BRUNSWICK COMMUNITY COLLEGE

2016-17
CATALOG AND STUDENT HANDBOOK
COURSES AND PROGRAMS
VOLUME XXVII

MAILING ADDRESS
P.O. Box 30
Supply, NC 28462

SUPPLY (MAIN) CAMPUS
50 College Road NE
Bolivia, NC 28422
910.755.7300 | 800.754.1050
910.754.7805 (Main Fax)
910.754.9609 (Student Services & Enrollment Management Fax)
http://www.brunswickcc.edu

LELAND CENTER
2050 Enterprise Boulevard
Leland, NC 28451
910.371.2400

SOUTH BRUNSWICK ISLANDS CENTER
9400 Ocean Highway West (US-17S)
Carolina Shores, NC 28467
910.755.7404

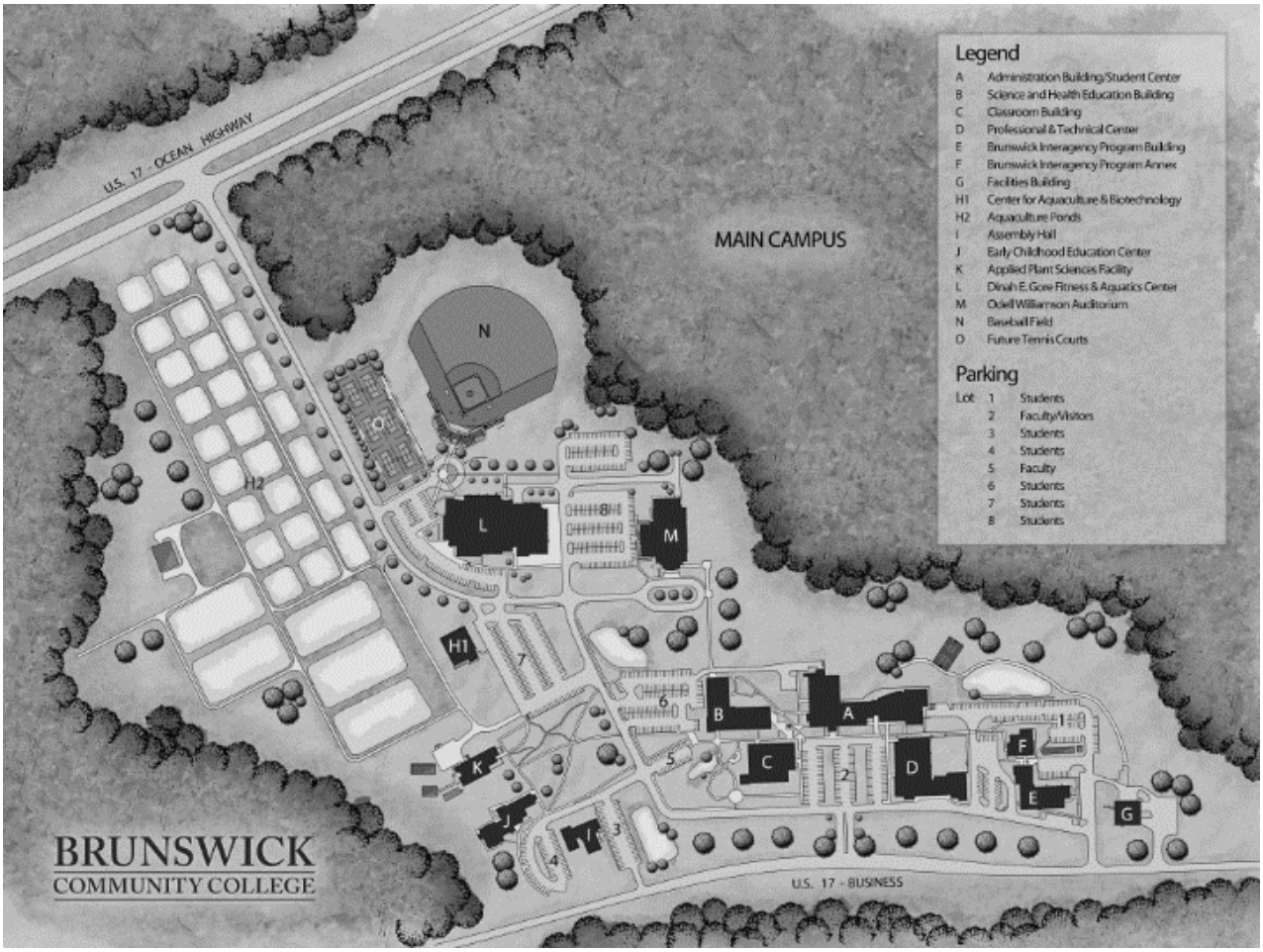
SOUTHPORT CENTER
705 North Lord Street
Southport, NC 28461

Brunswick Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Brunswick Community College.

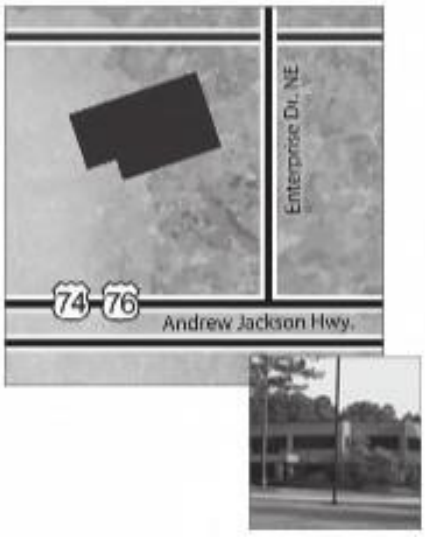
This catalog should not be considered a contract between Brunswick Community College and the student. Adjustments in program or course content, sequence, schedule, and faculty may be made as necessary. A minimum enrollment may be required to offer a course. Charges for tuition and fees are subject to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

250 copies of this public document were printed at a cost of $1,660.00 or $6.64 each

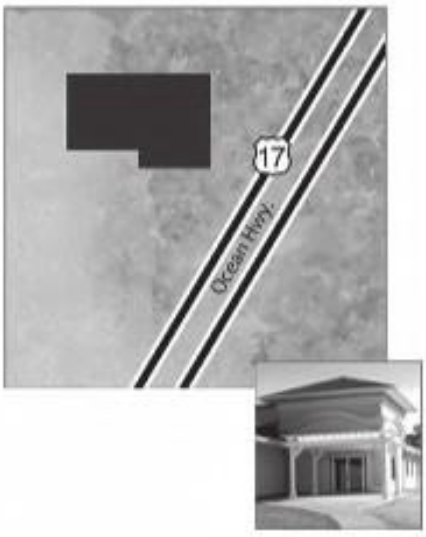
CAMPUS & CENTER MAPS



Leland Center



South Brunswick Islands Center



Southport Center

TABLE OF CONTENTS

CAMPUS & CENTER MAPS 2
ACCREDITATION & AFFILIATIONS OF THE COLLEGE 4
MESSAGE FROM THE PRESIDENT 5
2016-2017 ACADEMIC YEAR CALENDAR 6
CURRICULUM PROGRAMS OF STUDY 7
COLLEGE INFORMATION 8
ADMISSIONS & ENROLLMENT SERVICES 12
RECORDS & REGISTRATION 18
TUITION, FEES, & EXPENSES 34
STUDENT FINANCIAL RESOURCES 38
STUDENT RESOURCES 45
STUDENT LIFE 48
DISTANCE LEARNING 50
PUBLIC SAFETY/CAMPUS POLICE 51
CURRICULUM ARTICULATION AGREEMENT 54
HIGH SCHOOL PROGRAMS 55
DEVELOPMENTAL EDUCATION 62
COLLEGE TRANSFER PROGRAMS 63
NURSING & ALLIED HEALTH PROGRAMS 74
PROFESSIONAL & TECHNICAL PROGRAMS 76
COURSE DESCRIPTIONS 96
CONTINUING EDUCATION/ECONOMIC AND WORKFORCE DEVELOPMENT 140
ADMINISTRATION/FACTULY & STAFF DIRECTORY 144
APPENDIX A: CODE OF STUDENT CONDUCT 151
APPENDIX B: STUDENT GOVERNMENT ASSOCIATION 158
APPENDIX C: INFORMATION TECHNOLOGY SERVICES 162
APPENDIX D: NORTH CAROLINA RESIDENCY FOR TUITION PURPOSES 166
APPENDIX E: SCORES & PLACEMENT GUIDE - ENGLISH 169
APPENDIX F: SCORES & PLACEMENT GUIDE - MATHEMATICS 170
APPENDIX G: GLOSSARY OF FREQUENTLY USED TERMS & WORDS IN HIGHER EDUCATION 171
INDEX 177

RECOGNIZED AND/OR APPROVED BY

American Council on Exercise Council
National Institute of Metalworking Skills
North Carolina Board of Nursing
National Academy of Sports Medicine
North Carolina Board of Refrigeration
North Carolina Criminal Justice Education and Training Standards Commission
North Carolina Division of Motor Vehicles
North Carolina Division of Vocational Rehabilitation
North Carolina Funeral Directors Association
North Carolina Motorcycle Safety Education Program
North Carolina Real Estate Commission
North Carolina Substance Abuse Professional Practice Board
North Carolina State Approving Agency for Veterans and Military Education
North Carolina State Board of Community Colleges
North Carolina State Board of Cosmetic Arts
North Carolina Community College System
South Carolina Board of Nursing
Trillium
World Instructor Training School

INSTITUTIONAL MEMBERSHIPS, AFFILIATIONS, AND CERTIFYING AGENCIES

American Association of Community Colleges
American Society of Clinical Pathologists
Association for the Advancement of Sustainability in Higher Education
Association of Community College Trustees
Bald Head Island Chamber of Commerce
Brunswick County Association of Realtors
Brunswick County Chamber of Commerce
Carolinas Association of Collegiate Registrars and Admissions Officers
Carolinas Golf Course Superintendents Association
Charleston Electrical Contractors Association
Commission on Accreditation for Health Informatics and Information Management Education
Council on Accreditation
Council for Higher Education Accreditation
Little River Chamber of Commerce
National Accrediting Agency for Clinical Laboratory Sciences
National Association of Student Financial Aid Officers
National Center for Construction Education and Research
National Junior College Athletic Association, Region X
National League for Nursing
National Organization for Associate Degree Nursing
North American Board of Certified Energy Practitioners
North Brunswick Chamber of Commerce
North Carolina Associate Degree Nursing Council
North Carolina Association of Community College Business Officials
North Carolina Association of Community College Trustees
North Carolina Comprehensive Community College Student Government Association
North Carolina Division of Health Service Regulation
North Carolina Nursery and Landscape Association
North Carolina Office of Emergency Medical Services
North Carolina Office of State Fire Marshal
North Carolina State Board of Examiners of Electrical Contractors
Safety and Health Council of North Carolina
Southern Association of Colleges and Schools Commission on Colleges
Southport-Oak Island Chamber of Commerce

Students,

Welcome to Brunswick Community College (BCC). Thank you for choosing BCC to fulfill your career goals. This academic catalog contains much of the information you will need as you proceed with your education at Brunswick.

Catalogs, however, are often considered a bit dry and formal. You can make this catalog "come alive" by visiting with your advisor, asking questions in class, connecting with academic support services and tutoring, engaging in clubs and athletics and/or seeking advice from our faculty and staff (including me) at BCC.

It is the people of Brunswick Community College – those who teach here and work here – who make it a special place. Don't hesitate to ask us to amplify the information in this catalog or to explain anything you don't understand. With a student/teacher ratio of 11:1, the BCC campus community is dedicated to your success and to making your academic journey a positive one.

Again, on behalf of the BCC faculty, staff, and the Board of Trustees, I welcome you to Brunswick Community College. We hope that you will use this catalog to your best advantage. Your travel towards graduation, into the workforce, or to securing a better job begins today. Please call me at 910-755-7301 or visit me in Building A if I can assist you in obtaining your individual academic goals.

Susanne H. Adams

Dr. Susanne H. Adams, President
Brunswick Community College

Fall Semester 2016

Opening Day ..... Monday, August 8, 2016
Faculty Workday & Professional Development ..... Tuesday, August 9, 2016
Open Registration-Payments due at registration ..... Wednesday and Thursday, August 10-11, 2016
Classes Begin ..... Monday, August 15, 2016
Add/Drop-Payments due at registration ..... Monday – Tuesday, August 15-16, 2016
*Labor Day Holiday ..... Monday, September 5, 2016
Classes Resume ..... Tuesday, September 6, 2016
Last Day to Officially Withdraw with a Grade of "W" – 1st 8-Week Courses ..... Monday, September 19, 2016
Advising and Registration for Spring 2017 Semester ..... Monday, October 3, 2016
1st 8-Week Classes End ..... Monday, October 10, 2016
2nd 8-Week Classes Begin ..... Tuesday, October 11, 2016
Fall Break for Students and Faculty ..... Monday & Tuesday, October 17 & 18, 2016
Classes Resume ..... Wednesday, October 19, 2016
Last Day to Officially Withdraw with a Grade of "W" – Full Semester Courses ..... Monday, October 31, 2016
*Veteran's Day Holiday ..... Friday, November 11, 2016
Classes Resume ..... Monday, November 14, 2016
Last Day to Officially Withdraw with a Grade of "W" – 2nd 8-Week Courses ..... Monday, November 21, 2016
Thanksgiving Holiday for Students and Faculty ..... Wednesday, November 23, 2016
*Thanksgiving Holidays ..... Thursday & Friday, November 24 & 25, 2016
Classes Resume ..... Monday, November 28, 2016
Payments for Spring 2017 Due by 12 Noon ..... Thursday, December 8th, 2016
Last Day of Classes ..... Tuesday, December 13, 2016
Grades Due by 3 PM ..... Wednesday, December 14, 2016
Winter Break ..... TBD
Tuesday, December 13, 2016 will be a Friday Class

Spring Semester 2017

*New Year's Day Holiday ..... Monday, January 2, 2017
College Reopens ..... Tuesday, January 3, 2017
Open Registration Day-Payment due at registration ..... Wednesday and Thursday, January 4-5, 2017
Classes Begin ..... Monday, January 9, 2017
Add/Drop-Payment due at registration ..... Monday & Tuesday, January 9-10, 2017
*Dr. Martin Luther King, Jr. Holiday ..... Monday, January 16, 2017
Classes Resume ..... Tuesday, January 17, 2017
Last Day to Officially Withdraw with a Grade of "W" – 1st 8-Week Courses ..... Monday, February 13, 2017
1st 8-Week Classes End ..... Monday, March 6, 2017
2nd 8-Week Classes Begin ..... Tuesday, March 7, 2017
Spring Break for Students and Faculty ..... Monday-Friday, March 20-24, 2017
Classes Resume ..... Monday, March 27, 2017
Last Day to Officially Withdraw with a Grade of "W" ..... Monday, March 27, 2017
Advising and Registration for Summer & Fall 2017 Semesters Begins ..... Monday, April 4, 2017
*State Holiday ..... Friday, April 14, 2017
Classes Resume ..... Monday, April 17, 2017
Last Day to Officially Withdraw with a Grade of "W" – 2nd 8-Week Courses ..... Monday, April 17, 2017
Payments for Summer 2017 Due by Noon ..... Wednesday, May 3, 2017
Last Day of Classes ..... Tuesday, May 9, 2017
Grades Due by 5 PM ..... Wednesday, May 10, 2017
Graduation Rehearsal at 6 PM ..... Thursday, May 11, 2017
Graduation at 3 PM ..... Friday, May 12, 2017
Tuesday, May 9, 2017 will be a Friday Class

Summer Semester 2017

Open Registration Day-Payments due at registration ..... Monday, May 22, 2017
Classes Begin ..... Wednesday, May 24, 2017
Add/Drop-Payment due at registration ..... Wednesday & Thursday, May 24 & 25, 2017
*Memorial Day Holiday ..... Monday, May 29, 2017
Classes Resume ..... Tuesday, May 30, 2017
Last Day to Officially Withdraw with a Grade of "W" ..... Wednesday, June 28, 2017
Administrative Holidays for Students & Faculty ..... Friday, June 30 & Monday, July 3, 2017
*Fourth of July Holiday ..... Tuesday, July 4, 2017
Classes Resume ..... Wednesday, July 5, 2017
Last Day of Classes ..... Monday, July 24, 2017
Grades Due by 3 PM ..... Tuesday, July 25, 2017
Wednesday, June 21, 2017 will be a Monday Class
Thursday, July 20, 2017 will be a Tuesday Class

*The college is officially closed on these dates.
The calendar is subject to change.
Visit http://www.brunswickcc.edu/academic-calendar/ for current calendars.

PROGRAMS OF STUDY LISTING & CURRICULUM CODES

Academic Program	Degree	Diploma	Certificate	Career & College Promise Pathway(s)
Accounting	A25100	D25100	C25100	C25100P (Certificate)
Aquaculture Technology	A15120	D15120	C15120	D15120P (Diploma)
Associate Degree Nursing	A45110			
Associate in Arts (College Transfer) **AA**	A10100			P1012C
Associate in Engineering **AE**	A10500			P1052C
Associate in Fine Arts **AFA**	A10200			
Associate in General Education **AGE**	A10300			
Associate in Science (College Transfer) **AS**	A10400			P1042C
Basic Law Enforcement Training			C55120	
Biotechnology	A20100	D20100		D20100P (Diploma)
Business Administration	A25120		C25120	C25120P (Certificate)
Cosmetology	A55140	D55140	C55140	D55140P (Diploma), C55140P (Certificate)
Cosmetology Instructor			C55160	
Early Childhood Education	A55220	D55220	C55220	C55220P (Certificate)
Early Childhood Education/Administration			C55220A	
Early Childhood Education/Special Education Option	A55220S	D55220S		
Electronics Engineering Technology	A40200		C40200	C40200P (Certificate)
General Occupational Technology		D55280		
General Occupational Technology – Nursing (ADN or PN)		D55280N		
Geomatics Technology	A40420			
Health and Fitness Science	A45630			C45630P (Certificate)
Health Information Technology	A45360	D45360		C45360P (Certificate)
Healthcare Business Informatics	A25510			C25510P (Certificate)
Horticulture Technology	A15240	D15240	C15240	C15240P (Certificate)
Infant and Toddler Care			C55290	
Information Technology - Computer Programming and Development	A25590C	D25590C		D25590CP (Diploma)
Information Technology - Information Systems	A25590S	D25590S		D25590SP (Diploma)
Marine Biotechnology	A20170			
Medical Assisting	A45400			
Nurse Aide			C45840	C45840P (Certificate)
Office Administration	A25370	D25370	C25370	C25370P (Certificate)
Phlebotomy			C45600	
Practical Nursing		D45660		
Small Business Entrepreneur			C25120SB	
Turfgrass Management Technology	A15420	D15420	C15420	C15420P (Certificate)
Welding Technology		D50420	C50420	D50420P (Diploma), C50420P (Certificate)

With the exception of the following programs, all other degree-level programs of study earn an Associate in Applied Science:
AA = Associate in Arts | **AE** = Associate in Engineering | **AFA** = Associate in Fine Arts | **AGE** = Associate in General Education | **AS** = Associate in Science
Diploma and certificate programs earn a diploma or certificate, respectively.
The College also supports one transitional program of study which does not yield any credential: Special Credit (Non-Degree Seeking) - T90990

COLLEGE INFORMATION

Introduction & History

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 and was reaffirmed in 2009.

Campus Locations

Brunswick Community College is located in Bolivia on US Highway 17 Business, 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.

South Brunswick Islands Center is located on US Highway 17 South (Ocean Highway) in Carolina Shores. Classes are also held at other locations throughout the county.

The Southport Center is located on 705 North Street in Southport.

Mission & Goals

The mission of Brunswick Community College is to provide opportunities for individuals to be successful through accessible, high quality programs and services that meet the educational, cultural and workforce development needs of the community.

Goal 1: To educate, qualify, and prepare students to be successful in professional technical careers and/or transfer programs using traditional and/or distance learning.

Goal 2: To promote student access and success by providing quality academic and support services.

Goal 3: To provide quality workforce training and to promote economic development.

Goal 4: To prepare adult learners for college and career programs through foundational skills, English as a Second Language, high school equivalency, and developmental studies.

Goal 5: To provide opportunities for life-long learning, cultural enrichment, and global awareness.

Goal 6: To employ and support qualified, diverse faculty and staff that promote a student-centered learning environment.

Goal 7: To effectively manage and expand the College's fiscal resources.

Goal 8: To provide a safe, well-maintained learning environment and strong support for administrative and instructional technology and to encourage sustainability practices.

Goal 9: To foster a collegial atmosphere and open communication.

Goal 10: To continually collect and assess data to monitor and improve student learning and administrative performance.

Approved by Brunswick Community College Board of Trustees January 19, 2012.

Core Values

- **Integrity**: Vigilantly upholding the highest standards of fair, ethical, and honest behavior.
- **Community**: Cultivating and nurturing a welcoming environment of trust and belonging through collaboration and partnerships.
- **Opportunity**: Helping our students, employees and community reach their potential by supporting success through education.
- **Respect**: Accepting and appreciating the worth and contributions of ourselves, others, and the College.
- **Excellence**: Fostering a culture of continual advancement through superior academics and quality service.

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 of Academic and Student Affairs will arrange to enroll the graduate in a maximum of three applicable courses and/or the 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 coursework 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 Brunswick Community College Board of Trustees June 20, 2014.

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 and oral information fluency, quantitative reasoning, and critical thinking. These skills provide a foundation for the graduates to be productive members of their environment.

- **Written Communication**: Students will be able to express thoughtful content, clearly and logically, in standard written English.
- **Oral Communication**: Students will be able to apply knowledge of oral communication through clear coherent use of language appropriate for the occasion and audience.
- **Information Fluency**: Students will be equipped with computer application skills common to the workplace environment.
- **Quantitative Reasoning**: Students will demonstrate proficiency in applying mathematical problem-solving skills to real-world problems.
- Critical Thinking: Students will be able to evaluate material with insight and use problem-solving skills consistently and with ease.

2015 Summary Report on Performance Measures
Brunswick Community College - Academic Year 2014-15

Measure	System Goal	System Average	System Baseline	BCC Results
Basic Skills Student Progress	68.3%	56.1%	34.5%	69.0%
Student Success Rate in College-level English Courses	55.9%	46.9%	23.8%	62.8%
Student Success Rate in College-level Math Courses	32.5%	27.3%	10.1%	42.9%
First Year Progression, Fall 2013 Cohort	75.0%	68.4%	54.1%	73.3%
Curriculum Completion, Fall 2008 Cohort	52.7%	43.7%	37.1%	41.3%
Licensure and Certification Passing Rate, 2013-14	90.9%	83.9%	69.9%	78.8%
College Transfer Performance, 2013-13 Community College Students	88.7%	83.0%	66.1%	74.5%

The Semester System

Brunswick Community College operates on the semester system. The fall and spring semesters are each 16 weeks in length. The summer semester is typically eight weeks in length.

Statement on Non-Discrimination

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.

Drug-Free Environment

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

Tobacco-Free Campus

Brunswick Community College is committed to providing its students, employees, and visitors with a safe and healthy environment. Smoking is recognized as a significant health risk to both the smoker and the non-smoker as well as a safety hazard to the College. The use of tobacco products is prohibited on all Brunswick Community College property and in vehicles owned, leased, or operated by the institution. This new tobacco-free policy will be adopted by Brunswick Community College on July 1, 2017

Business Hours of the College

The College operates on a regular schedule throughout the year. Normal business hours are 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. BCC is officially closed for certain holidays and other dates throughout the year; consult the Academic Year calendar for more detailed information regarding dates the College will be closed.

Classes, meetings, and/or special events may be scheduled outside of normal business hours. Additionally, the Dinah E. Gore Fitness & Aquatics Center and Odell Williamson Auditorium operate on schedules independent of the College. Please consult the individual websites for these entities for business hours and contact information.

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.

Emergency Closings

The Brunswick Community College (BCC) President, or appointee, is responsible for closing the College in the event of inclement weather or other emergency.

