the increasingly higher educational requirements of the workplace.

Brunswick Educational Transition Center

In an effort to assist Brunswick County residents whose native language is not English, Brunswick County Public Schools, Brunswick Community College, and the Mexican government joined forces to create the Brunswick Educational Transition Center in Supply.

BRUNSWICK COMMUNITY COLLEGE

State Administration

Dr. Scott Ralls .....President, North Carolina Community College System
Hilda Pinnix-Ragland..... Chair, State Board of Community Colleges

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M.A.T., Winthrop University

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M.S., University of North Carolina Wilmington

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M.S., Erikson Institute
Ph.D, University of Pennsylvania

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M.P.A., University of North Carolina Wilmington

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B.A., University of North Carolina Wilmington
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M.S., University of Louisiana, Monroe

Ashleigh Terry…….....Assistant Director, Dinah E. Gore Fitness and Aquatics Center
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Charlotte Arneson ..... Assistant Teacher, ECC
Iris Ballard ..... Custodian
Christina Barkhorn ..... Special Funds Accountant
Monica Becker ..... Receptionist, Student Services
Elizabeth Bentley ..... Human Resources Assistant/Benefits Specialist
Georgeanna Bowers ..... B.I.P. Instructor
Chris Boyd ..... Employment Specialist-BIP
Danielle Boyd ..... Box Office Technician
Lee Brinkley ..... Student Records Specialist
Linda Brown ..... Custodian
Timothy Brown ..... Campus Police Officer, Corporal
Pamela Bryant ..... Custodian
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Nicole Chambers ..... Student Services
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Christen Cox ..... Lead Counselor /Admissions
Laurie Cutajar ..... Recruiter
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Mike Fulford ..... Technical Specialist
Onya Galloway. ..... Admin. Assist. for Assistant Vice President for Economic and Workforce Develpement
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Lois Hardy ..... Custodian
Marilyn Harman ..... Financial Aid Counselor
Ann Harrison ..... Coordinator, Distance Learning
Louise Hewett ..... Accountant, State Funds/Payroll
Kevin Holden ..... Police Officer
Elizabeth Holland ..... Instructor, Compensatory Education
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Karen Ladley ..... Coordinator, ACE and Volunteer Center
Demaris Lance ..... Accountant, Financial Aid/Purchasing
Susan Lawing ..... Major Gift Officer
Hai-Jing Levine ..... HR Assistant/Records Specialist
Nancy Locklear ..... Assessment/Retention Specialist for B.I.P.
Jill Long ..... Police Officer
Peggy McNeil ..... Assistant Registrar
Sylvia McNeil ..... Custodian
Angela Metts ..... Liaison, Early College High School
Joanna Minett ..... Administrative Assistant, Professional and Technical Programs
Katie Mintz ..... Professional Development Coordinator, Early Childhood Education
Jerry Morgan ..... Supervisor, Maintenance
Lynn Morgan ..... Registrar
Joyce Munn ..... Instructor, Compensatory Education
Jesse Noble ..... Maintenance

BRUNSWICK COMMUNITY COLLEGE

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Ginny O'Brien.....EMS Coordinator
Julianna Olsen.....Senior Counselor
Sandra Pena.....B.I.P. Instructor
Barbara Percel.....Coordinator, Adult Basic Skills
Jennifer Rayburn.....Secretary, Cosmetology
Timothy Randall.....Coordinator, Continuing Education & Workforce Development
Peggy Reeves.....Assistant Teacher, ECC
Brett Riggs.....Librarian
Scott Rios.....Police Officer
Suzanne Robinson.....B.I.P. Instructor
Leslie Saggus.....Cafeteria Manager
Susan Sailer.....B.I.P. Instructor
Samantha Salmons.....IT Technician
Carole Sandor.....Library Technical Assistant
Lisa Schultz.....Switchboard/Receptionist
Rita Sellers.....B.I.P. Instructor
Walter Shaw.....Evening Supervisor, Fitness and Aquatics/Men's Basketball Coach
Melba Skipper.....Custodian
Jada M. Smith.....Lead Teacher, ECC
Jerry Smith.....Coordinator, Center for Advanced Studies
Chris Somerlad.....IT Technician
Tracy Somerlad.....Financial Aid Assistant
Shelia Spencer.....B.I.P. Instructor
Megan Stanley.....Lead Instructor, Compensatory Education
Jessica Stanley.....Assistant QDDP, B.I.P.
Quan Stewart.....Customer Service Manager/Dinah E. Gore Fitness & Aquatics Center
Fernando Trulin.....Coordinator, Hispanic/Latino Programs
Cindy Waldon.....Instructor Assistant, BIP
Lindsay Walton.....Police, Chief
Jacob Warren.....Technician, Physical Plant
Kate Westhausen.....Administrative Assistant to the Dean of Arts and Sciences
Freddie White.....Custodian
Tony Wicker.....Maintenance Technician
DeLoris Williams.....Library Technician
Elizabeth Wilson.....Lead Teacher, ECC
Jackie Wilson.....Curriculum Management Specialist
Frankie Young.....Assistant Teacher, ECC
Monique Young.....Case Manager, BIP Transitional Job Coach
Cheryl Yount.....Police, Sergeant

STUDENT LIFE

Cocurricular activities, which are recognized as a vital part of a full and meaningful educational experience, are organized by students in response to student interest and needs. In addition to student government events, intramural recreation activities, dances, cookouts, student clubs and organizations, field day competition, special social events, contests, and other events are held at the College.

ATHLETICS

Brunswick Community College is a member of the National Junior College Athletic Association. The following are intercollegiate sports:

Men's Baseball
Men's Basketball
Women's Basketball
Women's Volleyball

Information regarding eligibility can be found in the NJCAA Handbook.

The intercollegiate athletics program seeks to support the mission of Brunswick Community College by providing opportunities for students to improve their lives and well being through participation in organized sports. The purpose of the athletic program is to promote and encourage in such a way that results will be consistent and supportive with the total educational purpose of Brunswick Community College. This will include academic success, physical and emotional well being, and social development.

It is the philosophy of the athletic program at Brunswick Community College that students can best be served in an environment which recognizes the contributions and importance of faculty and staff. Brunswick Community College believes in academics first and athletics second. Through feedback received from faculty, staff and students, Brunswick Community College can determine the effectiveness of the athletics program.

These teams compete against other community college, junior college, and four year junior varsity teams in North Carolina, South Carolina, Virginia and Florida. Team schedules may be obtained from the Office of Student Services.