Economic and Workforce Development/ Continuing Education (EWD/CE)

EWD/CE instructional time that has been missed due to inclement weather or emergency resulting in the college closing or delaying its opening will be made up on an individual basis at the discretion of the supervisor. In all instances, change forms must be completed for all affected classes. The change form must reflect the reason for the missed class and the recommended resolution with date and time for the make-up.

Brunswick Interagency Program (BIP) will follow the EWD/CE policy for emergency closing. For inclement weather, BIP follows the schedule of Brunswick County Schools and the continuing education guidelines for making up class time. This policy is established upon the transportation needs of students and for the use of large, public transit vehicles on a daily basis.

Curriculum Instruction

If the college is closed due to adverse weather or other emergency, instruction will continue using the college's Learning Management System (LMS). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting. Instructors will also immediately send alternative assignments as posted in the LMS to the BCC staff person designated to collect this information for audit purposes.

A. Basic law enforcement training and cosmetology classroom and labs and health information technology work experiences will be rescheduled.

B. Associate degree and practical nursing will make- up missed clinical time and/or laboratory instruction with simulation activities or through clinical/lab reassignment, and missed classroom instruction with online graded assignments, case studies, and/or faculty led discussion boards using the LMS.

C. Phlebotomy requires that all missed clinical practicum time be reassigned, and classroom/lab instruction replaced with written assignments and/or reassignments.

D. Brunswick County Public Schools (BCPS) Early College High School (ECHS) and public, private, and home schooled dual enrolled students are expected to adhere to the BCC attendance policy located in the BCC Catalog and Student Handbook. Students are encouraged to attend all scheduled classes.

Exceptions include:

1. When BCPS closes early due to inclement weather or other emergency, ECHS and public, private, and home schooled dual-enrolled students will be released from BCC classes without attendance penalty.
2. When BCC is open and BCPS, ECHS and private and home schools are closed, instruction will continue using the college's LMS. Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting.

Announcements will be made on the following media outlets: WWAY-TV3 (ABC), WECT-TV6 (NBC), News 14 Carolina, Port City Daily, WGNI (102.7 FM), and WWQQ (101.3 FM), WMNX (97.3), WAAV (980 WAAV AM), WKXB (94.5), WHQR (91.3), WAZO (107.5).

Approved by Brunswick Community College Board of Trustees July 9, 1980, August 16, 2010, and February 24, 2011.

Employment at the College

Brunswick Community College is an Equal Opportunity Employer. It is the policy of Brunswick Community College to hire well-qualified people to perform the various tasks required. This policy is to provide to existing employees and to all persons seeking employment, equal opportunity for recruitment and all benefits and privileges of employment and promotion without regard to race, sex, color, age, national origin, religion, political affiliation, veteran's status, disability or any other characteristic protected by Federal or State law. Any complaints alleging failure of the College to follow this policy should be brought to the attention of the College President.

Employment openings for faculty and staff are posted to the College's employment webpage at http://www.brunswickcc.edu/employment/ on a regular basis. Applicants may be submitted using any of the following methods:

- Email humanresources@brunswickcc.edu
- Fax to 910.754.8229
- Hand-Deliver during normal business hours to Human Resource office
- Mail to P.O. Box 30, Supply, NC 28462

Brunswick Community College Foundation

The mission of Brunswick Community College Foundation, Inc. is to aid, strengthen, and further, in every proper and useful way, the purpose and goals of Brunswick Community College. As the only charitable, nonprofit organization dedicated to supporting Brunswick Community College (BCC), the BCC Foundation plays a vital role in supporting students by awarding scholarships.

In an effort to meet its mission, the BCC Foundation develops strategies to manage and cultivate relationships and increase awareness among the college's essential supporters, including friends, government policy makers, media, community stakeholders and philanthropic donors. The task of the Foundation professional is to work on behalf of BCC while securing financial support from donors who are committed to the College's mission.

The motivations for giving are many. The BCC Foundation will work with college administration to encourage growth and achieve objectives beneficial to the community while performing its primary purpose of supporting students in attainment of their educational goals.

For more information about the Brunswick Community College Foundation, please visit the Brunswick Community College Foundation webpage (http://www.brunswickcc.edu/foundation-giving/) or call 910.755.7473.

Dinah E. Gore Fitness & Aquatics Center

The Dinah E. Gore Fitness & Aquatics Center 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 BCC's campus, the Dinah E. Gore Fitness & 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 only in the Center and may subscribe to membership at a reduced rate to use the facility at other times.

For more information, contact the Center by phone at 910.846.BFIT (2348), or via the Dinah E. Gore Fitness & Aquatics Center webpage (http://www.bccfitness.com/).

Fee rates are available online for full membership, pool-only, group exercise classes, weekly and daily use of the facility.

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 the Odell Williamson Auditorium website (http://www.bccowa.com) for more information.

Youth Explorations for Summer (YES) Camps

The College offers a variety of summer enrichment camps on campus each June and July. All camps will provide hands-on explorations of the given topic in BCC's laboratories, auditorium, and other facilities.

Students will gain an academic edge, along with lifelong learning skills that lend to a love of learning. YES Camps help children develop character, learn valuable life skills, make new friends and discover new interests.

Scholarships may be available on an as-needed basis (proof of need such as confirmation of participation in subsidized school lunch programs may be required). For offerings and cost information, visit the YES Camps website (http://www.brunswickcc.edu/yes-camp).

ADMISSIONS & ENROLLMENT SERVICES

Admission to the College

Brunswick Community College (BCC) adheres to the "open door" admission policy of the North Carolina Community College System (NCCCS). The College will admit any person who is a legal resident of the United States and who is a high school graduate, a GED® or adult high school equivalency diploma recipient, or who is at least 18 years of age (ref. 1D SBCCC 400.2). Further, the accreditation of a secondary school located in North Carolina that a person attended is not considered as a factor determining the applicant's admissibility to the College.

Admission to the College does not imply admission to specific continuing education or curriculum courses or programs. Course and program requirements may be found in the BCC Catalog and Student Handbook and other publications of the College. All students enrolling in an associate degree, diploma, certificate program of study at BCC must be a high school graduate, possess a GED, or adult equivalency diploma.

The "Application for Admission" is available through the BCC website (http://www.brunswickcc.edu) and the College Foundation of North Carolina website at (http://www.cfnc.org).

International Students

Brunswick Community College is not open to international students who are admitted to this country with F-1 or M-1 student visas. The College also does not sponsor any educational visas.

Accreditation of Academic Credentials

In accordance with the best practices of the United States Department of Education, Brunswick Community College only recognizes high school diplomas, GED®'s, and adult high school equivalency diplomas granted from regionally accredited institutions or home schools provided authorization from the Department of Non-Public Instruction (or the equivalent body) for out-of-state students. Known "Diploma Mills" are not recognized as sufficient documentation of a high school diploma. Further, transfer credit is granted only to those institutions accredited with the regional accrediting body of the Commission on Colleges approved by the United States Department of Education in their state.

Applications & Priority Dates

To enroll in curriculum-level programs, an "Application for Admission" must be submitted to the College. Admission is guaranteed for all applicants who meet the requirements of the College. To assure placement in appropriate courses, timely registration, and student success, applications and all necessary credentials should be received no later than:

Fall	Spring	Summer
July 1	December 1	May 1

General Admission Policies & Procedures

In general, there are five classifications of students who may seek admission to the College: First-year, Transfer, Career & College Promise, Special Credit (non-degree seeking), and Re-enrolling. Each of these populations have differing requirements for admission.

A. **First-Year Students**
A first-year student is an individual who has never attended a post-secondary institution after graduation from high school (or the equivalent). A first-year student generally does not possess any academic credentials other than a high school diploma, GED®, or adult high school equivalency diploma, unless a higher-level credential was obtained during the course of a concurrent high school enrollment program.

B. **Transfer Students**
A transfer student is an individual who has enrolled in a post-secondary institution after graduation from high school (or the equivalent). Transfer students may or may not possess a credential beyond the high school diploma (or the equivalent), but may have credit from at least one post- secondary institution.

Note: Students who have completed only continuing education or job skills credit (or any other non- curriculum credit) are not considered transfer students, as the credits for these courses are not transferable to curriculum-level programs. For more information, see Transfer Admission & Transcript Evaluation Policy.

C. **Career & College Promise Students**
Career & College Promise students are current North Carolina public, private, or home-schooled high school students. Special admission procedures are in place for each of the Career & College Promise pathways. Further, students less than 18 years of age are not permitted to enroll in curriculum-level courses or programs of study outside of those approved through the Career & College Promise program until his/her official graduation from high school. See Programs with Additional Admission Requirements for detailed requirements and pathway descriptions.

D. **Special Credit** (Non-Degree Seeking Students)
High school graduates, or anyone 18 years of age or older, who wishes to enroll in a credit course, but does not plan to complete an associate's degree, diploma, or certificate, may be admitted as a special credit student. Special credit students are required to submit a College application, but are not required to meet all of the general admission requirements.

Special Credit students are true non-degree seeking students. This population has no intention of applying for or receiving financial aid, receiving a certificate, degree, or diploma from the College, and/or intends to use coursework completed at BCC for the sole purposes of transferring credit to another institution or gaining admission to a specific program of study at another institution. Additionally, an applicant who does not meet the requirements of specific curriculum programs but does meet the requirements of the "open door" policy shall be considered a Special Credit student.

Special credit students are required to meet all course requisites by a demonstration of higher-level course or requisite completion on a transcript, professional/life experience, successful score on assessment inventories, awarded an associate or higher level degree, or provide written documentation from a peer or senior institution to enroll in a specific course.

Upon successful completion of 15 credit hours, students should meet with a counselor to update their program of study. Special Credit students are not eligible for financial aid.

E. **Re-Enrolling Students (Re-admission)**
Any student who has ever been granted admission to BCC (even as a high school student) is considered a re-enrolling student.

Any student who has been separated from the College for more than two semesters must complete a new "Application for Admission." If a change in program of study is necessary and/or the student has a gap in enrollment greater than two consecutive semesters (excluding summer semester), the student will be assigned to the current catalog as of his/her re-enrollment.

Students who have withdrawn while on financial aid suspension or who have been suspended for academic deficiencies must re-apply and gain the written approval for re-admission from the Dean of Student Services & Enrollment Management. To promote the student's success, the College may recommend measures such as initial re-enrollment course load restrictions, etc.

Students who have been suspended for conduct or disciplinary reasons must re-apply through the Dean of Student Services & Enrollment Management.

Records, Retention & Disposition

Upon application, an applicant's "Application for Admission" and all related credentials are imaged and stored in the student's permanent electronic record. After imaging, all credentials are securely destroyed.

Application Process

Students should take the following steps to complete their application:

A. All students are required to submit a completed "Application for Admission."
**Re-enrolling students who have been separated from the College for more than two consecutive semesters (excluding summer semester) must re-apply for admission.*

B. First-year and Transfer students must submit an official copy of their final high school transcript (showing a confirmed graduation date), or GED®/adult high school equivalency diploma.

C. All students must submit official copies of all post-secondary transcripts, if applicable.

* Transcripts are only necessary for special credit students to demonstrate pre- and/or co-requisites for the specific course(s) in which the student intends to enroll, unless the requisite requirement is waived.

For more information, see Requisite Waivers & Requirements.

D. **Complete Assessment Inventories (if applicable).**

For more information, see Placement & Assessment Policy.

Note: Pursuant to federal law, once submitted, all academic credentials are property of the College and will not be released back to the student for any reason. (Receipt of Faxed Transcripts are not considered official and are not accepted.)

Placement & Assessment Policy

Applicants for technical and college transfer curriculum programs will be required to take assessment inventories that are part of the College's admission requirements. Assessment inventories will be waived for the following applicants:

A. Applicants applying to a certificate program (except Phlebotomy).

B. Transfer students who have earned a grade of "C" or better in one college-level English and mathematics course at an approved college, university, or technical institution. If the transfer student's transcript is not on file for verification, the student is required to take the assessment inventory.

C. Applicants who hold an associate or higher post-secondary degree from a regionally accredited institution. Applicants classified as "special credit or non-degree seeking" are subject to College policy requiring assessment inventories to determine if they meet course prerequisites, unless they have professional or life experience, or provide written documentation from a peer or senior institution to enroll in a specific course, or if they have met the criteria mentioned above in paragraph A or B above.

D. Applicants who have recently graduated from high school within the last 5 years with an unweighted GPA = or > 2.6 and four eligible math courses. If their GPA is < 3.0 and they want to enroll in college English and/or math, they may be required to take a supplemental English or math lab as a co-requisite.

E. Applicants who have taken the ACT and /or SAT with scores as follows:

English
ACT Reading 22 or ACT English 18
SAT Evidenced Based Reading and Writing 480

Math
ACT Math 22
SAT Math 530

Additional Multiple Measures for Placement Options

1. Unweighted GPA <2.6 and subject-area score(s) below college ready. Student will take subject-area assessment(s) to determine placement.
2. Students without a recent transcript GPA or without ACT or SAT scores. Student will take subject-area assessment(s) to determine placement.

To ensure proper placement, all applicants are encouraged to take the assessment inventories for their own benefit. The assessment inventories are not an entrance examination. Results will not deny admission to any applicant but exempt students from developmental education courses.

Applicants may re-take the assessment inventories twice in an academic year, with at least thirty days between each test session.

Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended June 28, 2013 and February 20, 2014.

Preparation for Assessment Inventories

Students are strongly encouraged to visit the link provided at http://www.brunswickcc.edu/placementassessment-testing/ for assessment practice tests and preparation resources.

Validity of Assessment Inventory Scores

Assessment inventory scores are valid for five years from the date taken.

Early Exits from Academic Support Coursework

If placed into developmental education courses, a student is considered to have completed the assessment inventories when he/she begins developmental coursework. Approval from the Dean of Academic Support is required for early exit from the determined academic support coursework.

New Student Orientation

Freshmen must sign-up for an Orientation, Advising, and Registration (OAR) session. OAR sessions are offered each semester and provide an opportunity for students to meet classmates, learn about support services, and ask questions before the semester starts. It is also a time when students can meet an advisor, discuss career goals, and register for classes.

Additional Admission Considerations

Additional populations may be admitted to the College subject to the conditions listed below.

A. **Applicants with Felony Convictions**
While not precluded from admission to the College or particular program of study, applicants with felony convictions should be aware that local, state, and federal laws may prohibit the applicant's ability to possess and discharge a firearm, enter childcare and healthcare facilities, etc. which may drastically impact one's ability to successfully complete specific courses and/or programs. Additionally, it should be noted that minors are present at the Supply campus throughout the day at Brunswick County Early College High School.

B. **Admission of persons under 18 years of age.**
A minor may be admitted to the College under the following conditions:
1. A minor between the ages of 16 and 18 years who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program if the educational agency determines that admission to such programs is the best educational option for the student. Individuals may seek enrollment on a semester by semester basis by obtaining proper authorization from their current high school administrator, the College President, and parent/guardian.

2. A person who is under 18 years of age and who is currently enrolled in a public or private educational agency may be admitted to the College under the conditions set forth in the General Statutes and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the State Board of Community Colleges and the NCCCS.

3. For more information, see Career & College Promise.

C. **Admission of Undocumented Immigrants**
A person who is an undocumented immigrant (anyone who is not lawfully present in the United States) may be admitted to the College as permitted by State Law and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the NC Community Colleges System Office and federal immigration classifications. Undocumented immigrants may be admitted if he/she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.

In addition, an undocumented immigrant who is admitted to the College must comply with all federal and state laws concerning financial aid and be charged out-of-state tuition, whether or not the student resides in North Carolina. Undocumented immigrants should also be aware that admission to a specific program of study may be prohibited due to federal law which prohibits states from granting professional licenses to undocumented immigrants. Finally, students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

D. **Admission of Students with Deferred Action for Childhood Arrivals (DACA)**
The U.S. Department of Homeland Security has given guidance and the State Board of Community Colleges has adopted the following concerning students with DACA classification:

1. Individuals who came to the United States under the age of 16, were present in the United States on June 15, 2012, and are presently under the age of 30;
2. Individuals who have continuously resided in the United States for at least five years prior to June 15, 2012;
3. Individuals who are currently in school, have graduated from high school, or are a honorably discharged veteran;
4. Individuals who have not been convicted of any serious criminal offense;
5. Individuals who do not pose a threat to national security or pose a threat to public safety.

Programs with Additional Admission Requirements

Basic Law Enforcement Training (BLET)

The BLET curriculum is a limited admission program, and is generally offered two times a year at the Leland Center. Interested applicants must submit the following forms and meet the following requirements:

A. Submit an "Application for Admission."
B. Submit a medical examination release from a physician licensed to practice in North Carolina.
C. Submit a sponsorship letter.
D. Submit a copy of an official final high school transcript (showing actual graduation date), a GED®, or Adult High School Equivalency Diploma.
E. Submit a background check covering the period beginning with his/her 18th birthday until the time of admission from the Clerk of Superior Court of the applicant's county of residence.
F. Be at least 20 years of age.
G. Place out of or satisfactorily complete (with a grade of "C" or better) DRE-097 - Integrated Reading & Writing II, or equivalent, prior to enrollment in the program via the reading placement test (regardless of previous college-level English credit).
H. Have no felony or Misdemeanor B convictions.
I. Interview with and gain the approval of the Director of the BLET program to enter the program of study.

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.

Career & College Promise

(Admission of Persons Under 18 Years of Age)
Career and College Promise provides seamless dual-enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees which may lead to college transfer or provide entry-level job skills. The following options are available at Brunswick Community College:

A. **Career and Technical Education Pathways**
These options provide courses leading to a certificate, diploma, or degree in technical programs. Students must meet academic standards set by the State Board of Community Colleges.

B. **Cooperative Innovative High School Pathway**
Brunswick County Schools and BCC have established the Brunswick County Early College High School (BCECHS), a cooperative innovative program. Selected students who are admitted to the BCECHS are concurrently enrolled in high school and college courses as early as the ninth grade.

C. **College Transfer Pathways**
College transfer pathways provide core courses required for transfer to a four-year institution in the UNC-system. Students must be high school juniors or seniors and meet academic standards set by the State Board of Community Colleges.

For additional information about Career and Technical Education Pathways or College Transfer, contact the Center for Advanced Studies at 910.755.7355. For additional information about the Cooperative Innovative High School Pathway (BCECHS), contact 910.754.8565.

State Authorization for Out-of-State Students taking Distance Learning Classes

In compliance with United States Department of Education policy, the College will comply with the standards of state authorization which afford students residing outside of North Carolina the opportunity to enroll in courses and programs at BCC. If you are an out-of-state student who intends to complete a course while also residing outside of North Carolina, contact Distance Learning at *brunsdl@brunswickcc.edu* for further information to ensure that the appropriate state authorization is in place for your state.

Transfer Admission and Transcript Evaluation Policy

Transfer applicants are admitted under the General Admissions Policy. Upon admission to the College, transfer credit is evaluated and awarded to the student's permanent record, and notification of transfer credit shall be made available to the student electronically or in writing no later than the end of the first semester of enrollment. Transfer applicants must submit official transcripts of courses completed at all institutions of higher education they have previously attended.

For course(s) to be accepted as transfer credit, the following criteria must be met:

- The course(s) being transferred must be from another regionally accredited institution.
- The course(s) must have been completed with the letter grade of "C" or better.
- The course(s) must be greater than or equal to the number of semester hours (or converted quarter hours) of the corresponding BCC course, and be equivalent to an active course in the BCC catalog and/or NCCCS Common Course Library.
- The course(s) must be equivalent to required and elective courses in the program of study for which the applicant seeks admission.

Transfer credit is not awarded for nationally accredited institutions (or other non-regional accrediting bodies), nor for any coursework which does not meet the criteria outlined above.

Students are awarded advanced standing based upon their performance in Advanced Placement (AP) examinations, the College-Level Examination Program (CLEP), institutional proficiency exams, High Level International Baccalaureate (IB) examinations, and/or Tech Prep Articulation Agreement coursework (Career Pathways). Credit is not awarded based on experiential learning.

Most programs require a student to complete an Academic Related (ACA) course. A waiver of the ACA course requirement shall be granted for any student who possesses an associate's degree or higher, or has completed and transferred 30 or more credit hours (sophomore standing) with a minimum, cumulative Grade Point Average (GPA) of 2.50 at all institutions previously attended.

Exceptions to any part of this policy must be approved by the Vice President of Academic and Student Affairs.

Approved by Brunswick Community College Board of Trustees October 25, 1997. Amended: May 16, 2007 and June 28, 2013.

Refusal to Admit

The College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When the College determines that there is an articulable, imminent, and significant threat, the College will document the following:

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
3. The conditions upon which the applicant that is refused would be eligible to be admitted.

Per state authorization, admission may be refused to any applicant who is not a North Carolina resident, who seeks enrollment in any distance education course only if that applicant resides in a state where the College is not authorized to provide distance education in that state.

The applicant may appeal the College's decision to deny admissions by following the College's disciplinary appeal process.

Approved by the Brunswick Community College Board of Trustees July 9, 1980. Amended: November 19, 1997, July 16, 2003, May 16, 2007, March 18, 2009, March 31, 2011, June 29, 2012, November 15, 2012, and June 28, 2013.

Steps to Enrollment at BCC

NEW BCC STUDENTS

- Select a Program of Study & Find Your Career Path
- Apply ONLINE to BCC at CFNC.ORG
- Activate your BCC Student Email (*instructions are sent after you apply*)
- Complete your FAFSA & Apply for Financial Aid (*annually*)
- Complete the Universal Scholarship Application by May 31st (*annually*)
- Submit ALL *Official* High School & Applicable College Transcripts
- Satisfy Placement Requirements (*see Placement Testing Policy for more information*)
- Log into WebAdvisor & Build your "Preferred List" of Courses (*after you are admitted to BCC*)
- Attend Orientation (*you must sign up for a session*)

FORMER BCC STUDENTS

WHO HAVE NOT BEEN ENROLLED FOR MORE THAN 2 SEMESTERS

- Select a Program of Study & Find Your Career Path
- Reapply to BCC at CFNC.ORG
- Re-Activate Your BCC Email (*if necessary*)
- Complete your FAFSA & Apply for Financial Aid (*annually*)
- Complete the Universal Scholarship Application by May 31st (*annually*)
- Submit ALL *Official* High School & Applicable College Transcripts
- Satisfy Placement Requirements (*see Placement Testing Policy for more information*)
- Log into WebAdvisor & Build your "Preferred List" of Courses (*after you are admitted to BCC*)
- Attend Orientation (*you must sign up for a session*)

Register for Classes in WebAdvisor

- Pay your Tuition & Fees
- Get Your BCC ID Card
- Purchase your Books & Supplies
- Get your Parking Pass
- Apply to Graduate ONLINE (see information on the left)

GO TO CLASS!

CURRENT BCC STUDENTS

- Build your "Preferred List" of Courses & Meet with your Academic Advisor
- Complete the Universal Scholarship Application by June 1st (*annually*)
- Complete your FAFSA & Apply for Financial Aid (*annually*)

Applying to Graduate

One of the final steps in your academic career at BCC is applying for graduation (even if you don't intend to participate in the ceremony).

You will know that it's time to apply when all the requirements and subrequirements of your program of study show as "Complete" or "Pending completion of unfinished activity."

To apply, visit the Registrar's Office webpage and complete the electronic graduation application (a link is at the bottom of the page).

Answer all of the questions on the application (Part A) and the graduation exit survey (Part B), and click "Submit Form" in the top, right corner.

RECORDS & REGISTRATION

Responsibilities of the Student

Brunswick Community College recognizes and respects the student's responsibility as a steward of his/her education while at the College. To this point, students have an obligation to do all of the following in order to create the most powerful and successful learning experience possible:

- Adhere to the College policies and procedures outlined in this BCC Catalog and Student Handbook.
- Become knowledgeable regarding his/her program of study and the requirements therein.
- Enroll in courses by the "census date".
- Check his or her official BCC email for communications from the College.
- Follow add/drop and course withdrawal deadlines.
- Meet with an academic advisor on a semester-by-semester basis before registering for courses.

At the conclusion of each semester, final course grades are issued to the student via WebAdvisor, and an assessment is made of the student's academic progress. Each student is expected to maintain satisfactory progress toward an associate's degree, diploma, or certificate. There are significant consequences to a student's eligibility to continue taking courses and/or receive financial aid when he/she does not make satisfactory academic progress.

See Satisfactory Academic Progress for more information.

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. Advisors and counselors will assist in course planning and program completion, but the final responsibility rests with the student.

Expectations of Adult Learners

Engagement, enthusiasm, motivation, and self-discipline are essential elements of individual learning and development. Therefore, all students should show respect for themselves, their peers, and college personnel. Adult learners at BCC are expected to:

- be courteous to fellow students, faculty, staff members, and the public;
- be honest in academic work and in interactions with members of the campus community;
- obey local, state, and federal laws;
- keep confidential all passwords, PINs, and usernames; and
- respect the property of the College, fellow students, and others.

Honor Code

BCC is an institution that values academic integrity. To this end, students will exhibit absolute honesty in all academic endeavors.

BCC students will refrain from acts of academic dishonesty such as cheating, fabrication, lying, bribery, assuming another's identity, and/or use any device not specifically allowed by the instructor in class. This also includes, but is not limited to, inappropriate collaboration, giving or receiving of information (including test materials) without permission, taking a test for another student, allowing someone other than the enrolled student to complete coursework, and the unauthorized submission of the same paper in different courses.

Plagiarism is an act of academic dishonesty, and, therefore, a serious violation of BCC's Honor Code. Students commit plagiarism when they use words, ideas, statistics, images, and/or graphics from other sources and present this material as their own work or do not attempt to document their sources. If students are unsure what information should be cited, they should ask their instructor(s) for guidance.

Examples of plagiarized assignments include:

- word-for-word copies of essays and articles taken from websites, books, periodicals, or other sources;
- phrases, sentences, and longer sections that are copied word-for-word from other sources without using quotation marks and citing the source; and
- paraphrased and summarized words and ideas whose sources are not clearly cited in the student's text.

All students are obligated to report incidents of academic dishonesty of which they have knowledge to the appropriate authorities.

Instructors who suspect a student has participated in academic dishonesty/plagiarism are authorized to request and examine the student's research notes and other materials. Therefore, students are required to keep their research notes until they receive final grades. Verified cases of plagiarism may receive a grade of zero for the assignment and will be reported to the appropriate department head.

Classroom Behavior and Disciplinary Actions

Brunswick Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and fellow students. Listed below are the guidelines for classroom behavior which the College has established to ensure the learning environment is not compromised:

A. **Attendance**
Students are expected to be in class. They should not enter late or leave early. Students attend online classes through active participation and by timely submitting assignments.

B. **Absences**
Students should inform the instructor, in advance, if an absence is necessary. It is the student's responsibility to obtain missed assignments from the instructor or from their classmates. Students should not expect to make up work, such as unannounced quizzes or tests. It is not the

responsibility of the instructor to re-teach material missed due to an absence.

C. **Verbal Disruption**
Students should not engage in side conversations in class.

D. **Use of Class Time**
Students should not use class time to work on unrelated activities. This includes homework for other courses or personal activities.

E. **Internet**
Students may use the Internet for valid academic purposes in class and may not access non-academic sites which are unrelated to the course. In all instances, students must obey BCC's Computer Usage policy and directives. *See Information Technology Services (Appendix C) for more Information.*

F. **Attentiveness**
Students should be alert in class. Therefore, they should avoid placing their heads on desks, hiding behind hats or hoods, and sleeping.

G. **Attitude**
Students are expected to maintain a civil attitude in class. Inappropriate commentary or body language that expresses a negative attitude towards the course, the instructor, assignments, or fellow students is not allowed. In electronic communications, responses should be similarly civil and pertinent.

H. **Profanity and Offensive Language**
Profanity or offensive language is not permitted in class.

I. **Cell Phones and Other Devices**
Students must turn off all cell phones and other electronic devices (e.g. MP3 players) when entering class. They may not send/receive text messages or telephone calls, surf the net, or listen to music during class.

J. **Guests**
Friends or children are not allowed in class. Also, children are not to be left unattended anywhere on campus.

K. **Food, Drink, and Tobacco Products**
Students may consume bottled drinks with screw tops with permission from the instructor. No food items are to be consumed in the classroom. Tobacco products may not be used in the buildings of the College. The use of all tobacco products is limited to the designated areas (gazebos outside of each building).

L. **Personal Business**
Personal business transactions with instructors, such as asking them to sign forms, etc., should be conducted before or after class.

Both faculty and students shall enjoy a positive and supportive environment guided by clearly defined expectations and policies. Therefore, faculty should review these expectations, including the Honor Code, with their students during the first week of class. For each course, the instructor shall clarify the extent to which collaboration on assignments or the use of technology may be permitted.

It is the responsibility of the instructor to maintain an environment that is conducive to learning. Therefore, the instructor may remove a student from class if that student's behavior is deemed disruptive to the academic environment. Repeated or egregious offenses shall be directed to Student Services & Enrollment Management.

General Registration Procedures

All students are expected to register during scheduled registration dates, which are published on the College website. Curriculum students must be admitted to the College following the procedures and policies outlined in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

Each student must have the approval of his/her advisor to initially register for courses and/or make changes to his/her schedule. The College reserves the right to schedule courses as deemed appropriate to the best interest of the student and the College.

In general, the College offers registration opportunities each semester. Both continuing and new students are permitted to register during any of the registration periods; however, new students are generally encouraged to register before classes begin to ensure the greatest potential for student success:

- **Advising & Registration**
A period before the start of courses in the semester during which students may meet with his/her assigned advisor, and then pre-register for the semester during the defined priority registration period using WebAdvisor.

- **Open Registration**
An all-day event on the Supply campus during which a student may meet with an advisor and sign-up for classes. Depending on a student's program of study, a student may or may not register with WebAdvisor. Open Registration is typically two business days before the start of classes in a given semester.

- **Late Registration/Add/Drop**
A period of select dates, beginning on the start date of the semester, during which a student can register for classes or make changes to his/her schedule. All late registration/add/drop activity must be conducted using hard-copy forms processed by the Records & Enrollment Services Office.

  Note: Students making changes to their schedules after the semester has begun should consult the Tuition, Fees, & Expenses section of this catalog to determine the financial impact of changing a schedule. See Refund Policy for more information.

Adding or Dropping Courses

Prior to the beginning of the semester, students are required to meet with his/her assigned advisor. During this advising session, the advisor carefully reviews the requirements of the student's program(s) and make recommendations to the student regarding course selection to ensure timely completion of his/her program(s) of study. After this meeting, the advisor removes the advising hold, permitting the student to pre-register for courses through WebAdvisor.

Note: It is the student's responsibility to drop the class(es) they do not plan on attending before the first day of class to avoid being liable for the tuition and fees.

After the start of the semester, a student who wishes to add or drop a course is expected to consult with his/her course instructor and advisor and secure approval before an official change can be made. Such late registration activity is limited to the first few days of each semester.

See Curriculum Tuition Refund Policy in the Tuition, Fees, & Expenses section of BCC's Catalog and Student Handbook for more information regarding financial implications of dropping courses after the semester has begun.

*See Withdrawal Policy for information for students wishing to "withdraw" **a** class after the census date of the course. Any such request is a transcripted action and follows a different set of procedures.*

Audit Policy

Students may elect to audit a course for non-credit purposes when space is available. Students who wish to audit a course must follow regular registration procedures and must have approval of the Lead Instructor/Program Director/Department Chair/Dean 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 of Academic and Student Affairs. 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 add/drop period. Tuition and fees for audit courses are the same as for credit courses.

Approved by the Brunswick Community College Board of Trustees September 16, 1992. Amended: October 25, 1997 and June 28, 2013

Courses Being Taken Outside of NC

Students who wish to take all of his/her courses via distance learning are required to complete the same admissions process as students enrolled in classes on campus. As such, the applicant should complete any required assessment inventories at Brunswick Community College or at another North Carolina Community College which administers the assessment inventory. At times, other placement or diagnostic testing may be used in lieu of the assessment inventory.

See State Authorization for additional information specific to those residing outside of North Carolina.

Requisite Requirements & Waivers

Students are required to meet all course requisites by demonstrating higher-level course or requisite completion on a transcript, or by professional or life experience, taking the assessment inventories, being awarded an associate or higher level degree, or providing written documentation from a peer or senior institution.

Senior Citizens

Legal residents of North Carolina, aged 65 or older, may attend Brunswick Community College as either degree-seeking or special credit (non-degree-seeking) students following the same enrollment procedures as any other student.

Senior citizens, like all other students, must follow regular registration procedures during the established registration time periods, and demonstrate his/her ability to meet the state requisite requirements or obtain a waiver.

See General Admission Procedures for admission requirements.

Students Less Than the Age of 18

Students under the age of 18 are only permitted to register for curriculum-level courses under the established guidelines of the Career & College Promise program.

It is important to note that in most cases, North Carolina high school students graduate *after* the beginning of ***most*** summer courses. As such, a student is only permitted to register for summer courses once he/she has both graduated and provided a final high school transcript showing the "actual" graduation date. Moreover, students are not permitted to pre-register for fall courses until the same final high school transcript showing the "actual" graduation date is received.

See Additional Admission Considerations for admission requirements.

Undocumented Immigrants

In accordance with North Carolina Community College System policy and procedures, undocumented immigrants, when admissible to the College, are permitted to register for courses beginning on the last day of registration prior to the start of classes, paying out-of-state tuition and fees.

WebAdvisor

All pre-registration activity at the College is electronic through WebAdvisor. Students are provided with a BCC Username and a unique password for entry into WebAdvisor, permitting registration during defined periods. Students are only permitted to register for courses in his/her active program(s) of study. Various holds on the student's accounts or record will make a student ineligible to register; the student's advisor will review holds during the required advising session.

Withdrawal Policy

A student who elects to withdraw from a course or from the College is expected to consult with his/her instructor(s), faculty advisor, if applicable, and the Office of Student Financial Resources. To officially withdraw from the College, a student must complete a Withdrawal Request Form which is available through the Office of Records & Enrollment Services, advisors, or the academic administrative assistants. The form must be signed by the student, his/her advisor, and the instructor (for last day of attendance), and if applicable, the financial aid office. The student should then submit the Withdrawal Request form to the Office of Records & Enrollment Services.

Students who officially withdraw from a course or from the College on or prior to the official withdrawal date, which is 65 percent point of the course will receive a "W," with no effect to his/her GPA.

If a student is absent for any reason in excess of 20 percent of the class hours, he/she is in violation of the Brunswick Community College attendance policy. If the violation occurs before the official 65 percent withdrawal deadline and the student fails to complete an official withdrawal, the instructor may issue the grade of "EA" (Excessive Absenteeism), with no effect to his/her GPA. If the violation occurs after the 65 percent withdrawal deadline and the student fails to complete an official withdrawal, the instructor may issue the grade of "F" (or "R" in academic support courses). The grade of "F" will be calculated as a failing grade (0 Quality Points) when determining the student's GPA.

If the student presents written documentation of extenuating circumstances that make it impossible for the student to continue in the course after the 65 percent withdrawal deadline, a grade of "W" may be awarded upon agreement of the instructor and the Dean of Student Services & Enrollment Management. An extenuating circumstance is defined to be a condition that became existent after the official withdrawal date which forces the student to withdraw from classes for reasons beyond his/her control. Documentation, including dates and the exact condition, must be provided to the Dean of Student Services & Enrollment Management prior to the last date of the class meeting. In approved cases, a student will receive a grade of "W" on his/her academic record with no effect to GPA. Unsatisfactory academic performance does not meet the requirement of an extenuating circumstance.

Note: Any student who receives financial aid and stops attending all of his/her courses prior to the 65% point of the semester may be obligated to repay a portion of the aid received for the semester. Contact the Office of Student Financial Resources to determine the financial obligation.

Approved by the Brunswick Community College Board of Trustees November 17, 2004. Amended June 28, 2013.

Class Size & 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, assessment inventory 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 location; facilities; special equipment requirements; funding sources; and economic feasibility. The Vice President of Academic and Student Affairs will ensure that registration numbers are sufficient for a class to operate effectively and efficiently.

Course Repetition

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," "W," "WF," or "EA" may be repeated a maximum of two times. Developmental courses may be repeated as often as needed; however, financial aid may only be used to pay for up to 30 credit hours of academic support coursework.
C. Audit courses may be repeated one time with the permission of the Vice President of Academic and Student Affairs.

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.

All earned grades will appear on a student's official transcript, but only the highest grade is used to calculate a student's grade point average.

Exceptions to the policy must be approved by the Vice President of Academic and Student Affairs.

Approved by Brunswick Community College Board of Trustees November 16, 1988. Amended: August 21, 1991, October 25, 1997, May 17, 2000, April 20, 2005, June 1, 2009, and June 28, 2013.

Attendance & Course Delivery

Attendance Policy

Each student is responsible for attending class regularly and for meeting course objectives. Rules on tardiness and leaving class early are addressed in each instructor's course syllabus. Instructors are required to record absences and report excessive absenteeism to the Academic Support office.

If a student is absent for any reason in excess of 20 percent of the class hours, he/she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 65 percent point of the 16-week semester (or equivalent days for courses of other duration), he/she may receive a grade of "EA". If the student began to be excessively absent prior to the published withdrawal date in the course. Beyond this point, the instructor may simply assign a grade of "F."

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

Approved by Brunswick Community College Board of Trustees July 13, 1994. Amended: October 25, 1997 and June 28, 2013.

Course Delivery

Courses at Brunswick Community College are offered in various formats and via a multitude of media. At present, a course may be offered in one of the following formats:

A. **Clinical, Hospital, or Workplace Setting Courses**
Clinical, Hospital, or Workplace Setting Courses are delivered at professional sites throughout the region, often outside of those owned and maintained by the College. Varying by program of study, these courses include nursing practicum courses in area hospitals, clinical courses in professional healthcare environments and area schools, and/or workplace settings such as area businesses, golf courses, etc. These courses afford the student real-world, hands-on experience in their program of study.

B. **Hybrid Courses**
Hybrid Courses meet in person, but also receive more than half of the course content via the internet.

C. **Independent Study Courses**
Independent Study Courses deliver course content in a customized format determined by the instructor. Often times, courses are delivered in this format when a course otherwise would be unable to be offered due to low enrollment, allowing students to continue on-time progression through his/her program of study. The student should consult his/her advisor for details in requesting approval to take a course on

an independent study basis, as administrative approval of the Lead Instructor/Program Director/Department Chair must be obtained. Students receiving veteran's benefits must see the Director of Student Financial Resources prior to registering for independent study courses.

D. **North Carolina Information Highway (NCIH) Courses**
NCIH Courses are delivered in a similar format as traditional courses; however, instruction is broadcast via teleconferencing facilities. In some instances, the course may be broadcast between the Supply Campus and one of the ancillary BCC Centers throughout the county, but NCIH courses are also routinely delivered through partnerships between sister NCCCS institutions.

E. **Online Courses**
Online Courses are delivered entirely online and may or may require an on or off campus proctored exam.

F. **Traditional Delivery (Seated) Courses**
Traditional Delivery Courses are those which meet at all times in the regular classroom learning environment for lecture, laboratory, etc.

G. **Web-Assisted Courses**
Web-Assisted Courses meet in-person, but also receive less than half of the course content via the internet.

Curriculum Program Selection & Expectations

Academic Advising
All students, regardless of their program of study, are assigned an academic advisor. Each semester, students meet with his/her assigned advisor prior to registering for courses. During the advising session, the academic advisor reviews the student's progress towards graduation, discusses future plans, and makes recommendations for courses for the upcoming term. After the advising session, the advisor will remove the advising hold, permitting the student to pre-register for courses via WebAdvisor.

In most cases, the advising session will be one-on-one in a face-to-face format. In extreme cases, an advisor may elect to advise the student over the phone, by email, via teleconference, etc. Additionally, some programs of study may elect to advise all students active in a particular cohort in one group advising session (e.g. all second-year Associate Degree Nursing students).

Anticipated Completion Date
Regardless of enrollment classification (i.e. full- or part-time), the anticipated completion date for a student's program of study is determined by federal reporting standards and is routinely provided to the National Student Clearinghouse in the course of normal enrollment reporting data. The expected amount of time necessary to complete a certificate-level program is up to 11 months, 12-23 months for a diploma-level program, and 24-months for a degree-level program.

Catalog of Record
A student's catalog of record is a resource for program requirements associated with the student's degree requirements. A student may elect to change his/her catalog of record to a catalog issued at a later date. In any case, the student must satisfy all requirements for the desired degree under the catalog selected.

A re-enrolling student who has been separated from the College for more than two consecutive semesters (summer semester excluded) will be automatically updated to the catalog effective at the time of his/her re-enrollment. The student must then satisfy all requirements of this updated catalog of record.

Degrees, Diplomas, and Certificates
Brunswick Community College awards the Associate in Applied Science degree to students who complete a two-year technical program, and Associate in Arts, Associate in Engineering, and Associate in Science are awarded to students who complete a two-year college transfer program. An Associate in General Education is awarded to students who complete a curriculum designed to expose students to the academic elements of collegiate studies and focus on elective courses directly tied to his/her interests in further studies and/or future employment. A diploma is awarded for completion of a one-year technical program. A certificate is awarded to individuals who complete other courses of study which require less than one year of study.

Program of Study Changes
New students or those applying for re-admission are enrolled in the program stated on their "Application for Enrollment." A continuing student considering a curriculum change is encouraged to discuss grades and objectives with his/her advisor. A student who wishes to change a curriculum must submit a completed "Program of Study Change Form" to Student Services & Enrollment Management. Once a student's program of study has been changed, he/she will be referred to his/her new advisor. Program changes must be completed within the first three weeks of the semester**.** Requests received after this time will be processed with an effective date of the first day of the next term.

It is important to note that changing one's program of study may have serious implications to continued financial aid eligibility. All financial aid recipients are required to obtain the approval of the Office of Student Financial Resources prior to the processing of a "Program of Study Change Form."

When a student changes from one program of study to another, any course(s) taken in the first program of study which is applicable to the new curriculum will be transferred to the new program of study with the grade earned in that course. These course grades are used to calculate the cumulative GPA and new program GPA.

Academic Progress
Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completing their program of study. At the end of each semester, a student's grade point average for the semester and the student's 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 in his/her program of study.

See the Satisfactory Academic Progress Process for additional information as it pertains to financial aid eligibility.

Academic Probation & Financial Aid Suspension

A student's cumulative GPA that falls below a 2.0 in any semester will be placed on academic probation for the subsequent semester they enroll. Students may still be eligible for financial aid during the warning period. A letter will be sent from Student Services & Enrollment Management to all students that are on academic probation. Students who demonstrate academic progress by earning a cumulative 2.0 GPA during the probation period will be reinstated to "good standing" academic status.

Students receiving financial aid and who do not earn a cumulative 2.0 GPA during the probation period will have their financial aid suspended. Any student that chooses to enroll while his/her financial aid is suspended will be responsible for all tuition, fees, and other college related expenses.

Stacked Programs of Study

In certain cases, select programs of study within the College afford students the opportunity to obtain various certificates and/ or diplomas during the course of completing the requirements of their parent (highest-level) program. These programs are known as "stacked programs of study." The following is a list of stacked programs of study currently offered at BCC:

AAS in Accounting (A25100)
Diploma in Accounting (D25100)
Certificate in Accounting (C25100)

Diploma in Accounting (D25100)
Certificate in Accounting (C25100)

AAS in Aquaculture Technology (A15120)
Diploma in Aquaculture Technology (D15120)
Certificate in Aquaculture Technology (C15120)

Diploma in Aquaculture Technology (D15120)
Certificate in Aquaculture Technology (C15120)

AAS in Business Administration (A25120)
Certificate in Accounting (C25100)
Certificate in Business Administration (C25120)
Certificate in Small Business/Entrepreneurship (C25120SB)

AAS in Cosmetology (A55140)
Diploma in Cosmetology (D55140)
Certificate in Cosmetology (C55140)

AAS in Early Childhood Education (A55220)
Diploma in Early Childhood Education (D55220)
Certificate in Early Childhood Education (C55220)

AAS in Early Childhood Education–Special Education Option (A55220S)
Diploma in Early Childhood Education–Special Education Option (D55220S)
Certificate in Early Childhood Education (C55220)

Diploma in Early Childhood Education (D55220)
Certificate in Early Childhood Education (C55220)

Diploma in Early Childhood Education – Special Education Option (D55220S)
Certificate in Early Childhood Education (C55220)

AAS in Electronics Engineering Technology (A40200)
Certificate in Electronics Engineering Technology (C40200)

AAS in Health Information Technology (A45360)
Diploma in Health Information Technology (D45360)

AAS in Horticulture Technology (A15240)
Diploma in Horticulture Technology (D15240)
Certificate in Horticulture Technology (C15240)
Certificate in Turfgrass Management Technology (C15420)

Diploma in Horticulture Technology (D15240)
Certificate in Horticulture Technology (C15240)
Certificate in Turfgrass Management Technology (C15420)

AAS in Office Administration (A25370)
Diploma in Office Administration (D25370)
Certificate in Office Administration (C25370)

Diploma in Office Administration (D25370)
Certificate in Office Administration (C25370)

AAS in Turfgrass Management Technology (A15420)
Diploma in Turfgrass Management Technology (D15420)
Certificate in Horticulture Technology (C15240)
Certificate in Turfgrass Management Technology (C15420)

Diploma in Turfgrass Management Technology (D15420)
Certificate in Horticulture Technology (C15240)
Certificate in Turfgrass Management Technology (C15420)

Diploma in Welding Technology (D50420)
Certificate in Welding Technology (C50420)

Note: "AAS" denotes an Associate in Applied Science Degree.

Enrollment Classifications & Course Load

Class Standing

Students in associate degree programs who have completed less than one-half 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 the student in consultation with his/her advisor. Each student is responsible for being familiar with the requirements of the program of study which he/she is pursuing, and for keeping account of his/her progress toward completion of graduation requirements. First- time students enrolled in programs requiring an academic transition/ orientation course (ACA) must take this course in the first semester.

For students pursuing Associate in Arts, Associate in Engineering, Associate in Science, 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. For student pursuing Associate in Applied Science and professional and technical diplomas and certificates, course loads are outlined by semester in the programs of study section of this catalog. During the fall or spring mini-mesters, students are limited to two courses. Student requests for exceeding semester or mini-mester course loads must receive approval from the appropriate Dean of the academic area.

Full-Time vs. Part-Time Status

A full-time student is defined as one who is enrolled in a minimum of twelve (12) credit hours during the fall or spring semesters (a minimum of six (6) credit hours in the summer semester) in a certificate, degree, or diploma program.

A part-time student is defined as one who is enrolled in fewer than twelve (12) credit hours during the fall or spring semesters (fewer than six (6) credit hours in the summer semester) in a degree, diploma, or certificate program.

Full-time and part-time status for financial aid purposes may differ. See Student Financial Resources for additional information.

Grading

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 and Student Handbook. The grading system is also published in the syllabus that each instructor provides students in his/her courses. Each instructor's syllabus includes 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 grades at the end of each course and maintains an official transcript of grades for each student.

Adopted by the Brunswick Community College Board of Trustees March 19, 2015.

Although evaluation of student work is the responsibility of the individual instructor, specific disciplines may adopt a set grade scale.

BCC Grading System

Curriculum-Level Courses
(Numbered 100 and Higher)

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

Developmental Courses (Numbered 010 to 099) **(These grades do not compute in the GPA)**	
P	**Pass** - Student has mastered course competencies.
R	**Re-Enroll** - Student has mastered some course competencies but not all. Student must re-enroll to master remaining competencies.