Policy

Brunswick Community College's intercollegiate athletic program contributes to the personal development of the students and is designed to promote total growth, including academic success, as well as physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study, taken solely and apart from other activities, may limit the achievements of the individual student later in life. Accordingly, the Trustees direct the President and his staff to pursue a viable Student Services program, which may include intercollegiate athletics, with limitations imposed by College resources and the students themselves. Ultimate responsibility for control of the athletic program rests with the President of the College.

The athletic program provides an opportunity for students to participate in some type of competitive sports activity as regularly as their interest, abilities and time permit. Student wishing to participate on various athletic teams must be in good academic and disciplinary standing.

Recruiting, admissions, financial aid, and academic eligibility are the same for all students.

Procedures

The athletic teams offered each year are based on student interest, financial resources, and the approval of administration. Student interest is determined by an annual survey and unsolicited requests for sports programs.

The College is a member of the National Junior College Athletic Association and complies with the Constitution and Bylaws as published in their handbook.

Intercollegiate athletics are coordinated by the Athletic Director. The members of the Board of Trustees are informed of student activities and intercollegiate athletics at their regularly scheduled meetings. The annual budget for athletics is a Special Funds budget, which also includes funds from the Student Activity budget. It is submitted to the Board of Trustees by the Vice President for Budget and Finance and the President, with coordination from the Athletic Director and Student Government Association. Fiscal oversight for the programs is provided by the Athletic Director and the Director of Fiscal Services. The budget is audited annually as part of the audit conducted by representatives of the Office of the State Auditor.

The intercollegiate athletic program is evaluated annually by the Athletics Committee, which is appointed by the President and includes faculty, staff and student representation. This committee makes recommendations to the Athletic Director, Vice President for Student Services, and to the President. The Athletics Committee also reviews the Intercollegiate Athletics Policy to ensure that it is an integral part of the education of athletes and the educational purpose of the institution.

Brunswick Community College requires the same academic, admission and financial policies of all students regardless of participation in athletics.

BOOKSTORE

The bookstore offers new and used books, class supplies, and other items for sale. The bookstore is operated independently by College Bookstores of America. Operating hours are posted outside the store, which is located in the Student Activity Center.

BRUNSWICK COMMUNITY COLLEGE ODELL WILLIAMSON AUDITORIUM

The Brunswick Community College Odell Williamson Auditorium, located on the BCC main campus, is a state of the art 1,500-seat performing arts center. Built at a cost of more than three million dollars by the citizens of Brunswick County in 1993, the BCC Odell Williamson Auditorium exists for the multipurpose educational and cultural enrichment for Southeastern North Carolina. The Odell Williamson Auditorium presents an eight-show season each year with a variety of national and international performances.

The Virginia Williamson Event Center is a multipurpose facility connected to the Odell Williamson Auditorium. The Event Center accommodates a wide variety of events including, but not limited to, receptions, banquets, conferences, lectures, dances, small concerts and theatre. A catering kitchen is also available for events. The Odell Williamson Auditorium lobby serves as the entrance for the Event Center.

The BCC Odell Williamson Auditorium Box Office is open Monday through Thursday from 9:00 AM until 4:30 PM and on Friday from 9:00 AM until 2:30 PM. For rental or event information, call 910-755-7416 or 800-754-1050, Ext 7416. Visit our website at www.bccowa.com for more information.

CHEERLEADING

The purpose of the Brunswick Community College Cheerleaders is to provide school spirit, enthusiasm, and support to the athletic teams. Cheerleaders are responsible for attending all home games, attending community and campus events, and showing school spirit throughout the year. If you are interested in Cheering, please contact Student Services.

CLUBS AND ORGANIZATIONS

Student clubs and interest groups are encouraged to develop common bonds of friendship and purpose among students with similar career, civic, or academic interests. Faculty and staff members serve as advisors and assist student leaders in planning club programs and developing group activities. Student organizations on campus also include clubs associated with curriculum programs as well as honor societies. Contact the Dean of Students or Assistant Dean of Students for a complete list of approved clubs.

Membership in student organizations is open to all eligible students in accordance with the constitutions and/or bylaws of the various student organizations. Discrimination in student organizations on the basis of race, color, sex, creed, religion, political affiliation, age, handicap, or national origin is specifically prohibited.

Brunswick Community College is an equal opportunity institution and is committed to full compliance with all federal laws and regulations prohibiting discrimination.

Kappa Pi International Honorary Art Fraternity

Kappa Pi International Honorary Art Fraternity is a coed organization based on academic excellence in college art courses. The purpose of this organization is to prepare students for graduation with an art degree, encourage participation at the national level for art awards and scholarships as well as foster an art community on campus where ideas for furthering the art program can be discussed and executed. This organization provides an opportunity for members to learn how to exhibit their work, market themselves as an artist and learn about career opportunities in the field of art.

To be considered for membership, students must have completed over 12 hours in art courses and hold at least a 3.0 GPA in all art classes and a minimum 2.0 GPA overall.

National Technical Honor Society

The National Technical Honor Society is an honor organization for outstanding students enrolled in associate degree, vocational, or technical programs. The purposes of this organization are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; and to promote the image of vocational-technical education in America.

To be considered for membership, a student must have completed at least 16 semester credit hours and must be enrolled in a curriculum program 3/4 time. The student's cumulative grade point average in his/her current program must be 3.60 or higher.

Phi Theta Kappa International Honor Society

Phi Theta Kappa International Honor Society recognizes academic excellence in the two-year college setting. Students who are enrolled in an associate degree program are eligible for membership.

To be considered for membership, a student must have completed at least 12 semester hours (developmental courses are not considered.) in an associate degree program and be enrolled in a minimum of six semester hours. The student's cumulative grade point average in his/her current program of study must be at least 3.5. Recent high school graduates with a high school grade point average of 3.25, and freshmen who have at least a 3.25 grade point average are eligible for provisional membership.

Student Ambassadors

Student Ambassadors are a group of students who are selected for their high academic achievement, leadership skills, and school spirit. Ambassadors serve fellow students, speak to prospective students, represent Brunswick Community College at various functions, and conduct campus tours. Ambassadors are chosen in the spring of each year. An application, essay and interview are required to be chosen as a Student Ambassador. A minimum 3.0 GPA is also required. There is a small scholarship associated with being a Student Ambassador. For more information, please contact the Foundation office.