Other Grades **(These grades do not compute in the GPA)**	
AU	**Audit** - Credit hours do not count in the computation of grade point average; all audited courses are automatically assigned the grade of "AU."
CR	**Credit by Proficiency Exam** - Counts as hours earned for program completion but is not included in the computation of grade point average.
EA	**Excessive Absenteeism** - Assigned by the instructor when the student fails to withdraw by the withdrawal deadline and the student's last date of attendance or participation occurs before the withdrawal deadline.
I	Incomplete - See Below.
NS	**No Show** - Indicates that the student registered for the course but never entered the class by the census date in the course. Credit hours do not count in the computation of grade point average. **No refund will be issued**.
TR or XT	**Transfer Credit** - Counts as hours earned for graduation but is not included in the computation of grade point average.
W	**Official Withdrawal** - The grade of "W" is given when a student officially withdraws from a course after the Census Date. Credit hours attempted do not count in the computation of grade point average.

Grade of "I" (Incomplete)

The grade of "I" may 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 may update the 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 at the conclusion of the semester subsequent to that in which the "I" was issued.

Grade Point Average Calculation

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 as follows:

A Excellent 4 Quality Points
B Good 3 Quality Points
C Average 2 Quality Points
D Poor 1 Quality Point
F Failure 0 Quality Points

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

A. List your courses and grades for the semester.
B. List the credit hours for each course, then add the credit hours.
Note: The credit hours for a course can be found in the Course Descriptions section of BCC's Catalog and Student Handbook the credit hours are the last number in the 5-number sequence in the header for each course.
C. List quality points earned for the grade received in each course.
D. Multiply credit hours in each course by the quality points earned by each grade received to yield the total quality points, then add the results.
E. Divide the total number of total quality points by the total number of credit hours to obtain the grade point average (GPA).

For example:

Course	Grade	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
REL 111	D	3	X	1	=	3
Total Credit Hours Taken		12	Total Quality Points Earned			32
32 Quality Points / (divided by) **12** Credit Hours = **2.66 GPA**						

A student's cumulative grade point average is based on all courses he/she has attempted at BCC. The program grade point average is based on all courses attempted at BCC, which are required in a student's program of study.

It is important to recognize that for the purposes of financial aid at the College, federal regulations require that **all** courses be used in calculating a student's GPA. For this reason, a student's Financial Aid GPA and Academic GPA may differ.

Note: When a course is repeated, only the highest grade earned will be used to calculate the GPA, but all courses attempted will be shown on the official transcript.

Academic Honors

Outstanding academic achievement by students is recognized each fall and spring semester by publication of the President's List, Dean's List, and Honor Roll in area newspapers. Copies are also posted outside of Student Services & Enrollment Management and online.

A. **President's List**
The President's List includes students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 4.0. Students eligible for the President's List must be in an associate degree, diploma, or certificate program.

B. **Dean's List**
The Dean's List includes students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 3.5-3.99 or higher (with no grade lower than "C"). Students eligible for the Dean's List must be in an associate degree, diploma, or certificate program.

C. **Honor Roll**
The Honor Roll includes students who are enrolled in 6 to 11 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution 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 Honor Roll must be in an associate degree, diploma, or certificate program.

Academic Probation

A student's cumulative GPA that falls below a 2.0 for any semester will be placed on academic probation for the subsequent semester they enroll. Students may still be eligible for financial aid during the probationary period. A letter will be sent from Student Services & Enrollment Management to all students that are on academic probation. Students who demonstrate academic progress by earning a cumulative 2.0 GPA during the probationary period will be reinstated to "good standing" academic status.

Students receiving financial aid and who do not earn a cumulative 2.0 GPA during the probationary period will remain on academic probation and financial aid will be terminated. Any student that chooses to enroll while on academic probation will be responsible for all tuition, fees, and other college related expenses.

Request for Recalculation of Cumulative Grade Point Average Policy

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:

A. Student's name,
B. Student's BCC identification number,
C. Student's current and former program(s) of study,
D. Courses to be deleted from the cumulative grade point average calculation, and
E. Reason for the request.

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 or better.

Response to request 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.

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

Approved by Brunswick Community College Board of Trustees March 18, 1992; Amended January 15, 1997, and June 28, 2013.

Note: While forgiveness applies to the student's academic GPA (which relates to graduation and registration eligibility), it does not apply to the student's Financial Aid GPA. In accordance with Federal Law, all attempted credit hours must be considered with calculating a student's Satisfactory Academic Progress for aid-eligibility purposes.

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 should:

A. 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.
B. If not resolved in the above step, the student will schedule an appointment with the Lead Instructor/Program Director/ Department Chair to review the basis for assigning the grade. The student must present in writing his/her issue with the grade to the Lead Instructor, Program Director, Department Chair and Dean. The Lead Instructor, Program Director, Department Chair and Dean 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/Program Director/ Department Chair. In a situation where the grade in question involves a dispute between a student and a Lead Instructor/Program Director/ 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 the third step in this process.

C. If the matter is still not resolved, the student must inform the instructor and Lead Instructor/Program Director/ Department Chair/Dean that the case is being presented to the Vice President of Academic and Student Affairs for review.
D. A final review will be made by the Vice President of Academic and Student Affairs by consultation with all the individuals involved. The grade in question may be upheld or it may be declared invalid by the Vice President of Academic and Student Affairs. If declared invalid, the Vice President of Academic and Student Affairs may take the following action:
   1. Ask the student be given a comprehensive examination by the department involved to establish a grade of record.
   2. Assign an "Incomplete" (with the Vice President of Academic and Student Affairs' 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 of Academic and Student Affairs only in unusual circumstances. When a student appeals a grade assigned by an instructor no longer employed by the institution, students should begin with the second step in this process.

Graduation

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 total number of credit hours required in his/her program of study at BCC, and maintain a minimum of a 2.0 GPA in his/her program of study. ***There are no exceptions to these rules***.

Graduation Procedure & Requirements

To apply for graduation from a degree, diploma, or certificate program, the student must:

- Complete an "Application for Graduation" for each graduating term, regardless of the student's intent to participate in the actual ceremony. *Note: students may apply to graduate from multiple programs of study in the same term on one application);*
- Attach a program evaluation showing "Pending Anticipated Complete;"
- Submit a completed application by September 15 (fall graduates) or February 10 (spring and summer graduates).

To be eligible for graduation from a degree, diploma, or certificate program, the student must:

- Pass all courses required in the student's chosen program of study;
- Earn a minimum, cumulative grade point average of 2.0 in the program of study;
- Satisfactorily complete at least one-fourth of the total number of credit hours for the program of study at Brunswick Community College; and
- Meet all other additional requirements for graduation from the college (i.e. an Early College High School graduate must provide a final high school transcript showing their "actual" high school graduation date before his/her college credential may be awarded).

In addition to the above requirements, certain programs of study have clock-hour, state examination, and/or minimum grade requirements for a student to be eligible for graduation from the program of study.

GRADUATION HONORS & DISTINCTIONS

BCC bestows upon graduates a series of graduation honors, recognizing academic achievement and membership in certain student organizations or activities on-campus.

Academic Honors

Students graduating from associate degree or diploma programs of study are eligible for the following graduation honors, based upon his/her cumulative program GPA at the conclusion of the fall semester:

A. **Associate Degree Graduates**

1. **President's Award**
   The President's Award is given annually to the associate degree graduate with the highest cumulative GPA among the pool of graduates. In the event of a tie, the number of credit hours and programs of study completed at the College are used to determine the recipient. This individual is recognized during the graduation ceremony and is presented with a keepsake in recognition of his/her achievement.

2. **Summa Cum Laude**
   A student graduating with a cumulative GPA of a 3.90 or higher in his/her program of study will be deemed to graduate Summa Cum Laude, or "with the highest honors."

3. **Magna Cum Laude**
   A student graduating with a cumulative GPA of 3.75 to 3.89 in his/her program of study will be deemed to graduate Magna Cum Laude, or "with high honors."

4. **Cum Laude**
   A student graduating with a cumulative GPA of 3.50 to 3.74 in his/her program of study will be deemed to graduate Cum Laude, or "with honors."

B. **Diploma Graduates**

1. **Honor Graduate**
   A student graduating with a cumulative GPA of a 3.50 or higher in his/her program of study will be deemed an "Honor Graduate."

   The above honors are both noted in the graduation program and on the student's printed credentials. Graduation ceremony participants are additionally provided with one gold honor cord to wear with their regalia, regardless of if he/she has completed more than one program of study with "honors."

Other Distinctions

Honor cords or stoles are provided (at no cost to the student) to those who elect to participate in the graduation ceremony and are part of the following student organizations or activities on-campus:

- Brunswick County Early College High School
- National Technical Honor Society
- Phi Theta Kappa
- Student Government Association
- Varsity Athletics
- Veteran

Note: Students should not order cords and other items from their organization of the College's cap and gown provider (other than for a personal keepsake). To ensure uniformity, graduates are only permitted to wear College-issues honor cords and stoles.

Students who do not wish to participate in the graduation ceremony, or wish to obtain duplicate cords for display purposes may do so after the graduation ceremony at cost.

Review of Graduation Readiness & Program of Study Completion

When a student is ready to graduate, his/her "Program Evaluation" in WebAdvisor will display all requirements and subrequirements in either green ("completed") or orange ("pending completion of unfinished activity"). If requirements or subrequirements display in blue ("in progress") or red ("not started"), **the student is not ready for graduation**. Any questions should be addressed to the student's assigned academic advisor.

Note: Summer graduates should apply to graduate if the coursework they intend to register for in the summer will complete his/her program of study.

Release of Printed Credentials & Transcripts

No printed credentials and/or transcripts showing earned credentials will be released to any student who is financially indebted to the College. Further, confirmation of credential verification to the National Student Clearinghouse and/or third-party certification agencies will not be made until all debts have been settled.

Awarding Dual Degrees & Diplomas

If a student wishes to earn a second degree or diploma (i.e. an Associate in Arts student who wishes to also complete an Associate in Science), courses already taken in one program of study are automatically applied to each additional program of study. Further, it shall be the responsibility of the Lead Instructor/Program Director/ Department Chair/Dean to jointly determine which electives will transfer as credit courses. Students are still responsible for completing any additional requirements of their new program(s) of study.

Student Follow-Up

To properly evaluate the effectiveness of the various programs offered, the College must gather information from former students regarding their education. A follow-up study of graduates is made by the Office of Planning & Research 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 program, methods of instruction, course content, and potential job markets for the alumni of each program.

Transfer & Advanced Credit

Transfer and advanced credit is awarded for several reasons at Brunswick Community College, including Advanced Placement (AP®), College Level Examination Program (CLEP®), and/or High Level International Baccalaureate (HL IB®) examination scores, credit earned by proficiency examinations, and transferable college- level coursework taken at another regionally accredited institution in the United States.

While there is no limit as to the number of credit hours a student may transfer into Brunswick Community College, transfer or advanced credit can only be used to complete 3/4 of the credit hours in program of study for graduation purposes (proficiency examination credit is limited to 1/4 of the credit hours required in the program). Further, transfer and advanced credit can be used to fulfill BCC graduation requirements, but will not transfer to another institution as BCC coursework (the determination as to the transferability of this same coursework is the sole decision of the other institution, which must be provided with official copies of the same transcripts and score reports provided to BCC). Transfer and advanced credit do not award quality points for GPA purposes.

Transfer Credit

Transfer credit is awarded for previous college-level studies. The general criteria for the transferability of coursework is a course in which:

- The institution at which the course is taken maintains regional accreditation with the appropriate accrediting body,
- The student earned a letter grade of “C” or better,
- The number of credit hours (or converted quarter-hours) is greater than or equal to the number of credit hours of BCC’s course (at times this will require adding together a lecture and a lab from the transfer institution to equate credit hours), and
- An equivalent course (in name and/or description) is offered at BCC or is a part of the NC Community College System Common Course Library.

Finally, if credit is reported in quarter-hours, these are converted to semester-hours (1 quarter-hour is equivalent to 2/3 of a credit hour).

See the Transfer Admission & Transcript Evaluation Policy for additional information.

Advanced Placement (AP) Examinations

A student may receive advanced credit based on the AP Examinations from CollegeBoard. Students who take an AP Examination should have an official score report sent from CollegeBoard to Student Services & Enrollment Management. Once the score report has been received, examinations with scores of 3 or higher are awarded credit as follows:

Advanced Placement Examination Name	Minimum Score(s)	BCC Course Equivalent	BCC Course Title	Credit Hours
Art History	3	ART 114	Art History Survey I	3
Biology	3 4 5	BIO 110 BIO 111 BIO 111 & BIO 112	Principles of Biology General Biology I General Biology I & II	4 4 8
Calculus AB	3	MAT 271	Calculus I	4
Calculus BC	3	MAT 271 & MAT 272	Calculus I & II	8
Chemistry	3 4	CHM 151 CHM 151 & CHM 152	General Chemistry I General Chemistry I & II	4 8
Computer Science A	3	CIS 115	Introduction to Programming & Logic	3
English Language & Composition	3 4	ENG 111 ENG 111 & ENG 112	Writing & Inquiry Writing & Inquiry & Writing/Research in the Disciplines	3 6
English Literature & Composition	3	ENG 111 & ENG 131	Writing & Inquiry & Introduction to Literature	6
Environmental Science	4	BIO 140 & BIO 140A	Environmental Biology & Lab	4
European History	3	HIS 121 & HIS 122	Western Civilization I & II	6
French Language	3 4	FRE 111 & FRE 112 FRE 111, FRE 112, & FRE 211	Elementary French I & II Elementary French I & II & Intermediate French I	6 9
Government & Politics: Comparative	3	POL 210	Comparative Government	3
Government & Politics: United States	3	POL 120	American Government	3
Macroeconomics	3	ECO 252	Principles of Macroeconomics	3
Microeconomics	3	ECO 251	Principles of Microeconomics	3
Music Theory	3 4 on MT, 5 on A or N subscores 5 on all subscores	MUS 111 MUS 121 MUS 121 & MUS 122	Fundamentals of Music Music Theory I Music Theory I & II	3 4 8
Physics C Mechanics Electricity & Magnetism	3 3	PHY 251 PHY 252	General Physics I General Physics II	4 4
Psychology	3	PSY 150	General Psychology	3
Spanish Language	3 4	SPA 111 & SPA 112 SPA 111, SPA 112, & SPA 211	Elementary Spanish I & II Elementary Spanish I & II & Intermediate Spanish I	6 9
Statistics	3	MAT 152	Statistical Methods I	4
United States History	3	HIS 131 & HIS 132	American History I & II	6
World History	3	HIS 115	Introduction to Global History	3

College Level Placement Examinations (CLEP)

Students may receive credit at BCC for achieving acceptable scores on CLEP subject examinations. For most examinations, specific course credit is awarded. Credit is not awarded for general examinations. Students who take a CLEP Examination should have an official score report sent from CollegeBoard to Student Services & Enrollment Management to award credit. Once the score report has been received, examinations with sufficient scores (noted below) are awarded credit as follows:

College Level Placement Examination (CLEP) Name	Minimum Score(s)	BCC Course Equivalent	BCC Course Title	Credit Hours
American Government	55	POL 120	American Government	3
American Literature	50	ENG 231 & ENG 232	American Literature I & II	6
Analyzing and Interpreting Literature	50	ENG 131	Introduction to Literature	3
Biology	50	BIO 110	Principles of Biology	4
Calculus	50	MAT 271	Calculus I	4
Chemistry	50	CH 131 & CHM 131A	Introduction to Chemistry & Lab	4
College Algebra	50	MAT 171	Precalculus Algebra	4
College Composition	50	ENG 111	Writing & Inquiry	3
English Literature	50	ENG 241 & ENG 242	British Literature I & II	6
Financial Accounting	50	ACC 120	Principles of Financial Accounting	3
French Language, Level I	41 53	FRE 111 FRE 111 & FRE 112	Elementary French I Elementary French I & II	3 6
Freshman College Composition	50	ENG 111	Writing & Inquiry	3
History of the United States I	50	HIS 131	American History I	3
History of the United States II	50	HIS 132	American History II	3
Human Growth & Development	55	PSY 241	Developmental Psychology	3
Information Systems & Computer Applications	50	CIS 110	Introduction to Computers	3
Introduction to Psychology	55	PSY 150	General Psychology	3
Introductory Sociology	55	SOC 210	Introduction to Sociology	3
Principles of Macroeconomics	50	ECO 252	Principles of Macroeconomics	3
Principles of Microeconomics	50	ECO 251	Principles of Microeconomics	3
Spanish Language, Level I	41 50	SPA 111 SPA 111 & SPA 112	Elementary Spanish I Elementary Spanish I & II	3 6
Spanish Language, Level II	57 63	SPA 111, SPA 112, & SPA 211 SPA 111, SPA 112, SPA 211 & SPA 212	Elementary Spanish I & II & Intermediate Spanish I Elementary Spanish I & II & Intermediate Spanish I & II	9 12
Western Civilization I: Ancient Near East to 1648	50	HIS 121	Western Civilization I	3
Western Civilization II: 1648 to the Present	50	HIS 122	Western Civilization II	3

International Baccalaureate (IB)

Students may receive credit at BCC for achieving acceptable scores on High Level International Baccalaureate (HL IB) examinations. Students who take a HL IB examination should have an official score report sent to Student Services & Enrollment Management to award credit. Once the score report has been received, examinations with scores of 5 or higher are awarded credit as follows:

High Level International Baccalaureate (HL IB) Examination Name	Minimum Score(s)	BCC Course Equivalent	BCC Course Title	Credit Hours
Anthropology	5	ANT 220	Cultural Anthropology	3
Biology	5	BIO 111	General Biology I	4
	6	BIO 111 & BIO 112	General Biology I & II	8
Chemistry	5	CHM 151	General Chemistry I	4
	6	CHM 151 & CHM 152	General Chemistry I & II	8
Computer Science	5	CIS 115	Introduction to Programming & Logic	3
Economics	5	ECO 151	Survey of Economics	3
	6	ECO 251 & ECO 252	Principles of Microeconomics & Principles of Macroeconomics	6
English	5	ENG 111	Writing & Inquiry	3
	6	ENG 111 & ENG 112	Writing & Inquiry & Writing/Research in the Disciplines	6
	7	ENG 111, ENG 112, & ENG 131	Writing & Inquiry, Writing/Research in the Disciplines, & Introduction to Literature	9
French	5	FRE 111	Elementary French I	3
	6	FRE 111 & FRE 112	Elementary French I & II	6
Geography	5	GEO 112	Cultural Geography	3
History (United States)	5	HIS 131	American History I	3
	7	HIS 131 & HIS 132	American History I & II	6
Math	5	MAT 171	Precalculus Algebra	4
Further Math	5	MAT 271	Calculus I	4
	7	MAT 271 & MAT 272	Calculus I & II	8
Philosophy	5	PHI 210	History of Philosophy	3
Physics	5	PHY 251	General Physics I	4
	6	PHY 251 & PHY 252	General Physics I & II	8
Psychology	5	PSY 150	General Psychology	3
Spanish	5	SPA 111	Elementary Spanish I	3
	6	SPA 111 & SPA 112	Elementary Spanish I & II	6
Visual Arts	5	ART 111	Art Appreciation	3
2-Year Business Diploma Program Passing the entire defined business diploma program yields all credit listed in this row. No partial credit will be awarded.	Pass	ACC 120 ACC 121 BUS 110 BUS 115 BUS 137	Principles of Financial Accounting Principles of Managerial Accounting Introduction to Business Business Law I Principles of Management	4 4 3 3 3

Proficiency Examinations

Students may request course credit by passing a proficiency examination. In order to be eligible, a student must be enrolled at BCC and may not have enrolled in the course prior to taking the proficiency examination. A $25 exam fee must be paid when the exam is scheduled and successful students will be given credit for the course as a "CR" (Credit by Examination).

Proficiency examinations are normally administered during the pre-registration periods. Academic Affairs determines the exact examination schedule. A student must first meet with his/her advisor to determine which courses are eligible for proficiency examination credit. A "Proficiency Exam Application" must be completed, signed by the course instructor, the advisor, the lead instructor/program director/department chair, and the dean. Students are allowed one attempt per course and must pass the proficiency examination with a minimum grade of 80 percent. The following courses are eligible for proficiency examinations:

BCC Course Number	BCC Course Name
ACC 122	Principles of Financial Accounting II
ACC 150	Accounting Software Applications
AQU 111	Aquaculture I
AQU 112	Aquaculture II
CTS 130	Spreadsheet
DBA 110	Database Concepts
DMA 010	Operations with Integers
DMA 020	Fractions & Decimals
DMA 030	Proportion/Ratios/Rates/Percents
DMA 040	Expressions/Linear Equations/Linear Inequalities
DMA 050	Graphs & Equations
DMA 060	Polynomial & Quadratic Applications
DMA 070	Rational Expressions & Equations
DMA 080	Radical Expressions & Equations
MAT 121	Algebra/Trigonometry I
MED 121	Medical Terminology I
MED 122	Medical Terminology II
OST 131	Keyboarding
OST 134	Text Entry & Formatting
OST 136	Word Processing
OST 137	Office Software Applications
PHY 131	Physics-Mechanics
WLD 112	Basic Welding Processes
WLD 115	SMAW (Stick) Plate

Note: Additional Courses may be eligible. Contact your Academic Advisors for details.

Educational Records

The Family Education Rights to Privacy Act (FERPA) and other federal regulations govern the College's actions related to students' personal and educational information retained by the College. The following sections describe Brunswick Community College ensures compliance with these regulations.

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 Student Services & Enrollment Management, 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 in the following allowable instances:

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

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

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

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

B. To officials of another school, upon request, in which a student seeks or intends to enroll.

C. 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.

D. 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.

E. To State and local officials or authorities if specifically required by State law that was adopted before November 19, 1974.

F. To organizations conducting certain studies for or on behalf of Brunswick Community College.

G. To accrediting organizations to carry out their functions.

H. To parents of an eligible student who is claimed as a dependent for income tax purposes.

I. To comply with a judicial order or a lawfully issued subpoena.

J. To appropriate parties in a health or safety emergency.

K. To individuals requesting directory information so designated by Brunswick Community College.

L. 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.

Inspection of Educational Records

Students have the right to review their education records retained at the College. Appointments for this review may made by calling Student Services & Enrollment Management at 910.755.7320.

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:

A. A student must formally request, in writing, for the Dean of Student Services & Enrollment Management 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/her privacy rights

B. 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.

C. 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.

D. 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.

E. 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.

F. 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/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.

G. 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.

Use of Student Social Security Numbers 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 Identify Theft Protection Act of 2005. The policy applies to all individuals who have access to, collect, or use an individual's Social Security Number.

Policy Statement

The administrative computer system (Colleague) generates a student ID number which shall replace the Social Security Number 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. Post grades, assignments or other information using a Social Security Number.

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

Approved by Brunswick Community College Board of Trustees February 21, 2007. Amended June 28, 2013.

TUITION, FEES, & EXPENSES

Brunswick Community College, a member of the North Carolina Community College System, offers affordable educational opportunities for all students. All tuition and fees are due and payable at the time of registration unless otherwise noted. 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.

General Expenses & Billing Procedures

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

A student who audits a course pays normal tuition and fees. Before a course is audited, the student must complete an Audit Request, and register and pay for the course.

Payment Responsibility

Students are responsible to pay for classes from which they do not officially withdraw prior to the first day of classes. If financial aid is removed or the third-party sponsor does not pay due to a student's lack of attendance, the student is liable for the tuition and/or fee charges. It is important that official withdrawal occur if a students does not plan to attend class so that the class seat is available for other students.

Returned Checks

If payment of tuition and fees is made by check and the check does not clear, the student will have 10 days from the date of notification to pay tuition and fees. If payment is not received by the specified time, it will be considered nonpayment and enrollment will be terminated. The college will notify the student a minimum of three times before the matter turned over to the North Carolina Department of Revenue Debt Setoff or 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 all academic records will be flagged. Once a student issues a check to the College that is returned to the Business Office, the College will not accept any other checks for that student.

Unpaid Financial Obligations

No student will be permitted to register for classes, graduate, receive grades, or have a transcript issued until all financial obligations to the college are satisfied.

Additional Costs of Attendance

Activity Fee

Students who register for a course load of four hours or more are required to pay a student activity fee during the fall and spring semesters (there is no activity fee assessed during the summer semester). These fees provide financial support for student activities including Spring Fling, Fall Festival, special projects, diversity activities, and athletics. The activity fee is non-refundable except when a class is cancelled.