Student Government Association

The Student Government Association (SGA) is the primary student organization at Brunswick Community College. The SGA constitution is included as Appendix B. Representing all students of the College, the SGA participates in, and gives direction regarding, student life beyond the classroom. The Student Government Association sponsors other activities such as parties, speakers, and other related activities that are of interest to students.

Membership consists of all curriculum students who are registered for four or more credit hours. All other duly registered curriculum or community and continuing education students may elect to join by paying the appropriate student activity fee.

The SGA exists to promote good relationships and understanding among the students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set a high level of standards for students through responsible conduct. It is responsible for developing and administering student activities.

The Student Government Association President also serves as an ex officio member of the College Board of Trustees.

DINAH E. GORE FITNESS AND AQUATICS CENTER

The Dinah E. Gore Fitness and Aquatics Center, located in the Physical Education Building, is a community minded facility that was established to encourage a healthy lifestyle among BCC students, employees, and residents of Brunswick County. The Center's goal is to promote health, fitness, and wellness in a welcoming atmosphere.

As a part of the BCC campus, the Dinah E. Gore Fitness and Aquatics Center has combined usage with academics, athletics, member activities, and contracted events. Facility regulations are in place to ensure the safety of members, students, and the general public.

Hours of operation and additional information are located on the College website. Students use the facility free of charge for curriculum classes in the Center and may subscribe to membership at a reduced rate to use the facility at other times. Details are available by calling the Center at 910-846-BFIT (2348).

BRUNSWICK COMMUNITY COLLEGE

CODE OF STUDENT CONDUCT

Student Rights, Responsibilities, and Procedures Policy

I. Preamble

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate college regulations, they are subject to disciplinary action by Brunswick Community College whether or not the conduct violates both College regulations and the law. The College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

A. Student shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina.
B. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom on the campus. Student performance will be evaluated on an academic basis, not on opinions or conduct, and 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 about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.
E. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. 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. Brunswick Community College may release directory information to appropriate agencies and organizations. Brunswick Community College may disseminate information concerning student achievement, honors awarded or other exemplary actions or conduct. No other records shall be made available to unauthorized personnel or groups inside or outside the College without written consent of the student involved, except under legal compulsion.

III. Student Code of Conduct

All students and staff have the right to a safe, peaceful and honest educational environment. Therefore, when in the judgment of Brunswick Community 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 safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct is not to restrict student freedoms, but to protect the rights of individuals in their academic pursuits.

Therefore, students are prohibited from engaging in any conduct, which materially and adversely affects the educational process including the following:

A. Academic dishonesty, which includes cheating, fabrication, falsification, multiple submission, plagiarism, abuse of academic material, and complicity in academic dishonesty.
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.
C. Trespass includes unauthorized entry or presence on the property of the College or in a College facility or any portion therefore to which entry or presence has been restricted.
D. Violation of the Drug and Alcohol Policy.
E. Lewd or indecent conduct on college premises or at College sponsored or College supervised functions.
F. Mental or physical abuse of any person on College premises or at College supervised functions, including verbal or physical actions which threaten or endanger an individual's health or safety.
G. Violation of the Sexual Harassment Policy.
H. Intentional obstruction or disruption of teaching, administration or disciplinary proceedings, or other activities, including public service functions and other duly authorized activities on College premises.
I. 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.
J. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which is harmful, obstructive to the functions of Brunswick Community College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
K. Possession or use of a weapon on College premises or at College sponsored or College supervised functions, except in connection with a College approved activity.
L. Setting off a fire alarm or using or tampering with any fire safety equipment on college premises or at College sponsored or College supervised functions, except with reasonable belief in the need for such alarm or equipment.

M. Gambling on college premises or at college sponsored or college supervised functions.
N. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on college premises.
O. Violations of college regulations regarding the operation and parking of motor vehicles.
P. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.
Q. Failure to comply with instructions of college officials acting in performance of their duties.
R. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
S. 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.
T. Violations of local, state or federal criminal law on college premises, adversely affecting the college community's pursuit of its proper educational purposes.

IV. Disciplinary Procedures

Nothing in these policies shall limit an instructor's or administrative officer's discretion to warn a student against violating the Student Code of Conduct or from removing a student from a single class or activity for the duration of that specific class or activity. No disciplinary sanctions other than such a warning or temporary removal may be imposed upon any student except in accordance with this policy.

A. Emergency Suspension Activities
If it is determined by the Senior Counselor that a student's conduct poses a continuing threat to the health or well being of any member of the academic community or the activities of the college, he or she may suspend the student from a course of the college until the investigation of the student's conduct can be completed. Prior to suspension, the student shall be given the opportunity to explain his or her conduct to the Senior Counselor. The instructor or administrative officer reporting the incident of student misconduct shall file a charge under Section IV, C.1 with Senior Counselor within one working day following the incident. The Senior Counselor shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV.C.
B. Responsibility for Implementation
The Senior Counselor is responsible for implementing student discipline procedures.
C. Disciplinary Procedures.
In order to provide an orderly procedure for handling student disciplinary cases, the following procedures shall be followed:
1. Charges: Any administrative official, faculty member, or student may file charges with the Senior Counselor against any student or student organization for violations of college regulations. The individual(s) making the charge must submit a written statement which includes:
a. Name of the student(s) involved;
b. The specific code(s) of conduct violated;
c. A description of the incident(s), including the time, place, and date of the incident(s);
d. Names of person(s) directly involved or witnesses to the incident(s), and
e. Any action taken that related to the matter. The statement of the charge should be forwarded directly to the Senior Counselor.
2. *Preliminary Investigation and Decision*: Within five (5) working days after the charge is filed, the Senior Counselor shall complete a preliminary investigation of the charge which shall include a meeting with the student. During the meeting, the student shall be presented with the evidence against him/her and shall be given the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Senior Counselor or where the student refuses to cooperate, the Dean shall send a certified letter to the student's last known address which shall inform the student of the charges, the results of the Dean's preliminary investigation, the decision, and the appeals procedure (Section VI).
3. Within five (5) working days after the charge is file, the Senior Counselor shall send the student the decision by certified mail, return receipt requested. The decision shall include a statement of the Senior Counselor's determination of whether the student violated the Student Code.
D. If the Senior Counselor determines that the student violated the Student Code, the decision shall include:
1. A statement of the specific provision(s) of the Student Code that the student violated;
2. A statement of sanctions imposed;
3. A statement of the student's right to appeal the decision;
4. Instructions governing the appeals procedure (Section VI); and
5. A list of people in the Disciplinary Review Committee pool.
E. If the Senior Counselor determines that the student did not violate a provision of the Student Code, then the decision shall state that the charge has been dismissed.
F. The Senior Counselor shall send a copy of the statement of the charge and his/her decision to the President.