Credit Hours	Activity Fee (per semester)
7 hours or greater	$32.50
4-6 hours	20.00
1-3 hours	No Activity Fee

Student Accident Insurance

Accident insurance is required for all students at a nominal rate of $1.50 per semester. 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.

Credit Hours	Technology Fee (per semester)
7 hours or greater	$16.00
6 hours or fewer	8.00

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 $300 to $800 per semester.

Students 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.

Reduced-Tuition Programs

Basic Law Enforcement Training (BLET) Students

Students in the BLET program gain sponsorship from a local law enforcement agency through the BLET admission process. As such, these students are only liable for the College's general activity, student accident insurance, and technology fees in the amount of $50.00, plus $225.00 for equipment and ammunition (a total of $275.00).

Career & College Promise Students

Students in any Career & College Promise programs (Career and Technical Education Pathways, the Cooperative Innovative High School [Early College High School], or the College Transfer Pathways) are not charged tuition during the fall or spring semesters. Students are, however, liable for the student accident insurance and technology fees, amounting to $9.50-$17.50,

depending on the number of credit hours being completed. With few exceptions.

Eligible Children of a Totally & Permanently Disabled Public Safety Officer

Tuition is waived for the children of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of traumatic injury sustained in the line of duty. The student may still be liable for activity, student insurance, and technology fees, and any scholarships received will be applied to these fees, with any remaining balance of the scholarship returned to the student.

Eligible Spouses of a Totally & Permanently Disabled Public Safety Officer

Tuition is waived for the spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of traumatic injury sustained in the line of duty. The student may still be liable for activity, student insurance, and technology fees, and any scholarships received will be applied to these fees, with any remaining balance of the scholarship returned to the student.

Eligible Survivors of Public Safety Officers Killed in the Line of Duty

Tuition is waived for any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of a traumatic injury sustained in the line of duty. The student may still be liable for activity, student insurance, and technology fees, and any scholarships received will be applied to these fees, with any remaining balance of the scholarship returned to the student.

Wards of the State

Tuition is waived for any child, if the child is at least seventeen (17) but not yet twenty-four (24) years old, is a ward of the State of North Carolina or was a ward of the State at the time the child reached eighteen (18), is a resident of North Carolina, and is eligible for services under the Chaffee Education and Training Vouchers Program. The student may still be liable for activity, student insurance, and technology fees, and the waiver is limited only to any charges remaining after financial aid has been applied to the student's account.

Residency for Tuition Purposes

North Carolina Residency Basics

The tuition and fees for students who qualify as residents of the State of North Carolina is less than those charged for non-resident 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 12 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 12-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, 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 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 *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 Student Services and in the Library.

In-State Tuition for Certain Veterans and Other Individuals

Effective July 2, 2015, S.L. 2015-116 (S478), In-State Tuition for Certain Veterans/Federal Program, makes certain veterans and other individuals eligible for in-State tuition if certain conditions are met.

For veterans, the 12-month residency requirement for in-State tuition is waived for any veteran who meets all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill Active Duty Education Program or the Post -9/11 Educational Assistance.
- Qualifies for admission to the community college.
- Enrolls within 3 years of the veteran's discharge or release.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently.
- Provides the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12-month residence requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefit under either 38 USC Chapter 30 (Montgomery GI Bill Active Duty Education Program) or 38 USC Chapter 33 (Post-9/11 Educational Assistance).
- The person qualifies for admission and enrolls in a community college within 3 years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- The person's abode is North Carolina meaning the person must actually live in North Carolina, whether temporarily or permanently.
- The person provides the institution of higher education with a letter of intent to establish legal residence in North Carolina.

Furthermore, after the expiration of the three-year period, any enrolled veteran or other enrolled individual eligible for the educational benefits listed above and for whom the 12-month residency requirement was waived will continue to be eligible for the in-State tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

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.

For additional information about NC Residency for Tuition Purposes, see Appendix D: North Carolina Residency for Tuition Purposes.

Curriculum Tuition Refund Policy

General Refunds

The curriculum tuition refund policy for the College is set forth by the State Board of Community Colleges [23 SBCCC 02D.0202 (d-e)] as follows:

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

   1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
   2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
   3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
   4. 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 10th calendar day of the class. Refunds are calculated by the Colleague System.

B. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.

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

D. 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 local refund policies.

Military Tuition Refunds

Upon request of the student, each college shall:

A. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place that make it impossible for them to complete their course requirements; and

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

2016-17 Cost of Attendance

IN-STATE RESIDENTS FOR TUITION PURPOSES					
Credit Hours	**Tuition**	**Activity Fee**	**Insurance Fee**	**Technology Fee**	**Total Tuition & Fees**
1	$ 76.00	$ 0.00	$ 1.50	$ 8.00	$ 85.50
2	152.00	0.00	1.50	8.00	161.50
3	228.00	0.00	1.50	8.00	237.50
4	304.00	20.00	1.50	8.00	333.50
5	380.00	20.00	1.50	8.00	409.50
6	456.00	20.00	1.50	8.00	485.50
7	532.00	32.50	1.50	16.00	582.00
8	608.00	32.50	1.50	16.00	658.00
9	684.00	32.50	1.50	16.00	734.00
10	760.00	32.50	1.50	16.00	810.00
11	836.00	32.50	1.50	16.00	886.00
12	912.00	32.50	1.50	16.00	962.00
13	988.00	32.50	1.50	16.00	1,038.00
14	1,064.00	32.50	1.50	16.00	1,114.00
15	1,140.00	32.50	1.50	16.00	1,190.00
16 or more	1,216.00	32.50	1.50	16.00	1,266.00

OUT-OF-STATE RESIDENTS FOR TUITION PURPOSES					
Credit Hours	**Tuition**	**Activity Fee**	**Insurance Fee**	**Technology Fee**	**Total Tuition & Fees**
1	$ 268.00	$0.00	$ 1.50	$ 8.00	$277.50
2	536.00	0.00	1.50	8.00	545.50
3	804.00	0.00	1.50	8.00	813.50
4	1,072.00	20.00	1.50	8.00	1,101.50
5	1,340.00	20.00	1.50	8.00	1,369.50
6	1,608.00	20.00	1.50	8.00	1,637.50
7	1,876.00	32.50	1.50	16.00	1,926.00
8	2,144.00	32.50	1.50	16.00	2,194.00
9	2,412.00	32.50	1.50	16.00	2,462.00
10	2,680.00	32.50	1.50	16.00	2,730.00
11	2,948.00	32.50	1.50	16.00	2,998.00
12	3,216.00	32.50	1.50	16.00	3,266.00
13	3,484.00	32.50	1.50	16.00	3,534.00
14	3,752.00	32.50	1.50	16.00	3,802.00
15	3,020.00	32.50	1.50	16.00	4,070.00
16 or more	4,288.00	32.50	1.50	16.00	4,338.00

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

Note: Tuition is determined by the North Carolina General Assembly and is subject to change without notice.

STUDENT FINANCIAL RESOURCES

The primary purpose of the Office of Student Financial Resources is to provide assistance to students who, without aid, would be unable to begin or continue their college education. The College administers federal, state, and institutional aid designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding (i.e. the "expected family contribution"). Students needing financial assistance should contact their high school guidance counselor or contact:

BCC Office of Student Financial Resources
Phone: 910.755.7322
Email: bccfinancialaid@brunswickcc.edu,
Website: **http://www.brunswickcc.edu/financial-aid**
Title IV School Code: 015285

General Financial Aid Eligibility

To be eligible for financial assistance, a student must be enrolled in an eligible curriculum program of study and submit an official high school transcript and official transcript(s) from any college(s) attended. New and re-enrolling students must meet all admissions requirements. Continuing students must be in good academic standing and must not exceed the maximum time frame allowed in his/her program of study.

Additionally, students may only receive federal or state financial aid during the time necessary to complete the first baccalaureate degree (a lifetime maximum12 academic semesters, or 600 percent). For example, if a student attends a full-year (fall and spring semesters) of college at a full-time status, he/she will have received 100 percent of their scheduled award for that year. If the same student attends his/her next full-year of college at half-time status, the student will have received 50 percent of his/her scheduled award. At the end of the two years, this student's "lifetime eligibility used" (LEU) is 150 percent.

Title IV Eligible Programs of Study

The following associate degree programs are available at Brunswick Community College and eligible for financial aid under the Title IV Federal Financial Aid program guidelines:

Accounting
Aquaculture Technology
Associate in Arts
Associate in Engineering
Associate in General Education
Associate in Fine Arts
Associate in Science
Associate Degree Nursing
Biotechnology
Business Administration
Cosmetology
Early Childhood Education
Early Childhood Education/ Special Education
Electronics Engineering Technology
Geomatics Technology
Health and Fitness Science
Health Information Technology
Healthcare Business Informatics
Horticulture Technology
Information Technology – Computer Programming and Development
Information Technology – Information Systems Programming
Marine Biotechnology
Medical Assisting
Office Administration
Turfgrass Management Technology

In addition, the following non-associate degree level programs are eligible for Title IV Federal Financial Aid:

Basic Law Enforcement Training (Certificate)
General Occupational Technology (Diploma)
Practical Nursing (Diploma)
Welding Technology (Diploma)

Enrollment Statuses

Depending on the form of aid awarded, a minimum enrollment status is required. In most cases, there is also a considerable difference in the amount of aid available to those who are enrolled full-time versus those who are enrolled half-time or less.

Enrollment status categories for financial aid purposes are as follows:

Full-Time	12 credit hours or greater
Three-Quarters Time	9-11 credit hours
Half-Time	6-8 credit hours
Less than Half-Time	5 credit hours or fewer

Note: Funding for summer school is limited to students who have remaining Pell eligibility not used during the previous fall and/or spring semesters of the given academic year.

Types of Aid & Resources Available

FEDERAL & STATE AID PROGRAMS

Federal Pell Grant

This program is federally funded, and awards are based on need. Pell grants are only awarded to undergraduate students who have not earned a bachelor's degree or higher.

Federal Supplemental Education Opportunity Grant

The Federal Supplemental Education Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOGs.

Federal Work Study

Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

NC Community College Grant

This is a need based grant to help meet the educational costs of North Carolina residents attending a community college. This is a need based grant and student must be enrolled at least half-time. Students can receive the NC Community College Grant for a maximum of six semesters of full-time enrollment.

NC Education Lottery Scholarship
This need-based scholarship provides financial assistance to NC students attending eligible colleges and universities. Students must be enrolled at least half-time and considered a NC resident for tuition purposes. Eligible students can receive the NC Education Lottery Scholarship for a maximum of ten semesters of full-time enrollment.

Federal Direct Loans
Brunswick Community College does not participate in any Federal Direct Loan Programs. However, the College will provide confirmation of enrollment for students seeking to obtain private loans from various third-party banks and lenders.

Other Forms of Aid & Resources

BCC Scholarships

The BCC Foundation provides scholarships to students through an annual application process each spring. Criteria for scholarships are specified by the donor in collaboration with the Foundation staff and vary by scholarship. For additional information, contact Student Services & Enrollment Management.

Child Care Assistance Project

Child Care Assistance awards do not require repayment. Awards are based on identified financial need. A student must be eligible to receive financial aid and be enrolled full-time. If approved to receive this award, the student will select a child care provider of his/her choice. For additional information, contact Student Services & Enrollment Management.

Outside Scholarships

In addition to scholarships available through the BCC Foundation, there are innumerable scholarships from local, state, federal, and private entities. Students are encouraged to actively search for outside scholarship opportunities with search tools such as http://www.fastweb.com. For additional information and assistance, contact the Office of Student Financial Resources.

Tax Credits

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. 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. Additional information on either program can be provided by your tax advisor or the Internal Revenue Service.

Vocational Rehabilitation

Students with physical disabilities may obtain grants-in-aid covering tuition, fees, books, and supplies through the Vocational Rehabilitation Services.

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 Department of the Employment Security Commission Office in Shallotte. Call 800.768.5627 for more information.

Veterans Services

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.

The College cooperates with the US Department of Veterans Affairs and the NC 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 visit *http://www.gibill.va.gov*.

Certification of Eligibility
Students must submit a Certificate of Eligibility to the Office of Student Financial Resources. He/she must also make certain that he/she has submitted an official high school transcript and official transcript(s) from any college(s) attended during the admission process (and prior to submission of the Certificate of Eligibility).

Continued Eligibility
When a veteran or dependent enrolls, he/she must make satisfactory academic progress (SAP) in order to continue to receive veteran's benefits. If a student fails to maintain SAP, the same consequences relating to academic warning and financial aid suspension (as well as eligibility to receive benefits) apply to veterans as to all other students.

Enrollment & Payments of Veterans Benefits
Department of Veterans Affairs payments are based on an individual's classification according to his/her credit hours per semester. Eligible students must submit a Class Schedule for Veteran Education Benefits to the Office of Student Financial Resources to claim educational benefits during the registration period for each semester in which they plan to use their benefits. Students may be certified for courses in their program of study.

Special Note Regarding Academic Support Courses
To be certified for developmental courses (DMA and DRE), veteran benefit students must enroll in approved sections of DMA and DRE courses. A student not enrolled in approved developmental courses must be enrolled for 12 credit hours in addition to his/her developmental course(s) to be considered full-time.

Applying for Financial Aid & Priority Dates

All Forms of Financial Aid

Applicants must file a Free Application for Federal Student Aid (FAFSA) online at *http://www.fafsa.ed.gov*, designating Brunswick Community College as a recipient of the needs analysis. A FAFSA should be completed as soon after January 1 as possible.

A completed FAFSA, along with all required documentation **must be** received by the priority date for each semester (see below) to be guaranteed that all eligible funding will be applied to a student's account by the required payment dates.

Priority Dates for FAFSA Submission

Fall Semester	June 15th
Spring Semester	November 15th
Summer Semester	April 1st

FAFSAs are accepted after the priority dates, but students providing late or incomplete submissions will be required to pay tuition, fees, and book charges and be reimbursed from eligible funds.

Scholarships

Students who wish to apply for scholarships must complete the Universal Scholarship Application available through Student Services & Enrollment Management.

Verification

Verification is a process to confirm that the information you or your parents provided on your FAFSA is accurate. The US Department of Education selects some FAFSAs for verification. Others are institutionally selected to clarify discrepancies in the information provided on the FAFSA.

Dependency Status

Certain questions on the FAFSA will determine whether the student is considered dependent on the income of their parents. If a student is under 24 years of age and has children or other dependents that they are providing more than 50% of the support for, that student will be required to complete and submit a Proof of Dependents Form along with required documentation to prove they do provide more than 50% of the support.

A student may also be declared independent if they answer yes to other questions on the FAFSA. There may be additional information the student will be required to submit to the Office of Student Financial Resources.

Awards, Notifications, & Deadlines

Students will be notified by email if they are eligible for financial aid or need to submit additional information. Awards must be accepted via WebAdvisor.

Completed FAFSAs with all required documentation received by the priority date will have eligible funding applied to their account by the required payment dates.

Refunds

Financial aid is awarded by the Office of Student Financial Resources but is disbursed by the Business Office. Aid awards made for the academic year are disbursed in two semester installments (unless a student is enrolled for mini-mesters) in the fall and spring.

Financial aid refunds are mailed to the student's permanent address on the 21st of each month after the semester has started and the Late Registration/Add/Drop period has ended (example: the first round of fall checks will not be disbursed until September).

To ensure receipt of your financial aid disbursements, make sure your mailing address in correct on your BCC Student account. Corrections should be made in the Student Services & Enrollment Management office.

Financial aid refunds that are not cashed with 240 days of disbursement will be voided and the funds returned to the Department of Education. Please cash or deposit financial aid refunds in a timely manner.

Out-of-State Residents for Tuition Purposes

Students that are paying out-of-state tuition may not receive enough financial aid to pay tuition, fees, and books. Please be aware of the amount of financial aid you are receiving and the cost for your semester.

Special Circumstances

If a student or their family has experienced a significant reduction in family income since the prior-year income reported on the FAFSA, they may request a Professional Judgment Form from the Office of Student Financial Resources based on the current-year situation.

Examples of reasons for change are unemployment, divorce, separation, death, disability, high medical expenses, etc. A student may obtain a form from the Office of Student Financial Resources and return it with all required paperwork.

Withdrawing from Courses and/or the College

Students who register and withdraw from courses will have their eligibility for aid recalculated based on their percentage of the semester completed.

If the amount disbursed to the student is more than the amount earned as calculated by federal regulations, unearned funds must be repaid to the College. Additionally, funds will be adjusted accordingly to student's enrollment.

The amount due for repayment is calculated based on actual number of days the student was in "academic attendance" versus the number of days scheduled in the course.

Academic Attendance

Academic attendance includes:

- physically attending class
- submitting assignments
- taking exams
- participating in interactive tutorial or computer-based instruction
- attending school assigned study groups
- participating in online discussions about academic matters
- initiating contact with faculty to ask question about subject matter.

Academic attendance does not include:

- logging into an online course without active participation in academic subject matter or academic counseling.

If a student registers for classes and decides not to attend, it is the student's responsibility to drop the class(es) before the first day of class. If not, the student will be liable for the charges.

Further, it shall be the responsibility of the student to complete any required paperwork to initiate the drop or withdrawal from a course. Students will be liable for all related charges otherwise.

Federal Procedures

Return to Title IV Funds

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

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 25% of the term will have "earned" only 25% of any Title IV aid received. The remaining 75% must be returned by the school and/or the student. Once you have completed more than 60% of the enrollment term, you earn all the assistance that you were scheduled to receive for that period.

Withdrawal Date

To officially withdraw from the College, a student must complete a Withdrawal Request Form which is available through the Office of Records & Enrollment Services, advisors, or the academic administrative assistants. A student that is completely withdrawing from all courses is expected to consult with his/her instructor(s), faculty advisor and the Office of Student Financial Resources. The student should then submit the Withdrawal Request form to the Office of Records & Enrollment Services.

Brunswick Community College is an institution that is required to take attendance; therefore, a student's withdrawal date is always the last date of academic attendance as determined by the school from its attendance records. This date is used for all students who cease attendance and those who officially withdraw.

Calculating the Return of Title IV Refund

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. The percentage of Title IV aid earned shall be calculated by dividing the number of days completed by the student by the total number of days in the semester/term. The percent of term completed shall be the percentage of Title IV aid earned by the student.

If you withdraw from all coursework on or before the 60% of the period, BCC is required to return a portion of your financial aid that is unearned. The amount of aid that the College will return to the Federal aid programs is the total amount of unearned Title IV assistance.

As a result of this calculation, Federal funds may not cover all unpaid school charges due to Brunswick Community College upon your withdrawal. Any debt created by your withdrawal, and the requirement that BCC must return a portion of your aid to the Federal programs, is due and payable by you. Unpaid debts will prevent you from receiving an official academic transcript and prevent you from registering until the debt is paid in full.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. BCC will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees and other institutional charges. BCC must obtain your permission to use the post-withdrawal grant disbursement for charges other than current academic year charges. A student will receive any post-withdrawal disbursement due to them no later than 45 days after the date of BCC's determination that the student withdrew.

Returning Funds to the Department of Education

The College must return funds to the programs from which the student received aid during the payment period or period of enrollment up to the net amount disbursed and is required to return unearned funds for which it is responsible no later than 45 days from the determination of a student's withdrawal.

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

- Federal Pell Grant
- Federal SEOG

Any amount of unearned grant funds that must be returned to the Department of Education is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50.00 or less. You must make arrangements with the College to return the unearned grant funds. Overpayment for the student exists. As a result, the student's eligibility for additional Title IV funding will end and the student will remain ineligible until he/she enters into a repayment agreement with the Department.

Unofficial Withdrawal Procedure for Federal Student Aid Purposes Only

A student who stops attending class or leaves Brunswick Community College without following the official procedures for withdrawal from a course or from BCC is subject to receiving a grade of "F" or "EA" posted on his/her record for each course in question.

Failure to complete courses may also have a significant impact on a student's financial aid status. When a student receives all "Fs", or "EAs", or a combination of these grades for a semester, he/she may be defined as 'unofficially withdrawn' for Title IV purposes. At the end of each term, the last date of participation is determined and the Return of Title IV calculation will be based on the length of attendance. Unofficially withdrawn students will be billed for resulting institutional charges and repayments of Federal Student Aid.

STATE GRANT FUNDS PROCEDURES

Return of State Grant Funds

Calculation, General

Brunswick Community College is required to complete a withdrawal worksheet provided by the North Carolina State Education Assistance Authority to calculate the amount of funds it must return when a student withdraws from the College. In completing the worksheet, the student's last date of attendance is determined consistent with Title IV regulations for Return of Title IV funds. Any debt to BCC created by this withdrawal calculation is due and payable by you.

Official Withdrawal

Institutional Charges*:* If you are entitled to a refund of a portion of tuition and fees, the state grant funds must be returned before issuing you any funds.

Non-Institutional expenses*:* If you withdraw prior to or at the 35% point of the term, BCC shall use the State Grant Withdrawal Worksheet and prorate the amount of State funds disbursed for non-institutional expenses and return State funds.

Any credit balance created by State funds and awaiting disbursement must be returned to the State grant program rather than be released to you.

BCC is not required to return any funds for non-institutional expenses when you officially withdraw after the 35% point of the term.

Unofficial Withdrawal or No Academic Credit Earned

If you do not officially withdraw from a term, BCC shall determine and document the last date of attendance consistent with regulations for the return of Title IV funds.

BCC will use the State-provided worksheet to calculate any required return of State funds; the worksheet will calculate using the same method identified for an official withdrawal.

In all cases where you earn no academic credit for a term, BCC must determine whether you completed the term. If BCC determines that the student did not withdraw, but instead completed the courses and earned no academic credit, BCC is not required to return State funds.

If BCC determines that the student unofficially withdrew, BCC must use the worksheet to determine if any funds must be returned to State grants.

Future disbursements of State aid are subject to Federal Title IV satisfactory academic progress determinations by BCC.

Order of Return of State Funds for Withdrawal

The return of State funds required by this policy will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. NC Education Lottery Scholarship Program (NCELS);
2. NC Community College Grant (NCCCG);
3. North Carolina National Guard Tuition Assistance Program

Unpaid Financial Obligations

All balances due to the college must be fully paid before a student may re-enter at the beginning of any semester. No degree, diploma, or certification will be granted, nor a transcript of credits furnished, to a student until all financial obligations to the College have been paid.

Satisfactory Academic Progress (SAP)

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP) to be eligible to continue to receive funding. The SAP policy applies to all students receiving assistance from any financial aid program administered by the Office of Student Financial Resources at BCC.

SCOPE OF SAP REVIEW

Federal regulations require that BCC track the academic progress of all financial aid recipients from their first date of enrollment at the College. As such, a student's *entire education career* at the College is examined when determining SAP, even if he/she was not receiving financial aid during a previous period of attendance.

QUALITATIVE & QUANTITATIVE STANDARDS

Financial aid recipients must meet both a "quantitative" and "qualitative" standard to maintain SAP and eligibility for financial aid.

Qualitative Standard

Students must maintain a 2.0 cumulative Financial Aid GPA.

Note: In accordance with Federal Law, all attempted credit hours must be considered with calculating a student's SAP for aid-eligibility purposes. As such, a student's Academic GPA and Financial Aid GPA are likely to differ.

Quantitative Standard
Students must complete at least 67% credit hours attempted each semester.

Note: All terms of enrollment at the College are considered in this standard, even those in which the student did not received financial aid (including summer semester).

Maximum Time Frame Allowed
In addition to the qualitative and quantitative standards, students must complete a program of study in a timeframe not to exceed 150 percent of the designated length of time needed to complete the program of study for a full-time student. By doing so, the student should complete the program of study within the maximum time frame allowed. Students who have changed their program of study or are pursuing a second degree are more likely to reach their maximum time frame for SAP purposes. The maximum time frame calculation will include all credits attempted in all programs of study in which the student has been enrolled.

Note: Transfer credits are included in the maximum time frame allowed.

Program of Study*	Credit Hours Required in Program of Study	Maximum Number of Credits for Financial Aid Eligibility (150%)
Certificate	18	27
Diploma	48	72
Associate in Arts & Associate in Science	60	90
Associate in General Education	65	98
Associate in Applied Science	76	114

**Note: The "credit hours required" represent an average for these programs of study at the College. For the actual number of credit hours required in a particular program of study, consult the BCC Catalog and Student Handbook.*

ADDITIONAL INFORMATION REGARDING SAP

Academic Support Coursework
If student has registered for all academic support courses, the SAP process applies to his/her courses. Otherwise, academic support courses count as hours attempted for enrollment purposes but not for satisfactory academic progress.

Student may receive financial aid up to 30 credits in academic support courses.

Impact of Grades
All grades issued by the College are considered when evaluating a student's SAP. Attempted coursework for SAP will include passing grades, withdrawals, incompletes, failing grades, and repeated courses.

Grades of "EA", "F", "F*", "R", and "W" do not qualify as successful completion of hours attempted. A grade of D in select programs will not qualify as successful completion if the grade is unacceptable in the program of study. Students who habitually withdraw from classes will eventually fail to make SAP and may have their financial aid suspended.

Additionally, an "I" (Incomplete) will be considered as credit hours attempted and not completed. If this grade should later change to a grade of successful completion of the course, a student may request that his/her SAP be recalculated for the given term.

Repeated Coursework
A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for Financial Aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Note: Financial aid cannot be used to pay for the same course twice in one semester.

Re-Enrollment at the College
Students who return to BCC after an absence of one semester or more will have their academic status carried forward.

Students who have graduated from one program of study at BCC and then return to enroll in a second eligible program of study should contact the Office of Student Financial Resources to determine their individual SAP status under the new program of study.

Transfer Credit
Transfer credit hours that are in the student's program of study will be counted in attempted hours. Transfer credits will be counted as attempted hours for the calculation of the maximum time frame allowed only and will not affect the student's GPA calculation.

If financial aid is awarded under the basis of a consortium agreement, those transfer hours will be considered in the overall calculation of both attempted but not earned.

CONSEQUENCES OF NOT MEETING SAP REQUIREMENTS

When a student fails to meet the SAP requirements, his/her aid eligibility is impacted. Upon a student's first failure to meet SAP, s/ he is placed on an academic warning. If a student fails to return to a period of good standing and make SAP during the period of warning, he/she will have his/her financial aid suspended and will remain ineligible to receive any form of financial aid until he/she becomes in compliance with SAP.

Academic Warning
Students whose cumulative Financial Aid GPA falls below a 2.0 and/or fail to complete 67% of his/her cumulative coursework will be placed on academic warning for the next semester enrolled. Students will be notified by email from the Office of Student Financial Resources when on academic warning, and **must contact office for required financial aid counseling**.

Students may continue to receive financial aid during the warning period.

Students who demonstrate academic progress by earning a cumulative 2.0 Financial Aid GPA during the academic warning period will be reinstated to a good academic standing for the next semester he/she enrolls in. Students who fail to meet SAP during this period will have his/her financial aid suspended.

Financial Aid Suspension

Students who do not earn a cumulative 2.0 Financial Aid GPA and or fail to complete 67% of his/her cumulative coursework during the academic warning period will be determined to not have made SAP and will have his/her financial aid suspended.

Students will become ineligible to receive financial aid until the student, at his/her expense, enrolls for a subsequent semester (or semesters) and earns a cumulative Financial Aid GPA of 2.0 or better and completes 67% of his/her cumulative coursework.

APPEALS & MITIGATING CIRCUMSTANCES AFFECTING SAP

Appeal Process for Financial Aid & SAP

A student who becomes ineligible for financial aid has the opportunity to appeal the decision. If student's appeal is approved, the student will be placed on academic warning for the term and be eligible to continue to receive financial aid. The process for appeals is as follows:

A. The student must contact the Office of Student Financial Resources, in writing, within ten (10) business days of notification of his/her aid being terminated with his/her intent to appeal the termination.

B. The Office of Student Financial Resources will provide the student with an Appeal for Waiver of Unsatisfactory Progress form. The student must complete the form in its entirety and submit all required documentation within ten (10) business days of submission of intent.

C. The Director of Student Financial Resources will process the appeal and/or present the appeal to a committee. The Office of Student Financial Resources will then respond in writing with the decision.

D. If the student's appeal to the Office of Student Financial Resources is denied, the student may appeal, in writing, to the Dean of Student Services & Enrollment Management within five (5) business days of the date of the denial letter. The Dean will respond to the student, in writing, with the decision. <u>This decision is final.</u>

Denial of SAP Appeals

If a student is denied his/her SAP appeal, he/she must pay for tuition, fees, and other expenses out-of-pocket, without the support of any financial aid. If during this period the student does well enough to satisfy all of the requirements of the SAP standards, he/she will regain his/her financial aid eligibility.

Mitigating Circumstances

Students with mitigating circumstances are encouraged to use the appeal progress. The circumstances must be properly documented and will be evaluated by the Office of Student Financial Resources.

This evaluation 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, illness or death of a student's immediate family member, and other circumstances that are beyond the student's control.

STUDENT RESOURCES

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 and is located in the Student Activity Center. Operating hours are posted outside the store and online at *http://www.brunswickccbooks.com.*

Academic Support

The Academic Support office provides centralized support services offering students a one-stop-shop for advising, coaching, mentoring, tutoring, career planning, student leadership/development, teaching, and learning. Available throughout the day, counselors and success coaches work one-on-one with students recognizing and valuing students' needs. The Academic Support Team helps students understand their roles and responsibilities as college students, while providing resources, learning and motivational strategies to help them overcome barriers to their success.

ID/Library Cards

College identification cards are required for curriculum and select continuing education students. Students should have the identification card in their possession while on campus. Campus officials may ask to see a college identification card and this card is needed to access ACE services and library resources. The college provides an initial card and one replacement free of charge.

Learning Resources Center

The Learning Resources Center consists of the Academic Center for Excellence (ACE) and the Library.

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 at no cost to the student. The ACE is typically open from 8 a.m. to 5 p.m. on Monday through Thursday and 8 a.m. to 3 p.m. on Friday. During semester breaks, holidays, and during the summer, hours may vary. Assistance is provided for reading, grammar, and mathematics throughout the week. Tutoring in other disciplines can be scheduled on an individual basis. 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. Fees may apply for non-students. The ACE is located on the second floor of Building A, inside the library. For additional information, contact the ACE at 910.755.7334.

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 databases from 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 at *http://cclinc.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 7:30 a.m. - 7:30 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. During semester breaks, holidays, and during the summer, hours may vary. For more information, contact the library at 910.755.7331.

The Male Mentoring Program

The purpose of the Male Mentoring Program is to provide activities that will promote the development of academic, personal and professional skills of male students. The program offers a great opportunity for participants to be with peers and with older adults who "know the ropes." The atmosphere is accepting and encouraging and will infuse you with knowledge and skills to be successful in College and beyond. Contact Academic Support for more information at 910.755.7344.

Counseling Services

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

Student Housing

Housing for students is not provided on campus. Students seeking assistance with housing needs may contact a local real estate company or see what is available online in local media outlets.

Health Services & 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 Novant Medical Center 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 Dean of Student Services & Enrollment Management, 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/herself 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 & Enrollment Management, and/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 of Operations.

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 Student Services & Enrollment Management at 910.755.7320.

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/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 accommodation of 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.

Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended October 25, 1997 and June 28, 2013.

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:

A. **Give the instructor and other College personnel sufficient notice.**
If you think that you will need an accommodation to meet the College's eligibility requirements for admission, or to 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.

B. **Information to be provided**.
When making an accommodation request, you should provide to the College employee with whom you are consulting any official documentation about your disability and appropriate accommodation that will be necessary or helpful to the College in making its determination. Any alternative ideas for accommodation also should be mentioned.

C. **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.

D. **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 Dean of Student Services &

Enrollment Management in making accommodation determinations.

E. **The College's ADA/Section 504 Coordinator for Student Matters** is the Disability Services Coordinator, who may be contacted at:

Disability Services Coordinator
Brunswick Community College
50 College Road
Bolivia, NC 28422

Or by mail: P.O. Box 30,
Supply, North Carolina 28462

Phone: 910.755.7320
Fax: 910.754.9609

F. **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.

G. **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.

H. **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 Disability Services Coordinator for Student Matters by the College employee who will be responsible for arranging the accommodation.

Compliance Statement

Brunswick Community College complies with Title IX of the Educational Amendments of 1972 in assuring that no student or employee shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College.

In accordance with requirements of Title IX of the Educational Amendments of 1972, Brunswick Community College ensures the equality of treatment and access for all students and employees, female or male. Complaints related to sex or sexual harassment should be filed with the Director of Human Resources, the designated Title IX Coordinator for Brunswick Community College, who may be contacted at:

Nicole Williams
50 College Road
Building A- 268
williamsn@brunswickcc.edu
910.755.7391

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 (NJCAA). 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.

Intercollegiate Athletics 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/her staff to pursue a viable student development 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. Students wishing to participate on various athletic teams must be in good academic and disciplinary standing. The academic standards are published in the BCC Catalog and Student Handbook.

Recruiting, admissions, financial aid, and academic eligibility are the same for all students. The Athletic Department provides some athletic scholarships through fundraising. All athletes adhere to the policies established by the National Junior College Athletic Association.

Approved by Brunswick Community College Board of Trustees March 18, 1992; Amended January 5, 1997; January 15, 1997, and June 28, 2013.

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 complies with the Constitution and Bylaws of the NJCAA, as published in their handbook.

Intercollegiate athletics are coordinated by the Director of Athletics. 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.

The Special Funds budget is submitted to the Board of Trustees by the Vice President of Budget and Finance and the President, with coordination from the Director of Athletics and Student Government Association. Fiscal oversight for the programs is provided by the Director of Athletics 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 Director of Athletics, Dean of Student Services & Enrollment Management, 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.

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, contact the Athletic Department

Clubs & 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 assist and lead students in planning club programs and

developing group activities. Student organizations on campus also include clubs associated with curriculum programs as well as honor societies.

Membership in student organizations is open to all eligible students. Student clubs and organizations include:

- Chemistry Club
- Circle K
- Crochet Club
- Equality Club
- Fellowship of Christian Athletes
- Health Information Technology (HIT) Club
- Kappa Pi
- Loaves and Fishes
- National Technical Honor Society
- Newspaper/ Journalism Performing Arts
- Phi Theta Kappa Honor Society
- Student Ambassadors
- Student Government Association (SGA)
- Veterans Club
- Young Americans for Liberty

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.

In addition to academic excellence, members are expected to be community minded, as chapter activities focus on helping others.

Student Government Association (SGA)

The 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 SGA 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 SGA President also serves as an ex officio member of the College Board of Trustees.

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 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 than traditional seated courses. The instructor becomes a facilitator, guiding students through the material. The student works independently and becomes an active learner. This involves taking more responsibility for keeping on schedule, completing assignments, and asking questions. Students must complete an orientation, 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 forums 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 courses.

Password/Username Information

For complete login information, please review the Student Technologies Orientation located at *http://moodle.brunswickcc.edu*. Click on either the Student Technologies Orientation link in the right column or the Tech Orientation link at the top of the page to begin. The orientation contains information on getting assistance, Moodle, student email, WebAdvisor, and other topics, and does not require the use of a username or password.

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 primarily communicating via email, discussion forums, and online chats. 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 after taking one online course at BCC, a student 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: Moodle access is password protected. Students only have access to courses in which they are registered.*

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 North Carolina 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 and Web-Assisted Courses

Courses which combine two or more types of instruction may be called hybrid or web-assisted. These courses take many forms, and the exact format for each course will be explained at the first class meeting, orientation session, or on the semester schedule. Most courses in this category combine required class 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.

Course Supplements

All BCC courses (traditional as well as distance) have an online component that is accessible via Moodle. In addition, many textbooks have online supplements that may be required in various courses.

Note: If the college is closed due to adverse weather or other emergency, instruction will continue using Moodle.

PUBLIC SAFETY/CAMPUS POLICE

Police Department

The Brunswick Community College Police Department (BCCPD) is a fully sanctioned law enforcement agency. All BCCPD officers are sworn and have full powers of arrest pursuant to North Carolina General Statutes. BCCPD officers have jurisdiction beyond the boundaries of the campuses through a mutual aid agreement with the Brunswick County Sheriff's Department. BCCPD 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.

To contact the BCCPD for non-emergency calls at 910.755.7330. **In the event of an emergency dial 911 for assistance.**

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 BCCPD in person, by phone at 910.755.7330, or remain anonymous by calling 910.755.7410.

Counseling and Other Services Survivor Services

Students and employees may obtain counseling assistance or referrals through the Hope Harbor Home, Inc., the BCCPD, the Brunswick County Sheriff's Office, Rape Crisis Center, or Coastal Horizons. For more information, please visit http://*www.brunswickcc.edu/public-safety.*

Emergency Notification System

An Emergency Notification System is available to alert BCC students, faculty, and staff of 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 cell phone provider. Full information is available in Student Services & Enrollment Management or the BCCPD office. This notification system is part of the College's compliance with the Clery Act. For more information, please visit: http://*www.brunswickcc.edu/public-safety.*

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. Take your personal belongings with you. Do not reenter the building until instructed to do so by BCCPD or other authority. A list of evacuation areas can be found in the Emergency Action Plan located at http://*www.brunswickcc.edu/public-safety.*

Lost and Found

Lost and found items should be checked for or turned in to the BCCPD office located in the LaDane Williamson Student Center in Building A.

Pets On Campus

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

Reporting Crime On Campus

All criminal acts occurring on campus should be reported to a BCCPD officer. An officer may be reached by dialing 910.755.7330, or in the case of an emergency, dial 911. The BCCPD has direct radio contact with the 911 Center and will summon outside assistance if a need exists. For more information regarding reporting procedures, please visit http://*www.brunswickcc.edu/public-safety.*

Traffic & 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 Student Services & Enrollment Management or the BCCPD office.

Parking is permitted in designated areas. Traffic tickets will be given, and fines levied for violation of traffic regulations. Certain spaces in Lots 2, 5 and 6 are for faculty/staff parking only. These areas are clearly designated by signs. Student vehicles are not permitted to park in these spaces.

- Registered students are NOT considered as visitors at any time (always park in student parking).
- Park in marked spaces only.
- Vehicles parking in a handicapped space must display a valid handicapped placard or license plate.
- Campus-wide speed limit is 25 MPH.

For additional information, please refer to the BCC Traffic Rules and Regulations, pursuant to N.C.G.S. 115D-21, found online at http://*www.brunswickcc.edu/public-safety.*

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 as authorized by North Carolina General Statutes.

Emergency On Campus

Brunswick Community College is committed to the safety of faculty, staff, students, and visitors. In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, college officials will immediately notify the campus community. For more information, review the Emergency Action Plan at http://*www.brunswickcc.edu/public-safety*

Sexual Assault Definitions

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 of 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 of 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. Brunswick Community College will make all reasonable and prudent efforts to maintain a campus environment free from a sexual assault.

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, Rape Crisis Center, Brunswick County agencies, etc.

Reporting Procedures

All sexual assaults occurring on campus should be reported to BCCPD. In addition to appropriate criminal charges, sexual assaults committed by students will be referred to the Title IX Coordinator. Sanctions include permanent removal from the College Campus Disciplinary Actions in Cases of Alleged Sexual Assault:

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

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

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), arson, 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.

2015 Annual Crime Report

Offense Type	Main Campus			Leland Center			South Brunswick Islands Center			Brunswick Educational Transition Center			Southport Center			Non-Campus Buildings or Property			Public Property		
	12	13	14	12	13	14	12	13	14	12	13	14	12	13	14	12	13	14	12	13	14
CRIMINAL OFFENSES																					
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	1	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	1	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
ARRESTS AND JUDICIAL REFERRALS																					
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	3	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CURRICULUM ARTICULATION AGREEMENT

Consortium: Brunswick County Schools/Brunswick Community College
Effective August 2015

Prospective college students may receive college credit for the high school courses listed below by earning a grade of **B** or higher in the high school course **and** a score of **93** or higher on the standardized CTE post assessment. (Courses with an asterisk (*) require a stanine score of **7** or higher.) To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

High School Courses		Community College Courses	
Course Number	**Course Title**	**Course Number**	**Course Title**
BD102X0	Multimedia and Webpage Design	WEB 110	Internet/Web Fundamentals
BM102X0	Microsoft Word, Power Point and Publisher (Either MOS Word 2013 Certification or CTE post assessment scores may be used.)	OST 136	Word Processing (OST 131 and OST 134 must be passed with a C or higher OR students must take proficiency test to receive credit for OST 136.)
BF052X0	Personal Finance	BUS 125	Personal Finance
MM512X0	Marketing	MKT 120	Principles of Marketing
MU922X0	Strategic Marketing	MKT 120	Principles of Marketing
MH312X0 & MH322X0	Sports and Entertainment Marketing I and Sports and Entertainment Marketing II	MKT 120	Principles of Marketing
AS312X0	Agricultural Mechanics I	WLD 112	Basic Welding Processes
AS322X0	Agricultural Mechanics II	WLD 110	Cutting Processes
AP412X0 & AP422X0	Horticulture I and Horticulture II	HOR 162	Applied Plant Science (Students must place out of DRE 097 and DMA 010, DMA 020 and DMA 030 to receive credit for HOR 162.)
AP412X0 & AP432X0 or AP442X0	Horticulture I and Horticulture II: Turfgrass or Horticulture II: Landscape	TRF 152	Landscape Maintenance
AP442X0	Horticulture II: Landscape	HOR 152	Horticultural Practices
FE112X0 & FE122X0	Early Childhood Education I and Early Childhood Education II	EDU 119	Introduction to Early Childhood Education
HU402X0	Health Science I	MED 121 & MED 122	Medical Terminology I & Medical Terminology II (Students must place out of DRE 098 to receive credit for MED 121 & MED 122.)
HN432X0	Nursing Fundamentals	NAS 101	Nursing Assistant I (Students must place out of DRE 096 or ENG 075 to receive credit for NAS 101.)
HP705X0 & HP715X0 & HP725X0	*PLTW Principles of Bioscience and *PLTW Human Body Systems and *PLTW Medical Interventions	BTC 181	Basic Lab Techniques
IL422X0	Aquaculture III	AQU 111	Aquaculture I
II112X0 (Cisco)	Network Engineering Technology I – (Cisco)	NET 110	Networking Concepts
II212X0	Computer Engineering Technology I	CTS 120	Hardware/Software Support (CIS 110 must be passed with a C or higher to receive credit for CTS 120.)
II222X0	Computer Engineering Technology II	CTS 220	Advanced Hardware/Software Support (Students must pass CTS 120 with a C or higher to receive credit for CTS 220.)

Approved by the Brunswick Community College Board of Trustees May 21, 2015.

HIGH SCHOOL PROGRAMS

Overview

Beginning spring semester 2012, Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program. Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to enroll in community college accelerated structured pathway leading to a transferable or entry-level job skill certificate, diploma, or associate degree.

The Career and College Promise program offers structured dual enrollment opportunities for qualified high school students to pursue college and career pathways. The program is available to public, private, and home-schooled students.

Career and College Promise offers high school students several pathways, each with specific eligibility criteria, leading to a certificate, diploma, degree, or skills for the workforce. Students who continue on to a university after graduating from high school while dual enrolled are able to complete a bachelor degree in less time than would normally be required.

Brunswick Community College offers Career and Technical Education, College Transfer, and Cooperative Innovative High Schools pathways.

The Career and Technical Education Pathways include:

Accounting
Aquaculture Technology
Biotechnology
Business Administration
Cosmetology
Early Childhood Education
Electronics Engineering Technology
Health and Fitness Science
Health Information Technology
Healthcare Business Informatics
Horticulture Technology
Information Technology – Computer Programming and Development
Information Technology – Information Systems
Nurse Aide
Office Administration
Turfgrass Management Technology
Welding Technology

The College Transfer Pathways include:

Leading to the Associate in Arts
Leading to the Associate in Engineering
Leading to the Associate in Science

The Cooperative Innovative High School Pathway includes:

Brunswick County Early College High School

CAREER & COLLEGE PROMISE PATHWAYS

Career Technical Education Pathways (Juniors and Seniors)

The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school career cluster.

To be eligible for enrollment, a high school student must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- Have received career pathway information outlining program requirements for completion of the certificate or diploma.

High school counselors should consider students' PLAN scores in making pathway recommendations.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must

- Continue to make progress toward high school graduation, and
- Maintain a 2.0 in college coursework after completing two courses.

A student must enroll in one Career Technical Education Pathway and may not substitute courses in one pathway for courses in another. The student may change his/her pathway with approval of the high school principal or his/her designee and the Dean of Student Services & Enrollment Management. A student may concurrently enroll in two Career Technical Education Pathways provided the exception has been approved by the college's Vice President for Academic and Student Affairs.