V. Sanctions

A. Reprimand: A written communication which gives official notice to the student that he/she has violated the Student Code and any subsequent violation of the Student Code may 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 (2) important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code without further penalty; secondly, if he/she errs again, additional sanctions will be imposed for this violation. The probation will be in effect for no more than two (2) semesters.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and notation of such is made in the college community. Generally the individual will not be eligible for initiation into any local or any national organization and may not participate in 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. Emergency Suspension: Exclusion from class(es), and/ or all other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
G. Withholding diploma or right to register: Imposed when financial obligations are not met.
H. Suspension: Exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, for repeated misconduct. Students who receive this sanction must get specific written permission from the Senior Counselor before returning to campus.
I. Expulsion: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the Senior Counselor or the President.
J. Group Probation: This is given to a college club or other organization/ 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.
K. Group Restriction: Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one semester). While under restriction 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 Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Recharter after that time must be approved by the President.

VI. Appeals Procedure

A. Notice of Appeal
A student who disagrees with the decision of the Senior Counselor may request a hearing before a Disciplinary Review Committee. The student must deliver a written request for a hearing to the President within three (3) working days of receipt of the Dean's decision. The request for a hearing must also include the names of those persons in the Disciplinary Review Committee pool to whom the student objects and the reasons why the student objects to those persons reviewing the charges against him/ her.

B. Appointment of Disciplinary Review Committee
1. Within three (3) working days after receiving the request for a hearing, the President shall appoint a Disciplinary Review Committee pool, select a chair, and send the chair a copy of the Senior Counselor's decision.
2. Composition of the Disciplinary Review Committee pool - The Disciplinary Review Committee Pool shall be composed of nine (9) members appointed as follows:
   a. Three faculty members appointed by the President of the College.
   b. Three staff member appointed by the President of the College
   c. Three student members recommended by the Student Government Association and appointed by the President of the College.
   d. Committee members will serve at the pleasure of the President with replacements appointed by the President as necessary.
3. Composition of a Disciplinary Review Committee
   a. Each Disciplinary Review Committee shall be composed of one staff member, one student member, and one faculty member from the Disciplinary Review Committee pool.
   b. The President shall appoint the members of a Disciplinary Review Committee.
   c. The President shall appoint one of the members of a Disciplinary Review Committee to chair the Committee.
   d. The President shall not appoint to a Disciplinary Review Committee any person to whom the student has made a reasonable objection.

C. Procedures for Hearings before a Disciplinary Review Committee.
1. Within five (5) days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the Senior Counselor and the student shall be invited. During the preliminary hearing:
   a. The Senior Counselor shall provide a written statement of charges against the student which shall include the information listed in Section IV.C.1.;
   b. The Committee shall set a date and time for the hearing no later than five (5) working days from the date of the preliminary hearing:
   c. The Committee shall provide the student with a statement of his basic procedural rights in Section VI. C. 2.;
   d. The Senior Counselor and the student shall exchange any documents they expect to present to the Disciplinary Review Committee.
   e. The Senior Counselor and the student shall exchange names, addresses, email addresses and telephone numbers of their witnesses; and
   f. The student shall provide the Senior Counselor and the Committee with his/her current address and telephone number.

g. Members of the Committee shall inform the parties of any facts which could reasonably affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member and any member of the committee concurs in that objection, then such member shall resign from the Committee. Within one (1) working day, the President shall appoint a new member of the Committee. The new Committee member shall be subject to the same qualifications and obligations as the original Committee members.

2. A Disciplinary Review Committee shall guarantee the student the following basic procedural rights:
   a. The right to present relevant evidence and witnesses in his defense.
   b. The right to a hearing before an impartial Disciplinary Review Committee.
   c. The right to know the identity of the person(s) bringing the charge(s) against him/her.
   d. The right to hear the evidence against him/her and the right to cross-examine witnesses against him/her.
3. The Conduct of the Committee Hearings
   Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
   1) The student
   2) The Senior Counselor; and
   3) Witnesses who shall:
   a. Give testimony singularly and in the absence of other witnesses; and
   b. Leave the Committee meeting room immediately upon the completion of their testimony.
   c. The hearing will be tape-recorded. Tapes will become the property of the college, and access to them will be determined by the President. All tapes will be filed in the office of the Vice President of Student Services.
   d. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.
   e. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
   f. Within 24 hours of completion of a hearing, the Committee shall meet in executive session to decide whether there has been a violation of the Student Code; and, if so, to recommend sanctions.
   g. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.
   h. Decisions of the Committee shall be in writing and contain at least:
      1) a statement of the specific provisions of the Student Code that the student violated and a description of the facts supporting that conclusion; and
      2) a statement of recommended sanction which shall be no greater than the sanction imposed by the Senior Counselor; or
      3) a statement that the charges were not proven by a preponderance of the evidence.
   i. Within one (1) working day of the decision of the Committee, the Chairperson of the Committee shall deliver a copy of the decision to the President and send a copy of the decision by certified mail, return receipt requested, to the student's last known address.

D. Appeal to the President
   If a student desires to appeal a decision of a Disciplinary Review Committee, he/she must deliver a written request for such appeal to the President within three (3) working days of receipt of the Committee's decision. The President shall have the authority to affirm, remand, modify or reverse the decision of the findings of the Committee. Within (10) working days of receiving the appeal, the President shall send the student his decision by certified mail, return receipt requested.

E. Appeal to the Board of Trustees
   If the student desires to appeal the President's decision to the Board of Trustees, he/she must deliver a written request for such appeal to the President within three (3) working days of receipt of the President's decision. The student's request for appeal must include a detailed explanation of why he/she believes the Board of Trustees should review the President's decision. If the Board decides that the student's specified reasons for review do not warrant further review of the President's decision, then the Board shall affirm the President's decision. If the Board of Trustees decides that it should review the President's decision, then the Board or a duly appointed committee of the Board shall review the record of the hearing, the Committee's decision, and the President's decision. The Board of Trustees shall have the authority to affirm, modify, or reverse the decision of the President or remand the matter to the President for further action. The Board of Trustees shall send its decision to the student by certified mail, return receipt requested, within sixty (60) days of the receipt of the student's appeal. The decision of the Board of Trustees is final.

F. Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal
   1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue his or her appeal, to appear or to be represented at any hearing, or otherwise to meet his or her other obligations under these procedures, then the last decision rendered on behalf of the college will stand as final, and all proceedings will be terminated. The college shall make every reasonable effort to comply with the timeliness requirements specified in the Student Code. The President or the Board shall investigate failures to comply with the timeliness requirements specified in the Student Code.
      The President or the Board shall investigate failures to comply with the timeliness requirements and take appropriate action. The college's failure to meet any deadline shall not exempt the student from any sanctions under the Student Code.

2. A student's decision to withdraw from school during a disciplinary proceeding shall not affect the college's right to continue the disciplinary process or impose sanctions.

VII. Student Grievance Procedure

A. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences, or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Vice President for Student Services.

Because of the sensitive nature of this kind of complaint, a conference with the Vice President for Student Services will replace the first step of the grievance procedure. The Vice President for Student Services will counsel with the student to determine the appropriate action that is required.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

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 ten working days of the incident which generated the complaint.

2. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance no later than 14 working days from the incident which generated the complaint. A Grievance Form shall be made available to the student by the Vice President for Student Services. The Vice President for Student Services will explain the grievance process to the student.

The Vice President for Student Services shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two working days after receipt of the grievance form from the student. The Vice President for Student Services will then refer the grievance to the immediate supervisor involved no later than 2 working days after receipt of the grievance from the student. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the Vice President for Student Services. As a part of the effort to resolve the issue, the supervisor will consult with the chief administrative office of the division or component concerned.

3. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit the request within five working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

The Vice President for Student Services shall notify immediately the President who shall insure that the committee is organized in a manner that is appropriate. The Vice President for Student Services 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 chairperson of the committee.

Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action. The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the President of the college within two working days of the Committee's decision.

4. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the college within ten working days of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquires that are deemed necessary and will render a decision within ten working days of receipt of the grievant's appeal. The decision of the President is final.

C. The Student Grievance Committee

The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the Student Government Association.
2. Two faculty members recommended by the Vice President for Academic Services.
3. One Student Services staff member recommended by the Vice President for Student Services

APPENDIX B: STUDENT GOVERNMENT ASSOCIATION

Student Government Association Constitution and Bylaws

Constitution
Preamble

We, the students of Brunswick Community College, in order to establish better communications, relationships, and understanding among students, faculty, staff, and trustees to better the College community in leadership, citizenship, responsible conduct, do ordain and establish this Constitution of the Student Government Association for the students of Brunswick Community College.

Article I
Name/Mascot/Objective

Section 1.
The name of this organization shall be known as the Student Government Association of Brunswick Community College.

Section 2.
The mascot adopted shall be the Dolphin.

Section 3.
The objectives of the Student Government Association are:

1. To promote the welfare of the students.
2. To advise and work with the administration in the improvement of student life.
3. To establish an annual budget and plan activities with the collected Activity Fee.

Article II
Membership

Membership shall be open to every full-time and part-time curriculum student who pays the student activity fee and shall extend to these individuals the privilege of participating in all activities sponsored by the Student Government Association.

Article III
Executive Council Authority and Composition

The executive powers of the student body shall be vested in the Executive Council, composed of the student body President, Vice President, Secretary, Treasurer, and Parliamentarian, each of whom shall be elected by a simple majority of members of the Association, voting in a general election held annually in the spring semester each year.

A. The requirement for being elected to an executive office and holding that office throughout the term shall be as follows:

    1. Be a full-time curriculum student
    2. At all times throughout the term be in good standing with the College both academically and otherwise.
    3. Must maintain an overall 2.0 grade point average.

B. The terms of office for all executive officers shall be one year, beginning July 1 and ending with graduation of the next calendar year.

Article IV
Student Senate

The Student Senate officers shall consist of two representatives from each curriculum, one acting and one alternate. Voting in each curriculum shall be by simple majority.

The requirements for being elected a Student Senator and holding the office throughout the term shall be as follows:

1. Enroll in a minimum of 9 credit hours.
2. At all times be in good standing with the College, both academically and otherwise.
3. Maintain an overall 2.0 grade point average.

Article V
Meetings of the Association

Regular Meetings - Executive Council shall schedule a time and place for regular meetings.

Senate Meetings - The Student Senate shall hold one regular meeting each month.

Article VI
Amendment

The Senate, whenever necessary, shall propose amendments of the Constitution. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments will rest with the SGA Executive Council and Vice President for Student Services.

Article VII
Ratification

The Constitution and amendments to it shall be adopted upon approval by two-thirds vote of the Student Senate. These adoptions are subject to approval of the Assistant Vice President for Student Services.

Bylaws
Student Government Association

Article I
Purpose of the SGA Bylaws

The Bylaws are the working rules of the SGA and are subject to change by approval of the Student Senate. Two-thirds majority is required to change the Bylaws. The Bylaws must not conflict with the Constitution of the SGA.

Article II
Amendments

The Senate, whenever necessary, shall propose amendments of the Bylaws. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments rests with the Assistant Vice President for Student Services and SGA Executive Council.

Article III
Ratification

The Bylaws and amendments to it shall be adopted upon approval by a two-thirds vote of the Student Senate. The adoptions are subject to the approval of the Assistant Vice President for Student Services and the SGA Executive Council.

Article IV
Quorum

A quorum shall consist of two-thirds of the Student Senate membership to vote on issues or motions.

Article V
Duties of the Office of President

1. Administer and uphold the Constitution of the Association.
2. Support suggested student activities and to encourage support by Student Government Association representatives.
3. Chair all meetings as stated in Roberts Rules of Order, Newly Revised.
4. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
5. Authenticate by his/her signature, when necessary, all acts, orders, and proceedings of the assembly.
6. Be the official representative of the students of Brunswick Community College on all occasions and functions wherein participation is required.
7. Submit to the Senate such recommendations as he/she deems necessary, from time to time, in writing or in person.
8. Serve as a non-voting member of the Board of Trustees of Brunswick Community College.
9. Be the official spokesperson for the SGA.
10. Know his/her rights and the rights of the SGA.

Article VI
Duties of the Office of Vice President

1. To assist the President in any way necessary.
2. To fulfill the duties of the President in case of illness or absence of the President.
3. To take the office of President and to carry out the duties of the office for the remainder of the term in the event the President resigns or is unable to complete his/her term.