The Career Technical Education Pathways with approved courses for junior and senior students are:

Accounting Certificate (C25100P)

Core Courses (14 Credit Hours)		
ACC 120	Principles of Financial Accounting	3-2-0-0-4
ACC 121	Principles of Managerial Accounting	3-2-0-0-4
ACC 130	Business Income Taxes	2-2-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
Other Major Courses (2 Credit Hours)		
ACC 150	Accounting Software Applications	1-2-0-0-2
TOTAL CREDIT HOURS IN PATHWAY:		**16**

Number Sequence: Class Hours – Lab Hours – Clinic Hours – Work Experience Hours – Credit Hours

Aquaculture Technology Diploma (D15120P)

English Composition (6 Credit Hours)		
ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
Core Courses (25 Credit Hours)		
AQU 111	Aquaculture I	3-0-0-0-3
AQU 112	Aquaculture II	3-0-0-0-3
AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
BIO 111	General Biology I	3-3-0-0-4
BUS 280	Real Small Business	4-0-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
WBL 112	Work-Based Learning I	0-0-0-20-2
Other Major Courses (5 Credit Hours)		
AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 162	Aquaculture Practicum II	0-3-0-0-1
AQU 251	Hatchery Management I	3-0-0-0-3
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**37**

Biotechnology Diploma (D20100P)

General Education (7 Credit Hours)		
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
Core Courses (12 Credit Hours)		
BIO 111	General Biology I	3-3-0-0-4
BIO 112	General Biology	3-3-0-0-4
CHM 132	Organic and Biochemistry	3-3-0-0-4
Other Major Courses (19 Credit Hours)		
BTC 181	Basic Lab Techniques	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
BIO 275	Microbiology	3-3-0-0-4
BTC 250	Principles of Genetics	3-0-0-0-3
BTC 281	Bioprocess Techniques	2-6-0-0-4
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**39**

Business Administration Certificate (C25120P)

Core Courses (12 Credit Hours)		
BUS 115	Business Law I	3-0-0-0-3
BUS 137	Principles of Management	3-0-0-0-3
ECO 251	Principles of Microeconomics	3-0-0-0-3
MKT 120	Principles of Marketing	3-0-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**12**

Cosmetology Diploma (D55140P)

English Composition (6 Credit Hours)		
ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-0-3
Core Courses (34 Credit Hours)		
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
COS 117	Cosmetology Concepts IV	2-0-0-0-2
Other Major Courses (7 Credit Hours)		
COS 118	Salon IV	0-21-0-0-7
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**48**

Cosmetology Certificate (C55140P)

Core Courses (32 Credit Hours)		
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
Other Major Courses (7 Credit Hours)		
COS 224	Trichology and Chemistry	1-3-0-0-2
TOTAL CREDIT HOURS IN PATHWAY:		**34**

Early Childhood Education Certificate (C55220P)

Core Courses (16 Credit Hours)		
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Child, Family, & Community	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, and Nutrition	3-0-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**16**

Electronics Engineering Technology Certificate (C40200P)

Core Courses (12 Credit Hours)		
ELC 131	Circuit Analysis I	3-3-0-0-4
ELN 131	Analog Electronics I	3-3-0-0-4
ELN 133	Digital Electronics	3-3-0-0-4
Other Major Courses (3 Credit Hours)		
CIS 110	Introduction to Computers	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**15**

Health and Fitness Science Certificate (C45630P)

Core Courses (17 Credit Hours)		
HEA 112	First Aid & CPR	1-2-0-0-2
PSF 110	Exercise Science	4-0-0-0-4
PSF 111	Fitness & Exercise Testing I	3-2-0-0-4
PSF 116	Prevention & Care of Exercise Related	2-2-0-0-3
PSF 118	Fitness Facility Management	4-0-0-0-4
TOTAL CREDIT HOURS IN PATHWAY:		**17**

Health Information Technology Certificate (C45360P)

Core Courses (15 Credit Hours)		
HIT 110	Fundamentals of HIM	3-0-0-0-3
HIT 112	Health Law & Ethics	3-0-0-0-3
HIT 114	Health Data Systems/ Standards	2-3-0-0-3
MED 121	Medical Terminology I	3-0-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
Other Major Courses (3 Credit Hours)		
CIS 110	Introduction to Computers	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**18**

Healthcare Business Informatics Certificate (C25510P)

Core Courses (14 Credit Hours)		
CIS 110	Introduction to Computers	2-2-0-0-3
CTS 120	Hardware/Software Support	2-3-0-0-3
HBI 110	Issues and Trends in HBI	3-0-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
OST 149	Medical Legal Issues	3-0-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**18**

Horticulture Technology Certificate (C15240P)

Core Courses (15 Credit Hours)		
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 164	Horticulture Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**15**

Information Technology - Computer Programming & Development Diploma (D25590CP)

General Education (6 Credit Hours)		
ENG 111	Writing & Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	3-0-0-0-3
Core Courses (24 Credit Hours)		
CIS 110	Introduction to Computers	2-2-0-0-3
CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTI 120	Network & Security Foundation	2-2-0-0-3
CTS 115	Info Sys Business Concepts	2-3-0-0-3
CSC 134	C++ Programming	2-3-0-0-3
CSC 234	Advanced C++Programming	2-3-0-0-3
CSC 139	Visual BASIC Programming	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3
Other Major Courses (6 Credit Hours)		
CIS 115	Intro to Programming & Logic	2-3-0-0-3
NOS 110	Operating Systems Concepts	2-3-0-0-3
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**37**

Information Technology - Information Systems Diploma (D25590SP)

General Education (6 Credit Hours)		
ENG 111	Writing & Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	3-0-0-0-3
Core Courses (12 Credit Hours)		
CIS 110	Introduction to Computers	2-2-0-0-3
CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTI 120	Network & Security Foundation	2-2-0-0-3
CTS 115	Info Sys Business Concepts	2-3-0-0-3
Other Major Courses (18 Credit Hours)		
CIS 115	Intro to Programming & Logic	2-3-0-0-3
CTS 120	Hardware/ Software Support	2-3-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 110	Operating Systems Concepts	2-3-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
SEC 110	Security Concepts	2-2-0-0-3
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**37**

Nurse Aide Certificate (C45840P)

Core Courses (12 Credit Hours)		
NAS 101	Nursing Assistant I	3-4-3-0-6
NAS 102	Nursing Assistant II	3-2-6-0-6
TOTAL CREDIT HOURS IN PATHWAY:		**12**

Office Administration Certificate (C25370P)

Core Courses (12 Credit Hours)		
OST 134	Text Entry & Formatting	2-2-0-0-3
OST 137	Office Software Applications	2-2-0-0-3
OST 164	Text Editing Applications	3-0-0-0-3
OST 184	Records Management	2-2-0-0-3
Other Major Courses (2 Credit Hours)		
OST 131	Keyboarding	1-2-0-0-2
TOTAL CREDIT HOURS IN PATHWAY:		**14**

Turfgrass Management Technology Certificate (C15420P)

Core Courses (17 Credit Hours)		
HOR 164	Horticulture Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**17**

Welding Technology Diploma (D50420P)

General Education (6 Credit Hours)		
ENG 111	Writing & Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
Core Courses (18 Credit Hours)		
WLD 110	Cutting Processes	1-3-0-0-2
WLD 115	SMAW (Stick) Plate	2-9-0-0-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-0-0-4
WLD 131	GTAW (TIG) Plate	2-6-0-0-4
WLD 141	Symbols & Specifications	2-2-0-0-3
Other Major Courses (18 Credit Hours)		
DFT 151	CAD I	2-3-0-0-3
WLD 117	Industrial SMAW	1-4-0-0-3
WLD 122	GMAW (MIG) Plate/Pipe	1-6-0-0-3
WLD 215	SMAW (Stick) Pipe	1-9-0-0-4
WLD 261	Certification Practices	1-3-0-0-2
WLD 262	Inspection & Testing	2-2-0-0-3
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**43**

Welding Technology Certificate (C50420P)

Core Courses (18 Credit Hours)		
WLD 110	Cutting Processes	1-3-0-0-2
WLD 115	SMAW (Stick) Plate	2-9-0-0-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-0-0-4
WLD 131	GTAW (TIG) Plate	2-6-0-0-4
WLD 141	Symbols & Specifications	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**18**

Career Technical Education Industrial & Engineering Pathways (Freshmen and Sophomores)

The Career and College Promise Career Technical Education Industrial & Engineering Pathways for freshmen and sophomores leads to an Industrial, Engineering, or Agriculture and Natural Resources certificate or diploma aligned with a high school career cluster.

To be eligible for enrollment, a high school freshman student must meet the following criteria:

- have passed Math I with a grade of "C" or better;
- scored a 3, 4, or 5 on the EOC for Math I;
- meet the college ready reading score of 16 on the 8th grade Explore test;
- have received career pathway information outlining program requirements for completion of the certificate or diploma; and
- have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

To be eligible for enrollment, a high school sophomore student must meet the following criteria:

- have passed Math I with a grade of "C" or better;
- scored a 3 or 4 on the EOC for Math I;
- meet the college ready reading score of 16 on the 8th grade Explore test;
- have a weighted GPA of 3.0 on high school courses:
- have received career pathway information outlining program requirements for completion of the certificate or diploma; and
- have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

To maintain eligibility for continued enrollment, a student must:

- continue to make progress toward high school graduation, and
- maintain a 2.0 in college coursework after completing two courses.

A student must enroll in one pathway and may not substitute courses in one pathway for courses in another. The student may change his/her pathway to another Industrial, Engineering, or Agriculture and Natural Resources pathway with approval of the high school principal or his/her designee and the College's Dean of Student Services & Enrollment Management.

A student may concurrently enroll in two Career Technical Education Industrial, Engineering, or Agriculture and Natural Resources Pathways provided the exception has been approved by the Colleges' Vice President of Academic and Student Affairs.

The Career Technical Education Industrial & Engineering Pathways with approved courses for freshmen and sophomore students are:

Electronics Engineering Technology Certificate (C40200P)

Core Courses (12 Credit Hours)		
ELC 131	Circuit Analysis I	3-3-0-0-4
ELN 131	Analog Electronics I	3-3-0-0-4
ELN 133	Digital Electronics	3-3-0-0-4
Other Major Courses (3 Credit Hours)		
CIS 110	Introduction to Computers	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**15**

Horticulture Technology Certificate (C15240P)

Core Courses (15 Credit Hours)		
HOR 112	Landscape Design I	2-3-0-0-3
HOR 160	Plant Materials	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 164	Horticulture Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**15**

Turfgrass Management Certificate (C15240P)

Core Courses (15 Credit Hours)		
HOR 164	Horticulture Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**17**

Welding Technology Diploma (D50420P)

General Education (6 Credit Hours)		
ENG 111	Writing & Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
Core Courses (18 Credit Hours)		
WLD 110	Cutting Processes	1-3-0-0-2
WLD 115	SMAW (Stick) Plate	2-9-0-0-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-0-0-4
WLD 131	GTAW (TIG) Plate	2-6-0-0-4
WLD 141	Symbols & Specifications	2-2-0-0-3
Other Major Courses (18 Credit Hours)		
DFT 151	CAD I	2-3-0-0-3
WLD 117	Industrial SMAW	1-4-0-0-3
WLD 122	GMAW (MIG) Plate/Pipe	1-6-0-0-3
WLD 215	SMAW (Stick) Pipe	1-9-0-0-4
WLD 261	Certification Practices	1-3-0-0-2
WLD 262	Inspection & Testing	2-2-0-0-3
Other Required Hours (1 Credit Hour)		
ACA 115	Success & Study Skills	0-2-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**43**

Welding Technology Certificate (C50420P)

Core Courses (18 Credit Hours)		
WLD 110	Cutting Processes	1-3-0-0-2
WLD 115	SMAW (Stick) Plate	2-9-0-0-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-0-0-4
WLD 131	GTAW (TIG) Plate	2-6-0-0-4
WLD 141	Symbols & Specifications	2-2-0-0-3
TOTAL CREDIT HOURS IN PATHWAY:		**18**

College Transfer Pathways

The Career and College Promise College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English, mathematics, and a college transfer success course (ACA 122).

To be eligible for enrollment, a high school student must meet the following criteria:

- be a high school junior or senior;
- have a weighted GPA of 3.0 on high school courses; and
- demonstrate college readiness on an assessment or placement test. A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.

A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:

- have a cumulative weighted GPA of 3.5;
- have completed two years of high school English with a grade of "C" or better;
- have completed high school Math III (or a higher level math class) with a grade of "C" of better;
- obtain the written approval of the high school principal or his/her designee; and,
- obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of "C" or better. A student must enroll in one College Transfer Pathway and may not substitute courses in one pathway for courses in another.

A student may change his/her pathway with approval of the high school principal or his/her designee and the Colleges' Dean of Student Services & Enrollment Management.

With approval of the high school principal or his/her designee and the College's Dean of Student Services & Enrollment Management, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts degree or Associate in Science degree. Additionally, with approval of the high school principal or his/her designee and the Colleges' Dean of Student Services & Enrollment Management, a student may enroll in both a College Transfer Pathway and a Career Technical Education Pathway.

To maintain eligibility for continued enrollment, a student must:

- continue to make progress toward high school graduation.
- maintain a 2.0 GPA in college coursework after completing two courses.

A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for Satisfactory Academic Progress (SAP).

The College Transfer Pathways and approved courses are:

Leading to the Associate in Arts (P1012C)

A. **English Composition** (6 Credit Hours)

ENG 111	Writing and Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3

B. **Humanities/Fine Arts** (9 Credit Hours)
Three courses from at least two disciplines are required. At least one course must be in Communications.

Communications

COM 231	Public Speaking	3-0-0-0-3

Humanities & Fine Arts

ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey	3-0-0-0-3
ART 115	Art History Survey II	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
MUS 110	Music Appreciation	3-0-0-0-3
MUS 112	Introduction to Jazz	3-0-0-0-3
PHI 215	Philosophical Issues	3-0-0-0-3
PHI 240	Introduction to Ethics	3-0-0-0-3

C. **Social/Behavioral Sciences** (9 Credit Hours)

ECO 251	Principles of Microeconomics	3-0-0-0-3
ECO 252	Principles of Macroeconomics	3-0-0-0-3
HIS 111	World Civilizations I	3-0-0-0-3
HIS 112	World Civilizations II	3-0-0-0-3
HIS 131	American History I	3-0-0-0-3
HIS 132	American History II	3-0-0-0-3
POL 120	American Government	3-0-0-0-3
PSY 150	General Psychology	3-0-0-0-3
SOC 210	Introduction to Sociology	3-0-0-0-3

D. **Mathematics** (3-4 Credit Hours)

MAT 143	Quantitative Literacy	2-2-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
MAT 171	Precalculus Algebra	3-2-0-0-4

E. **Natural Sciences** (4 Credit Hours)

BIO 110	Principles of Biology	3-3-0-0-4
BIO 111	General Biology	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
GEL 111	Introductory 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

F. Academic Transition (1 Credit Hour)

ACA 122	College Transfer Success	1-0-0-0-1
TOTAL CREDIT HOURS IN PATHWAY:		**32-33**

High school students in the College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree.

Leading to the Associate in Engineering (P1052C)

A. **English Composition** (6 Credit Hours)

ENG 111	Writing and Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3

B. **Humanities, Fine Arts, and Communications** (3 Credit Hours)

Humanities & Fine Arts

ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey	3-0-0-0-3
ART 115	Art History Survey II	3-0-0-0-3
COM 231	Public Speaking	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
MUS 110	Music Appreciation	3-0-0-0-3
MUS 112	Introduction to Jazz	3-0-0-0-3
PHI 215	Philosophical Issues	3-0-0-0-3
PHI 240	Introduction to Ethics	3-0-0-0-3

C. **Social/Behavioral Sciences** (3 Credit Hours)

This course is required.

ECO 251	Principles of Microeconomics	3-0-0-0-3

D. **Mathematics** (8 Credit Hours)

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus- ready will need to take additional math courses. Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271 Calculus I.

MAT 271	Calculus I	3-2-0-0-4
MAT 272	Calculus II	3-2-0-0-4

E. **Natural Sciences** (8 Credit Hours)

CHM 151	General Chemistry I	3-3-0-0-4
PHY 251	General Physics I	3-3-0-0-4
PHY 252	General Physics II	3-3-0-0-4

F. **Academic Transition** (1 Credit Hour)

ACA 122	College Transfer Success	1-0-0-0-1

G. **Other Required Hours** (5 Credit Hours)

EGR 150	Introduction to Engineering	1-2-0-0-2
DFT 170	Engineering Graphics	2-2-0-0-3

TOTAL CREDIT HOURS IN PATHWAY: 34-50

High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree with the following exception: Students may take additional math courses beyond MAT 272 that are required for the Associate in Engineering degree.

Leading to the Associate in Science (P1042C)

A. **English Composition** (6 Credit Hours)

ENG 111	Writing and Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3

B. **Humanities/Fine Arts** (6 Credit Hours)

Communications

COM 231	Public Speaking	3-0-0-0-3

Humanities & Fine Arts

ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey	3-0-0-0-3
ART 115	Art History Survey II	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
MUS 110	Music Appreciation	3-0-0-0-3
MUS 112	Introduction to Jazz	3-0-0-0-3
PHI 215	Philosophical Issues	3-0-0-0-3
PHI 240	Introduction to Ethics	3-0-0-0-3

C. **Social/Behavioral Sciences** (6 Credit Hours)

ECO 251	Principles of Microeconomics	3-0-0-0-3
ECO 252	Principles of Macroeconomics	3-0-0-0-3
HIS 111	World Civilizations I	3-0-0-0-3
HIS 112	World Civilizations II	3-0-0-0-3
HIS 131	American History I	3-0-0-0-3
HIS 132	American History II	3-0-0-0-3
POL 120	American Government	3-0-0-0-3
PSY 150	General Psychology	3-0-0-0-3
SOC 210	Introduction to Sociology	3-0-0-0-3

D. **Mathematics** (8 Credit Hours)

MAT 171	Precalculus Algebra	3-2-0-0-4
MAT 172	Precalculus Trigonometry	3-2-0-0-4
MAT 263	Brief Calculus	3-2-0-0-4
MAT 271	Calculus I	3-2-0-0-4
MAT 272	Calculus II	3-2-0-0-4

E. **Natural Sciences** (8 Credit Hours)

BIO 110	Principles of Biology	3-3-0-0-4
BIO 111	General Biology	3-3-0-0-4
& BIO 112	General Biology II	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
& CHM 152	General Chemistry II	3-3-0-0-4
GEL 111	Introductory Geology	3-2-0-0-4
PHY 110	Conceptual Physics	3-0-0-0-3
& PHY 110A	Conceptual Physics Lab	0-2-0-0-1
PHY 151	College Physics I	3-2-0-0-4
& PHY 152	College Physics II	3-2-0-0-4
PHY 251	General Physics I	3-3-0-0-4
& PHY 252	General Physics II	3-3-0-0-4

F. **Academic Transition** (1 Credit Hour)

ACA 122	College Transfer Success	1-0-0-0-1

TOTAL CREDIT HOURS IN PATHWAY: 35

High school students in the College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree with the exception of the mathematics courses beyond MAT 271.

Optional General Education Hours (0-8 Credit Hours)

A student may take up to 8 credit hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of the Leading to the Associate in Arts (P1012C), Leading the Associate in Science (P1042C), or Leading to the Associate in Engineering (P1052C) pathways.

These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Cooperative Innovative High School Pathway

Brunswick County Early College High School (BCECHS) enrolls approximately 80 freshmen per year, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. BCECHS is a partnership between Brunswick County Schools and Brunswick Community College (BCC). In addition to being an Innovative High School, BCECHS is a North Carolina New Schools Project STEM school: Science, Technology, Engineering, and Mathematics.

Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50.Through a rigorous application process, freshmen high school students that are accepted to BCECHS become members of a small, student-centered academic community. Collaboratively, students, teachers, parents/guardians, business, community, and BCC faculty and staff create a culture that fosters respect and responsible learning environments, on and off campus.

Students experience an innovative and flexible approach to learning, which enables them to meet rigorous academic standards. Students have the opportunity to earn their North Carolina High School Diploma and an Associate's Degree from Brunswick Community College in 5 years. Some students may earn their high school diploma and degree in 4 years or graduate and continue their postsecondary education with the transferrable credits they have earned.

Developmental Education

Academic Support offers developmental education courses that give students an opportunity to improve their skills in reading, writing, and/ or mathematics. For many students, developmental education courses provide a bridge to a college education.

Developmental reading, writing, and mathematics 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 (curriculum) coursework.

The number of courses and the time required to complete academic support courses varies and is determined by an assessment inventory or other placement measures. Some students may need only one course, while others may take multiple semesters to complete a series of courses.

Students are assigned to developmental education courses based on assessment inventory scores which indicate proficiency in English, reading, and mathematics. Students may be exempt from developmental education coursework based on multiple measures placement or assessment inventory scores.

Progressing Through Developmental Education Coursework

Most Developmental reading, English, and math courses are offered every term. Classes are also generally small, allowing instructors the time to give students individual assistance.

A student must earn a "P" (Pass) to successfully progress from one developmental education course to another. If a student earns a "R" (Repeat) he/she must repeat the course until he/she earns a "P" (Pass). Developmental Education courses do not count against a student's GPA, nor is there a limit on the number of times a student may repeat an academic support course.

Note: Federal regulations stipulate that financial aid may only be used to pay for the first 30 credit hours attempted in academic support coursework.

Course Offering Methods

Many Developmental Education reading, English and mathematics courses are offered in a "Web-Assisted" format. Web-assisted courses have both in-person, scheduled class meetings and various online activities such as labs and tutorials.

Because of the accelerated nature of developmental education courses, it is critical that students are present the first day of class. However, for Developmental mathematics courses, it is *mandatory* that students are present on the first day of class.

Developmental Reading & English

Academic Support offers three courses to specifically address and refine reading and writing skills. These courses use the prefix DRE and are offered in 8-week modules. The Developmental Reading & English courses include:

- DRE-096 - Integrated Reading & Writing I
- DRE-097 - Integrated Reading & Writing II
- DRE-098 - Integrated Reading & Writing III

For detailed information about the content of each course, see the BCC Catalog and Student Handbook.

Students who place in Developmental Reading & English courses will be required to complete the course they are placed into and the subsequent higher-level DRE courses before being permitted to enroll in curriculum English courses.

Developmental Mathematics

Academic Support offers eight courses to specifically address and refine various mathematical skill sets necessary for success in curriculum mathematics courses. These courses use the prefix DMA and are offered in 4-week modules. The Developmental Mathematics courses include:

- DMA-010 - Operations with Integers
- DMA-020 - Fractions & Decimals
- DMA-030 - Proportions/Ratios/Rates/Percents
- DMA-040 - Expressions, Linear Equations, & Linear Inequalities
- DMA-050 - Graphs & Equations of Lines
- DMA-060 - Polynomials & Quadratic Applications
- DMA-070 - Rational Expressions & Equations
- DMA-080 - Radical Expressions & Equations

*For detailed information about the content of each course, see the **BCC** Catalog and Student Handbook.*

A student who places in Developmental Mathematics courses will be required to complete the course they are placed into and any subsequent higher-level DMA courses identified by the placement/ assessment inventory scores before being permitted to enroll in curriculum mathematics courses.

Depending on a student's program of study and placement/ assessment scores, he/she may only need to complete the first five courses in the sequence, while others may need to complete all eight courses. The determination of how many Developmental Mathematics courses a student needs is determined by the requisites of curriculum mathematics course(s) required in his/her program of study.

Promoting Success for Incoming Students in Academic Support

Students who begin their studies at Brunswick Community College and place into DRE-096 (Integrated Reading & Writing I) or DRE-097 (Integrated Reading & Writing II) are required to complete ACA-090 (Student Success Strategies) during their first semester of studies. This requirement assists these students in developing an overall strategy for college success and orients them with the various resources and assistance the College can offer in support of their success.

COLLEGE TRANSFER PROGRAMS

Brunswick Community College offers three College Transfer programs of study:

Associate in Arts (AA)
Associate in Engineering (AE)
Associate in Fine Arts (AFA)
Associate in Science (AS)

These programs of study 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 various fields.

Each degree program includes a core curriculum of basic courses in English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as both elective courses which prepare a student for transfer to a particular four-year university and/or program of study.

Full-time students, who normally take five or six courses each semester (at least 16 credit hours), can graduate in four semesters, or two years.

Associate in Arts [AA] (A10100)
Associate in Engineering [AE] (A10500)
Associate in Science [AS] (A10400)

The Associate in Arts (AA), Associate in Engineering (AE), and Associate in Science (AS) degree programs allow students to transfer to four-year colleges and universities. Students are able to complete the coursework equivalent of the first two years of four-year bachelor's degree programs and upon graduation often transfer to four year institutions with junior status. These degrees are recognized and accepted by colleges and universities as the standard college transfer degrees.

Associate in Arts Degree

When students complete the AA degree, they are prepared to transfer and begin work on Bachelor's degrees in the liberal arts and/or pre-professional fields such as education, law, and business.

Associate in Engineering Degree

The AE degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

Associate in Science Degree

The AS degree prepares students to pursue bachelor's degrees in scientific, health care, and technological fields such as biology, chemistry, mathematics, and computer science, and/or pre-professional fields such as medicine, public health, and engineering.

Associate in Fine Arts

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 is granted for planned programs of study consisting of 64 credit hours of approved college transfer courses.

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 baccalaureate degree in Fine Arts.

Structure of the AA, AE, & AS Programs
Both degree programs require students to complete 60-61 credit hours of coursework, including 45 credit hours of Universal General Education Transfer Component (UGETC) and General Education courses, 15 credit hours of additional elective courses, and a 1 credit hour orientation/study skills course.

Transfer of Courses in the AA, AE, & AS Programs
When all grade requirements are satisfied, UGETC courses are guaranteed to transfer as course-equivalents, whereas other general education and elective courses are guaranteed to transfer, but the individual accepting institution makes a determination as to whether the course transfers as a course-equivalent or as general elective credit towards graduation from a Bachelor's degree program.

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/she may apply for admission and should obtain information in writing about transfer admission procedures and requirements. 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 2014 Comprehensive Articulation Agreement (CAA) between the UNC-system and the NC Community College System (NCCCS). The CAA addresses the transfer of credits and the admission of NCCCS graduates to the UNC-system.

Transfer of AA and AS Degrees
BCC graduates of the AA and AS programs will normally receive 60-61 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 complied with the receiving institution's advising guidance, and a GPA of 2.0 on a 4.0 scale. Under special circumstances, a university may accept additional credit hours. Graduates of the AA and AS programs are required to meet any additional requirements of the receiving institution before or after admission to the institution.

Transfer of AFA Degree

Community college graduates who have earned 64 hours of 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 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 credit hours for general education, AFA students who transfer must meet the general education requirements of the receiving institution.

Transfer of Individual Courses

A minimum grade of "C" or better is required for all courses to be acceptable as transfer credit. A minimum GPA of 2.00 or better is required in the program of study for the degree to be acceptable as a transferrable degree.

Transfer Assured Admissions Policy

The transfer assured admissions policy of the 2014 Comprehensive Articulation Agreement (CAA) guarantees admission to a UNC institution for students who have graduated from a community college with an AA, AE, or AS 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.

Detailed transfer information is available at http://www.northcarolina.edu/?q=nc-community-college-transfer/comprehensive-articulation-agreement-caa.