Article VII
Duties of the Office of Secretary

1. Keep a record (minutes of all the proceedings) of the meetings, both regular and special, of the organization.
2. Keep on file all committee reports and to keep a list of all existing committees and their members.
3. Keep the organization's official membership roll and to call the roll at meetings.
4. Make the minutes and records available to members upon request.
5. Notify officers, committee members, and delegates of their election or appointment.
6. Sign all certified copies of acts of the SGA.
7. Maintain record book(s) in which the minutes are entered and to have the current record book(s) on hand at every meeting.
8. Send out to the membership a notice of each meeting, known as the "Call of the Meeting," and to conduct the general correspondence which is not a function proper to other offices or to other committees.
9. Prepare prior to each meeting an order of business for the use of the presiding officer, showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
10. In the absence of the President and Vice President, call the meeting to order and preside until the election of a Chairman Pro Tem, which should take place immediately.

Article VIII
Duties of the Office of Treasurer

1. To keep an accurate record of financial actions of the Student Government Association based on financial reports prepared monthly by the Business Office of Brunswick Community College.
2. To prepare and submit to the Student Government Association an annual financial report.

Article IX
Duties of the Office of Parliamentarian

1. Be a key consultant in the preparation for a meeting or convention and be well engaged in advance.
2. Serve as the principal advisor to the President, the officers, and the committee chairman regarding management of the meeting as it relates to actual business.
3. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
4. Assist the President in chairing the meeting according to Robert's Rules of Order, Newly Revised.

Article X
Duties of the Student Senate

1. Recommend rules and procedures necessary and proper to promote the general welfare of the student body.

2. Amend and approve financial matters of the Student Government Association budget.
3. Hold one regular meeting each month.
4. Attend meetings, both regular and special.
5. Conduct Student Government business by means of motions.
6. Take on the responsibilities as Chairman on special appointed committees.
7. Authorize, in the appropriate manner, the expenditure of available funds in the budget.
8. Report back to the students in their curriculums what has taken place in the meetings.
9. Elect a President and Vice President to fulfill the regular term, in the event both are unable to carry out their duties to the extent that they were expected.
10. Make special reports on committees that were assigned to them by the President.
11. Remove and replace any chairperson or member who is found guilty of unethical actions, reasons, or conduct.

Article XI
Motions

1. Motions are to be made in accordance with regulations stated in Robert's Rules of Order, Newly Revised.
2. Motions are to be presented in writing.
3. Motions may be oral with the consensus of the Senate.

Article XII
Committees

1. The President is to be an ex-officio member to all committees.
2. A representative of the SGA will serve on the following committees of the College:
   - Institutional Effectiveness Team
   - Marketing Committee
   - Athletics Committee
   - Odell Williamson Auditorium Advisory Committee
3. Committees are to be appointed by the President.
4. The President will appoint someone to the position of chairperson and appoint committee members.
5. The President may pass appointment of committee members to committee chairmen.

Article XIII
Petitions

1. The Student Government Association is under no obligation to recognize petitions
2. Petitions may be presented in the form of suggestions and through each curriculum Senator in the form of motions.

Article XIV
Impeachment

1. The Student Senate shall have the power to try all impeachments.
2. The SGA President shall have the power of veto over impeachments.
3. Grounds for impeachment are as follows:
   a. Actions unbecoming of a student at BCC.
   b. If an Executive Officer or Senator is negligent of his/her SGA duties and responsibilities.
   c. Failure to comply with any part of the Constitution or Bylaws of this organization.
   d. Any SGA member Senator/Executive Council missing more than three (3) meetings without just cause will be subject to impeachments.

Article XV
Parliamentarian Authority

1. The main parliamentary authority of the Student Government Association shall be Robert's Rules of Order, Newly Revised.
2. Other parliamentary authorities shall include:
   a. The Bylaws of the Student Government Association.
   b. Person(s) knowledgeable of parliamentary procedures.

Article XVI
Visitors

Visitors will be allowed to attend Student Government Association meetings. They will be allowed only to observe. Visitors cannot participate in discussion, debate, or voting unless on special occasions when they are recognized by the Chair.

Article XVII
Minutes

1. Minutes are to be filed in the SGA files.
2. Minutes are to be typed and distributed within three school days after the meeting.
3. Minutes are to be distributed to Senate, one copy per person.
4. Minutes are to be posted on the student bulletin boards.

Article XVIII
Student Senate Meetings

1. Meetings are to be held monthly.
2. The Student Senate meetings shall be conducted according to the parliamentary procedures outlined in Robert's Rules of Order, Newly Revised.
3. A quorum shall consist of a majority of Student Senate membership.
4. To vote on issues, two-thirds majority of the Student Senate membership must be present.

Article XIX
Executive Council Authority

1. To dismiss any Senator who has missed three meetings without cause.

2. To have the power to veto any measure passed by the Senate.

Article XX
Statement of Nondiscrimination

It is the policy of Brunswick Community College that membership in student organizations is open to all eligible students in accordance with the Constitution and/or Bylaws of the various student organizations. Membership is open to all students without regard to race, color, sex, creed, religion, political affiliation, age, handicap, or national origin.

Article XXI
Amendment

If it is not possible for the SGA to meet in its full working capacity, at least 50% of the Senate Body shall constitute the two-thirds as required by the Constitution and Bylaws.

Article XXII
Vacancies

1. Senators:
   If a Senator resigns or is impeached, the vacancy will be posted on the Student Bulletin Board for seven school days. If there are no applications, the program advisor may select a student from the curriculum.
   If more than one applies, the Senator will be selected by the Senators and the Executive Council.

2. Executive Officers:
   If there is a vacancy in an Executive office, the Student Senators shall have the power to appoint a new officer.

Vacancies may occur automatically under the following conditions:
1. Failure to register as a student (except during summer semesters).
2. Voluntary withdrawal from the College.
3. Suspension from the College.
4. Student not in good standing or who has had poor conduct with the SGA and the College.
5. Written resignation
   a. A written resignation goes into effect immediately.

Article XXIII
Purchase Orders

Before a requisition goes through the Business Office, it must be signed by two of the following: President, Vice President, or Treasurer. All purchase orders must be approved by the Senate Body including amounts and purpose of purchase and be reflected in the minutes of the meeting.

Article XXIV
BCC Board Meetings

The SGA President will attend all BCC Board Meetings. Other members are invited to attend any Board Meeting unless it is an Executive Board closed session.

Article XXV
Oath of Officers

The Oath shall take place at the first meeting after the elections in the spring semester. The Oath of office shall be as follows:

I pledge to uphold the SGA Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and administration of Brunswick Community College.

I pledge to be fair in all my endeavors and to promote good will for Brunswick Community College.

I pledge to be fair in all my responsibilities of my office, to the best of my ability and to promote harmony among all segments of the student body.

The Oath shall be administered by the Vice President for Student Services or the President of the College.

Article XXVI
Chartering

The Brunswick Community College Student Government Association must approve the Charter of every club or organization on the campus.

APPENDIX C: SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

PLEASE READ CAREFULLY!

Federal regulations require that institutions have a satisfactory academic progress policy, which contains both quantitative and qualitative measures towards completion of his/her program to receive financial aid. The quantitative and qualitative measures used to determine academic progress must be cumulative and must include **all** periods of the student's enrollment. ***Even periods in which the student did not receive financial aid funds must be considered for ALL measures.*** Only transfer credit hours that are in the student's major must be counted as well.

QUALITATIVE MEASURES

1. STUDENTS MUST MAINTAIN A 2.0 (C) CUMULATIVE GPA.
   A. Certain special awards may require a higher GPA.
   B. Students with cumulative GPA below 2.0 for any semester will be placed on probation for the next semester enrolled. Students may receive financial aid during the probationary semester.
   C. Students will be notified by letter from the Registrar's Office when on probation, and they must contact the Financial Aid Administrator for counseling.
   D. Students who demonstrate academic progress by earning a cumulative 2.0 GPA during the probationary semester will be dismissed from probation for the next semester enrolled.
   E. Students who do not earn a cumulative 2.0 GPA during the probationary semester will be determined to not have made satisfactory progress and financial aid will be terminated. Termination will continue until the student, at his/her expense, enrolls for a subsequent semester or semesters and earns a cumulative GPA of 2.0 or better.

QUANTITATIVE MEASURES

2. STUDENTS MUST PASS 67% OF ALL ACADEMIC COURSES ATTEMPTED DURING THE SEMESTER.
   A. Developmental courses count as hours attempted for enrollment purposes but not for satisfactory academic progress.
   B. Audited classes do not count as hours attempted for enrollment purposes or satisfactory academic progress.
   C. Attempted course work for academic progress will include withdrawal, incomplete, failure, and repeated courses.
   D. Grades of F, I, W, and WF do not qualify as successful completion of hours attempted. A grade of D in some prgrams may not qualify. Check college catalog for programs.
   E. Students who habitually withdraw from classes will be determined not to be making satisfactory progress and may have their financial aid terminated. (Students should choose their course work carefully.)
   F. The maximum time frame to complete a program of study shall not exceed 1½ times the number of credit hours required for the program. Example:

$$\frac{\text{Standard number of credit hours required to complete program}}{67} \times 150\% = \frac{\text{Maximum number of allowable credit hours attempted}}{100}$$

Students who are on probation for either qualitative or quantitative measures will not be allowed to charge to a Pell Grant at preregistration; however, if the required SAP policy is met at the end of the semester, the student will be allowed to charge to a Pell Grant at regular registration. The Financial Aid Office has the discretion to retain the student's schedule from preregistration to prevent deletion due to nonpayment.

3. Students who withdraw from the College before the 60% point of the semester may have to pay back funds that they have received. This will be calculated based on actual number of days enrolled. Examples of refunds and repayments will be made available to students upon request.
4. Students are allowed TWO PROGRAM CHANGES before completing a program while receiving financial aid. If a student makes more than two program changes before completing a program, financial aid will be terminated.
5. Financial Aid will not pay for a student to take a class for the third time or subsequent repeats thereafter.
6. Eligible students may receive Federal Pell Grants during the time necessary to complete the first baccalaureate degree.
7. Students who return to BCC after an absence of one semester or more will have their academic status carried forward.
8. Students must be formally admitted to an eligible program of study at BCC and have all required documents submitted to the Financial Aid Office (without error and on time) as deemed necessary by the Financial Aid Office. This includes high school and college transcripts. College transcripts must be evaluated before any funds will be placed on student's account.
9. On the first day of classes, students are required to have each of their instructors sign an attendance form (provided by the Financial Aid Office) stating that the student is enrolled and attended the first day of class. If the student is taking an online, the student must contact the instructor to email the Coordinator that the student is participating in class.

MITIGATING CIRCUMSTANCES

Students with mitigating circumstances are encouraged to use the appeal process. The circumstances must be properly documented and will be evaluated by the Financial Aid Office/Committee. This policy pertains only to financial aid recipients and is not applicable for the purpose of continued enrollment, since such determinations are made according to other institutional policies. Examples of mitigating circumstances include illness or injury to the student and illness or death of a student's immediate family member.

APPEAL PROCESS FOR FINANCIAL AID

1. The Financial Aid Administrator shall inform the student in writing of financial aid termination.
2. If the student desires to appeal the termination of financial aid, the student must present to the Financial Aid Administrator a written statement with the reason why he/she did not make satisfactory progress and why financial aid should not be terminated. This written statement must be received in the Financial Aid Office within ten working days from the date on the letter of notification of ineligibility. Documentation to support the appeal is permitted. The Financial Aid Administrator may review the appeal or present it to the Financial Aid Committee if there is ample time or the administrator feels there may be a conflict. The administrator will respond in writing to the student about the committee's/administrator's decision.
3. If the committee/administrator denies the student's appeal, he/she may appeal in writing to the Vice President of Student Services within five school days of the date of the denial letter. The Vice President will respond to the student in writing of the decision.

IT IS THE STUDENT'S RESPONSIBILITY TO FILE THE PAPERWORK IF THEY DECIDE TO WITHDRAW FROM SCHOOL. IF THE STUDENT DOESN'T FILE THE PROPER PAPERWORK WITHIN THE APPROPRIATE TIME, HE/SHE WILL BE RESPONSIBLE FOR ALL CHARGES INCURRED FROM REGISTERING.

APPENDIX D: RETURN OF TITLE IV (R2T4) POLICY/PROCEDURES

Return of Title IV (R2T4) Policy/Procedures

Withdrawal from ALL classes

Students considering completely withdrawing from the college should consult with the Counseling Office to see what effect the withdrawal will have on their academic careers. They then should consider the effect on their financial aid status.

The following information will provide an overview of how the withdrawal process correlates with Financial Aid. Please read it very carefully before completing your withdrawal form and submitting it to the Registrar's Office.

Treatment of Federal Financial Aid Funds (Title IV Aid)

Students earn financial aid each time they attend class. For that reason, Federal funds (Pell Grant, Academic Competitiveness Grant, FSEOG) may need to be returned if they withdraw before the end of the semester. The student must complete 60 percent of the semester (usually 11 weeks) or he/she may be required to repay all or part of the financial aid disbursed for that semester.

Once the Registrar's Office processes the withdrawal, the academic record is updated and the Business Office is notified. You will be charged according to the last date of attendance on your withdrawal form. The Financial Aid Office will determine the amount of financial aid you have "earned" and the amount for which you are not eligible ("unearned").

The amount of federal funds returned to the federal programs due to an official or unofficial withdrawal will be determined based on the date the withdrawal process begins or the last date of attendance/participation (internet, information highway classes). If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50% point of the semester. Instructors are contacted to determine the last date of attendance/participation.

If the amount of funds disbursed to the student is less than they have earned, due to a post-withdrawal disbursement the student will be awarded the additional funds

The unearned portion of the funds will be returned to the Department of Education within 45 days. Financial Aid Office will notify the Business Office and the student as to the amount of the unearned portion.

To calculate the completed portion of the semester, divide the number of days you attended by the number of days in the semester. The number of days in each semester begins with the first day of class and ends with the last day of class. Semester breaks of five or more consecutive days are not included in the calculation; however, weekends are counted.

The Return to Title IV software will be used to make this determination.

Unearned federal financial aid must be returned to the appropriate funds in the following order:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Examples of common withdrawal/refund situations and refund schedules are available in the Financial Aid Office.

**Withdrawal date is defined as the student's last date of recorded attendance or participation (internet, information highway classes)

Consequences of Withdrawing from All Classes

If a student withdraws from all of their classes:

- All or part of the financial aid may be reduced or canceled.
- The student may have a balance due to Brunswick Community College because the financial aid award was adjusted.
- A hold will be placed on the academic record and the student will not be able to request transcripts, register for classes, etc, until they pay the amount owed to Brunswick Community College as a result of the withdrawal.
- The student's credit history may be negatively affected when Brunswick Community College reports the overdue account to an external credit agency.
- The student may not meet the satisfactory academic progress (SAP) requirements for continued financial aid assistance. Future financial aid may be jeopardized.

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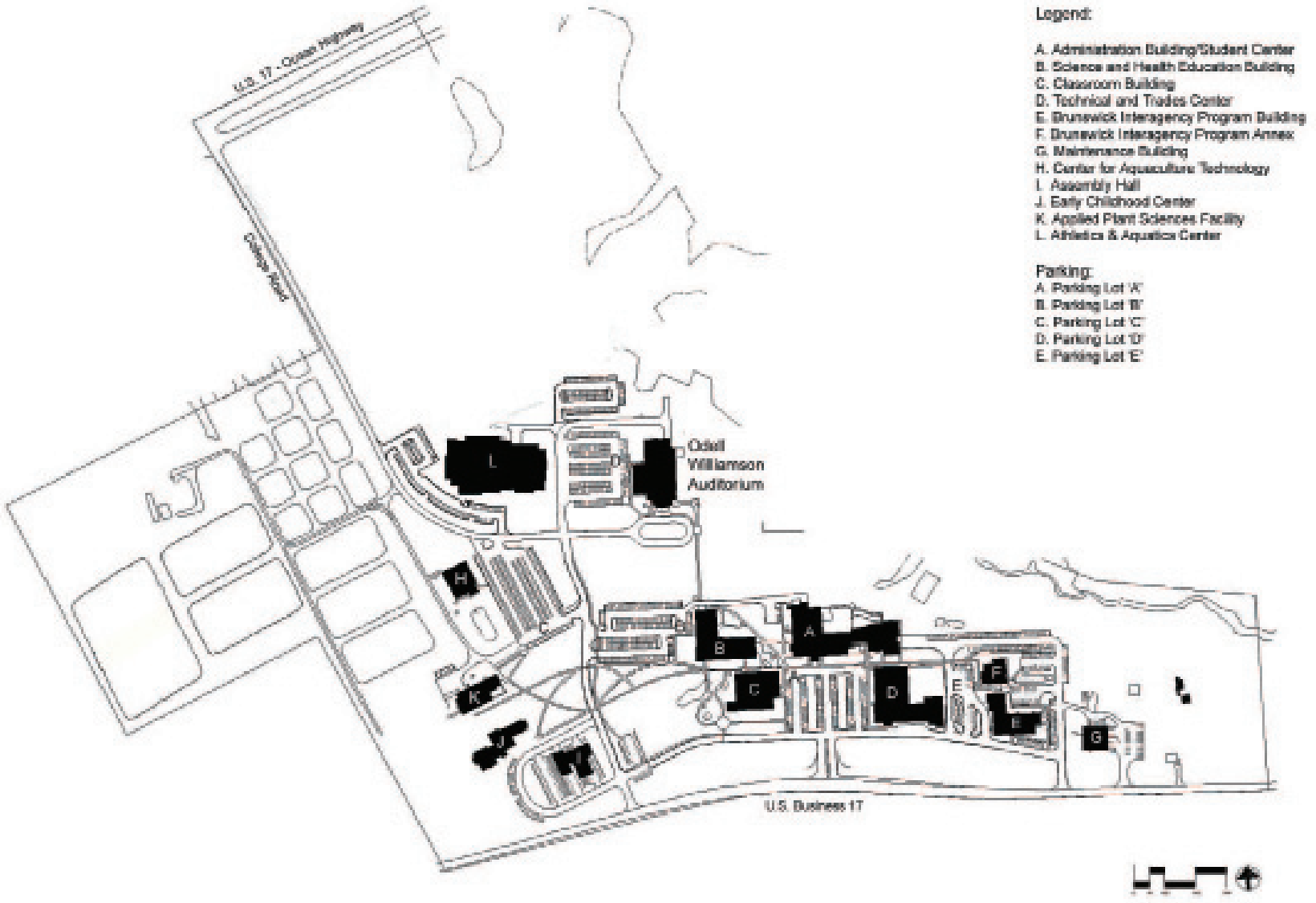
Campus Map