1997 Comprehensive Articulation Agreement Approved by the Board of Governors of The University of North Carolina and the State Board of the NC Community College systems March 1, 1996. Revised January 1997, June 1999, November 1999, October 2002, April 2003, September 2004, November 2004, December 2004, May 2005, February 2007, September 2007, February 2008, June 2008, September 2008, and June 2010.

2014 Comprehensive Articulation Agreement Approved by the Board of Governors of The University of North Carolina and the State Board of the NC Community College Systems February 2014

Bilateral Articulation Agreements

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 Campbell University, University of North Carolina at Pembroke, University of North Carolina Wilmington, and Regis University.

College Transfer Program Courses Which Meet Graduation Requirements

An alphabetical list of course descriptions is provided in the BCC Catalog and Student Handbook. College transferable courses are identified by a sentence within the course description. Approved College Transfer courses are identified in course descriptions with a closing statement describing the use of the course and the way it will transfer to a UNC-system institution:

- ***This is a Universal General Education Transfer Component (UGETC) course in (subject area) for the (degree type).***
- ***This course has been approved for transfer under the CAA as a general education course in (subject area) for the (degree type).***
- ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the (degree type).***

Only courses with these statements have been approved for transfer to the 16 universities of The University of North Carolina-system. Courses which do not have these statements are not approved for use in the Associate in Arts, Associate in Engineering, or Associate in Science curricula. Certain courses are only approved for use in the Associate in Science or Associate in Engineering curriculum (or vice versa); this will be noted in the CAA statement following these courses.

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.

Courses which are Regularly Scheduled for the Fall and Spring Semesters

The AA, AE, and AS 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 in the highest demand, such as ENG 111 (Writing & Inquiry), MAT 143 (Quantitative Literacy), and MAT 171 (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. For instance, MAT 271 (Calculus I) and PHY 151 (College Physics I) are offered in the fall semester and MAT 272 (Calculus II) and PHY 152 (College Physics II) are offered in the spring semester. Thus, students need to plan ahead.

ASSOCIATE IN ARTS (A10100)

GENERAL EDUCATION REQUIREMENTS
Universal General Education Transfer Components

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements as ***Universal General Education Transfer Component (UGETC)*** **courses and will transfer for equivalency credit.**

A. **English Composition** (6 Credit Hours)
Two courses are required.

ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3

B. **Communications & Humanities/Fine Arts** (9 Credit Hours)
Three courses from at least two disciplines are required. One course is required in both Communications and in English Literature.

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

Communications

COM 231	Public Speaking	3-0-0-0-3

English Literature

ENG 231	American Literature I	3-0-0-0-3
ENG 232	American 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 215	Philosophical Issues	3-0-0-0-3
PHI 240	Introduction to Ethics	3-0-0-0-3

C. **Social/Behavioral Sciences** (9 Credit Hours)
Three courses from at least two disciplines are required. One course is required in History.

Economics

ECO 251	Principles of Microeconomics	3-0-0-0-3
ECO 252	Principles of Macroeconomic	3-0-0-0-3

History

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

Political Science

POL 120	American Government	3-0-0-0-3

Psychology

PSY 150	General Psychology	3-0-0-0-3

Sociology

SOC 210	Introduction to Sociology	3-0-0-0-3

D. **Mathematics** (3-4 Credit Hours)
One Credit required

MAT 143	Quantitative Literacy	2-2-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
MAT 171	Precalculus Algebra	3-2-0-0-4

E. **Natural Sciences** (4 Credit Hours)
One course is required.

Biology

BIO 110	Principles of Biology	3-3-0-0-4
BIO 111	General Biology I	3-3-0-0-4

Chemistry

CHM 151	General Chemistry I	3-3-0-0-4

Geology

GEL 111	Introductory Geology	3-2-0-0-4

Physics

PHY 110	Conceptual Physics	3-0-0-0-3
& PHY 110A	Conceptual Physics Lab	0-2-0-0-1

F. **Additional General Education Hours** (14 Credit Hours)
Students should select these courses based on their intended major and transfer university.

American Sign Language

ASL 111	Elementary ASL I	3-0-0-0-3
ASL 112	Elementary ASL II	3-0-0-0-3

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

Biology

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 152	General Chemistry II	3-3-0-0-4

Computer Information Systems

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

Communications

COM 110	Introduction to Communication	3-0-0-0-3
COM 120	Intro to Interpersonal Communication	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 Theater	3-0-0-0-3

Economics

ECO 151	Survey of Economics	3-0-0-0-3

English

ENG 114	Professional Research & Reporting	3-0-0-0-3
ENG 131	Introduction to Literature	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

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

Geology

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

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

Humanities

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

Math

MAT 263	Brief Calculus	3-2-0-0-4
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

Philosophy

PHI 210	History of Philosophy	3-0-0-0-3
PHI 230	Introduction to Logic	3-0-0-0-3

Physics

PHY 151	College Physics I	3-2-0-0-4
PHY 152	College Physics II	3-2-0-0-4
PHY 251	General Physics	3-3-0-0-4
PHY 252	General Physics II	3-3-0-0-4

Political Science

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

Psychology

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

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

Sociology

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

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

OTHER REQUIRED HOURS

A. **Academic Transition** (1 Credit Hour)
One college orientation/study skills course is required before completing 30 credit hours. Students who place into DRE098 or higher enroll in ACA122; while students placing into DRE096 or DRE097 enroll in ACA090. (ACA090 does not transfer to UNC system. Students enrolled in ACA090 subsequently enroll in ACA122 prior to completing 30 credit hours.)

ACA 122	College Transfer Success	1-0-0-0-1

B. **Additional Elective Courses** (15 Credit Hours)

Students should select these courses based on their intended major and transfer university.

Starred (*) courses are also General Education Courses and **may not** be used to fulfill both the Additional General Education Hours and Elective Hours requirements.

Accounting

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

American Sign Language

*ASL 111	Elementary ASL I	3-0-0-0-3
*ASL 112	Elementary ASL II	3-0-0-0-3

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

Art

ART 121	Two-Dimensional Design	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

Biology

BIO 155	Nutrition	3-0-0-0-3
BIO 163	Basic Anatomy and Physiology	4-2-0-0-5
BIO 168	Anatomy and Physiology	3-3-0-0-4
BIO 169	Anatomy and Physiology II	3-3-0-0-4
BIO 243	Marine Biology	3-3-0-0-4
BIO 275	Microbiology	3-3-0-0-4
BIO 280	Biotechnology	2-3-0-0-3

Business

BUS 110	Introduction 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

Chemistry

CHM 251	Organic Chemistry I	3-3-0-0-4
CHM 252	Organic Chemistry II	3-3-0-0-4

Computer Information Systems

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

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 Programming	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3
CSC 239	Adv. Visual BASIC Programming	2-3-0-0-3

Communications

*COM 110	Introduction to Communication	3-0-0-0-3
*COM 120	Intro. to Interpersonal Communication	3-0-0-0-3

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

Dance

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

Drafting

DFT 170	Engineering Graphics	2-2-0-0-3

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

Economics

*ECO 151	Survey of Economics	3-0-0-0-3

Engineering

EGR 150	Introduction to Engineering	1-2-0-0-2
EGR 220	Engineering Statics	3-0-0-0-3

English

*ENG 114	Professional Research & Reporting	3-0-0-0-3
ENG 125	Creative Writing I	3-0-0-0-3
*ENG 131	Introduction to Literature	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

Health

HEA 112	First Aid & CPR	1-2-0-0-2

History

*HIS 115	Introduction to Global History	3-0-0-0-3
HIS 116	Current World Problems	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 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 110	General Astronomy I	3-0-0-0-3
*HUM 115	Critical Thinking	3-0-0-0-3
*HUM 160	Introduction to Film	2-2-0-0-3
HUM 230	Leadership Development	3-0-0-0-3

Math

MAT 280	Linear Algebra	2-2-0-0-3
MAT 285	Differential Equations	2-2-0-0-3

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 I	0-2-0-0-1
MUS 151	Class Music I	0-2-0-0-1

Philosophy

*PHI 210	History of Philosophy	3-0-0-0-3
*PHI 230	Introduction to Logic	3-0-0-0-3

Physical Education

PED 110	Fit & Well for Life	1-2-0-0-2
PED 113	Aerobics I	0-3-0-0-1
PED 117	Weight Lifting I	0-3-0-0-1
PED 119	Circuit Training	0-3-0-0-1
PED 120	Walking for Fitness	0-3-0-0-1
PED 122	Yoga I	0-2-0-0-1
PED 143	Volleyball - Beginning	0-2-0-0-1
PED 145	Basketball - Beginning	0-2-0-0-1
PED 152	Swimming - Beginning	0-2-0-0-1
PED 153	Swimming - Intermediate	0-2-0-0-1
PED 155	Water Aerobics	0-3-0-0-1
PED 217	Pilates I	0-2-0-0-1
PED 259	Prevention & Care of Athletic Injuries	1-2-0-0-2

Physics

PHY 251	General Physics I	3-3-0-0-4
PHY 252	General Physics II	3-3-0-0-4

Political Science

POL 130	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 211	Psychology of Adjustment	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 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
*PSY 281	Abnormal Psychology	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

Sociology

*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

Spanish

*SPA 111	Elementary Spanish I	3-0-0-0-3
*SPA 112	Elementary Spanish II	3-0-0-0-3
SPA 181	Spanish Lab I	0-2-0-0-1
SPA 182	Spanish Lab II	0-2-0-0-1
*SPA 211	Intermediate Spanish I	3-0-0-0-3
*SPA 212	Intermediate Spanish II	3-0-0-0-3

TOTAL CREDITS FOR PROGRAM OF STUDY: 60-61

ASSOCIATE IN ENGINEERING (A10500)

General Education Requirements
General Education Transfer Component

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements as ***Universal General Education Transfer Component (UGETC)*** **courses and will transfer for equivalency credit.**

A. **English Composition** (6 Credit Hours)
Two courses are required.

ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3

B. **Humanities/Fine Arts & Communications** (6 Credit Hours)
Select one course from each category.

Humanities: Choose One.

English Literature

ENG 231	American Literature I	3-0-0-0-3
ENG 232	American Literature II	3-0-0-0-3

Philosophy

PHI 215	Philosophical Issues	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

(*REL110 will transfer for equivalence credit to engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.)*

Fine Arts and Communication: Choose One.

Communications

COM 231	Public Speaking	3-0-0-0-3

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

Music

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

C. **Social/Behavioral Sciences** (6 Credit Hours)
One course required. Select second course.

Required

ECO 251	Principles of Microeconomics	3-0-0-0-3

Choose One.

History

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

Political Science

POL 120	American Government	3-0-0-0-3

Psychology

PSY 150	General Psychology	3-0-0-0-3

Sociology

SOC 210	Introduction to Sociology	3-0-0-0-3

D. **Mathematics** (12 Credit Hours)
Calculus I is the lowest level math course that will be accepted by the engineering program for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.

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

E. **Natural Sciences** (12 Credit Hours)

Chemistry

CHM 151	General Chemistry I	3-3-0-0-4

Physics

PHY 251	General Physics I	3-3-0-0-4
PHY 252	General Physics II	3-3-0-0-4

OTHER REQUIRED HOURS

A. **Academic Transition** (1 Credit Hour)
One college orientation/study skills course is required before completing 30 credit hours. Students who place into DRE098 or higher enroll in ACA122; while students placing into DRE096 or DRE097 enroll in ACA090. (ACA090 does not transfer to UNC system. Students enrolled in ACA090 subsequently enroll in ACA122 prior to completing 30 credit hours.)

ACA 122	College Transfer Success	1-0-0-0-1

B. **Pre-major Elective** (2 Credit Hours)

EGR 150	Introduction to Engineering	1-2-0-0-2

C. **Other Gen. Education & Pre-major Electives** (15 Credit Hours)

Biology

BIO 111	General Biology	3-3-0-0-4

Chemistry

CHM 152	General Chemistry I	3-3-0-0-4

Communications

COM 110	Introduction to Communication	3-0-0-0-3

Computer Science

CSC 134	C++ Programming	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3

Drafting

DFT 170	Engineering Graphics	2-2-0-0-3

Economics

ECO 252	Survey of Microeconomics	3-0-0-0-3

Engineering

EGR 210	Intro to Electrical/Computer Engineering	1-3-0-0-2
EGR 212	Logic System Design I	3-0-0-0-3
EGR 215	Network Theory	3-0-0-0-3
EGR 216	Logic and Network Lab	0-3-0-0-1
EGR 220	Engineering Statics	3-0-0-0-3
EGR 225	Engineering Dynamics	3-0-0-0-3
EGR 228	Introduction to Solid Mechanics	3-0-0-0-3

Humanities

HUM 110	General Astronomy I	3-0-0-0-3

Mathematics

MAT 280	Linear Algebra	3-0-0-0-3
MAT 285	Differential Equations	2-2-0-0-3

Physical Education

PED 110	Fitness and Wellness for Life	1-2-0-0-2

*****One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hours is not guaranteed.***

TOTAL CREDITS FOR PROGRAM OF STUDY: 60-61**

ASSOCIATE IN FINE ARTS (A10200)

GENERAL EDUCATION REQUIREMENTS Universal General Education Transfer Components

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements as ***Universal General Education Transfer Component (UGETC)*** courses and will transfer for equivalency credit.

A. **English Composition** (6 Credit Hours)
Two courses, ENG 111 and ENG 112 or ENG 114.

ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-0-3

B. **Humanities/Fine Arts** (6 Credit Hours)
Select two courses, one course must be a literature course and one must be a communication course.

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 Credit Hours)
Three courses from three discipline areas are required. One course must be a history 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 111	World Civilizations I	3-0-0-0-3
HIS 112	World Civilizations II	3-0-0-0-3
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 Credit Hours)
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
&CHM131A	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

E. **Mathematics** (3-4 Credit Hours)
One course is required.

MAT 143	Quantitative Literacy	2-2-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
MAT 171	Precalculus	3-2-0-0-4

OTHER REQUIRED HOURS

A. **Academic Transition** (1 Credit Hour)
One college orientation/study skills course is required before completing 30 credit hours. Students who place into DRE098 or higher enroll in ACA122; while students placing into DRE096 or DRE097 enroll in ACA090. (Students enrolled in ACA090 subsequently enroll in ACA122 prior to completing 30 credit hours).

ACA 122	College Transfer Success	1-0-0-0-1

B. **Required Electives** (5 Credit Hours)

Physical Education

PED 110	Fit and Well for Life	1-2-0-0-2

Computer Science

CIS 110	Introduction to Computers	2-2-0-0-3

C. **Major Core Hours** (31 Credit Hours)
Major course requirements will be determined on a program-by program basis. Courses will transfer on a course-by-course basis as established by the CAA's provisions of the transferability of individual courses.

Starred (*) courses are also General Education Courses and **may not** be used to fulfill both the Additional General Education Hours and Elective Hours requirements.

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	Two-Dimensional Design	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 FOR PROGRAM OF STUDY: 65-66

ASSOCIATE IN SCIENCE (A10400)

GENERAL EDUCATION REQUIREMENTS Universal General Education Transfer Components

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements as ***Universal General Education Transfer Component (UGETC)*** **courses and will transfer for equivalency credit.**

A. **English Composition** (6 Credit Hours)
Two courses are required.

ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3

B. **Communications & Humanities/Fine Arts** (6 Credit Hours)
Two courses from at least two disciplines are required. At least one course must be in English Literature and one course in Communications.

Communications

COM 231	Public Speaking	3-0-0-0-3

English Literature

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

C. **Social/Behavioral Sciences** (6 Credit Hours)
Two courses from at least two disciplines are required. *At least one course must be in History.*

Economics

ECO 251	Principles of Microeconomics	3-0-0-0-3
ECO 252	Principles of Macroeconomic	3-0-0-0-3

History

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

Political Science

POL 120	American Government	3-0-0-0-3

Psychology

PSY 150	General Psychology	3-0-0-0-3

Sociology

SOC 210	Introduction to Sociology	3-0-0-0-3

D. **Mathematics** (8 Credit Hours)
Two courses required

MAT 171	Precalculus Algebra	3-2-0-0-4
MAT 172	Precalculus Trigonometry	3-2-0-0-4
MAT 263	Brief Calculus	3-2-0-0-4
MAT 271	Calculus I	3-2-0-0-4

E. **Natural Sciences** (8 Credit Hours)
Two courses in one group are required.

Group # 1

CHM 151	General Chemistry I	3-3-0-0-4
CHM 152	General Chemistry II	3-3-0-0-4

Group # 2

PHY 151	College Physics I	3-2-0-0-4
PHY 152	College Physics II	3-2-0-0-4

Group # 3

PHY 251	General Physics I	3-3-0-0-4
PHY 252	General Physics II	3-3-0-0-4

Group # 4

BIO 111	General Biology I	3-3-0-0-4
BIO 112	General Biology II	3-3-0-0-4

Group # 5

BIO 110	Principles of Biology	3-3-0-0-4
GEL-111	Geology	3-2-0-0-4

Group # 6

BIO 110	Principles of Biology	3-3-0-0-4
PHY 110	Conceptual Physics	3-0-0-0-3
& PHY 110A	Conceptual Physics Lab	0-2-0-0-1

Group # 7

GEL 111	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

F. **Additional General Education Hours** (11 Credit Hours)
Students should select these courses based on their intended major and transfer university.

American Sign Language

ASL 111	Elementary ASL I	3-0-0-0-3
ASL 112	Elementary ASL II	3-0-0-0-3

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

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

Biology

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

Computer Information Systems

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

Communications

COM 110	Introduction to Communication	3-0-0-0-3
COM 120	Intro to Interpersonal Communication	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 Theater	3-0-0-0-3

Economics

ECO 151	Survey of Economics	3-0-0-0-3

English

ENG 114	Professional Research & Reporting	3-0-0-0-3
ENG 131	Introduction to Literature	3-0-0-0-3
ENG 233	Major American Writers	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

Geology

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

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

Humanities

HUM 110	Introduction to Film	2-2-0-0-3
HUM 115	Critical Thinking	3-0-0-0-3
HUM 160	Introduction to Film	2-2-0-0-3

Mathematics

MAT 152	Statistical methods I	3-2-0-0-4
MAT 272	Calculus II	3-2-0-0-4
MAT 273	Calculus III	3-2-0-0-4

Music

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

Philosophy

PHI 215	Philosophical Issues	3-0-0-0-3

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

Political Science

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

Psychology

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

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

Sociology

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

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

OTHER REQUIRED HOURS

A. **Academic Transition** (1 Credit Hour)
One college orientation/study skills course is required before completing 30 credit hours. Students who place into DRE098 or higher enroll in ACA122; while students placing into DRE096 or DRE097 enroll in ACA090. (Students enrolled in ACA090 subsequently enroll in ACA122 prior to completing 30 credit hours).

ACA 122	College Transfer Success	1-0-0-0-1

B. **Additional Elective Courses** (14 Credit Hours)
Students should select these courses based on their intended major and transfer university. Eleven credits must be selected from the following disciplines: Biology, Chemistry, Computer Sciences, Drafting, Engineering, Geology, Mathematics, and Physics.

Starred (*) courses are also General Education Courses and **may not** be used to fulfill both the Additional General Education Hours and Elective Hours requirements.

Accounting

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

American Sign Language

*ASL 111	Elementary ASL I	3-0-0-0-3
*ASL 112	Elementary ASL II	3-0-0-0-3

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

Art

ART 121	Two-Dimensional Design	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

Biology

*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
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 & Physiology I	3-3-0-0-4
BIO 169	Anatomy & 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	Introduction 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

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 251	Organic Chemistry I	3-3-0-0-4
CHM 252	Organic Chemistry II	3-3-0-0-4

Computer Information Systems

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

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 Programming	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3
CSC 239	Adv Visual BASIC Programming	2-3-0-0-3

Communications

*COM 110	Introduction to Communication	3-0-0-0-3
*COM 120	Intro to Interpersonal Communication	3-0-0-0-3

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

Dance

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

Drafting

DFT 170	Engineering Graphics	2-2-0-0-3

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

Economics

*ECO 151	Survey of Economics	3-0-0-0-3

Engineering

EGR 150	Introduction to Engineering	1-2-0-0-2
EGR 210	Intro to Electrical/Computer Engineering	1-3-0-0-2
EGR 212	Logic System Design I	3-0-0-0-3
EGR 215	Network Theory	3-0-0-0-3
EGR 216	Logic and Network Lab	0-3-0-0-1
EGR 220	Engineering Statics	3-0-0-0-3
EGR 225	Engineering Dynamics	3-0-0-0-3
EGR 228	Introduction to Solid Mechanics	3-0-0-0-3

English

*ENG 114	Professional Research & Reporting	3-0-0-0-3
ENG 125	Creative Writing	3-0-0-0-3
*ENG 131	Introduction to Literature	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

Health

HEA 112	First Aid & CPR	1-2-0-0-2

History

*HIS 115	Introduction to Global History	3-0-0-0-3
HIS 116	Current World Problems	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 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 115	Critical Thinking	3-0-0-0-3
*HUM 160	Introduction to Film	2-2-0-0-3
HUM 230	Leadership Development	3-0-0-0-3

Mathematics

*MAT 272	Calculus II	3-2-0-0-4
*MAT 273	Calculus III	3-0-0-0-4
MAT 280	Linear Algebra	3-0-0-0-3
MAT 285	Differential Equations	2-2-0-0-3

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 I	0-2-0-0-1
MUS 151	Class Music I	0-2-0-0-1

Philosophy

*PHI 210	History of Philosophy	3-0-0-0-3
*PHI 230	Introduction to Logic	3-0-0-0-3

Physical Education

PED 110	Fit & Well for Life	1-2-0-0-2
PED 113	Aerobics I	0-3-0-0-1
PED 117	Weight Lifting I	0-3-0-0-1
PED 119	Circuit Training	0-3-0-0-1
PED 120	Walking for Fitness	0-3-0-0-1
PED 122	Yoga I	0-2-0-0-1
PED 155	Water Aerobics	0-3-0-0-1
PED 217	Pilates I	0-2-0-0-1
PED 259	Prevention & Care of Athletic Injuries	1-2-0-0-2

Political Science

POL 130	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 211	Psychology of Adjustment	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 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
*PSY 281	Abnormal Psychology	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

Sociology

*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

Spanish

*SPA 111	Elementary Spanish I	3-0-0-0-3
*SPA 112	Elementary Spanish II	3-0-0-0-3
SPA 181	Spanish Lab I	0-2-0-0-1
SPA 182	Spanish Lab II	0-2-0-0-1
*SPA 211	Intermediate Spanish I	3-0-0-0-3
*SPA 212	Intermediate Spanish II	3-0-0-0-3

TOTAL CREDITS FOR PROGRAM OF STUDY: 60-61

Number Sequence: Class Hours – Lab Hours – Clinic Hours – Work Experience Hours – Credit Hours

NURSING & ALLIED HEALTH PROGRAMS

Nursing and Allied Health Programs prepare graduates to be clinical professionals in healthcare provider's offices, hospitals, and other businesses in the healthcare industry. Brunswick Community College offers the following programs of study:

- **Associate Degree Nursing (ADN)**
  Associate in Applied Science Degree
- **Practical Nursing (PN)**
  Diploma
- **Nurse Aide (CNA)**
  Certificate
- **Phlebotomy**
  Certificate

Admission Requirements

Both the Associate Degree Nursing and Practical Nursing programs have competitive admission processes. Admission to the College does not automatically entitle a student to admission to the either program. Instead, students must apply for admission to both the College and to either program of study.

The application period for both the Associate Degree Nursing and Practical Nursing programs typically takes place during December of the Fall semester.

For specific admissions requirements and additional information, visit *http://www.brunswickcc.edu/nursing-allied-health.*

RN to BSN Bridge Program with UNCP

Brunswick Community College (BCC) Associate Degree Nursing Students who successfully pass the NCLEX-RN examination, will be considered for admission, transferring up to 62 semester hours of credit, into UNC Pembroke's Bachelor of Science in Nursing degree.

ASSOCIATE DEGREE NURSING (ADN)

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.

Coursework 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-Registered Nurse (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 in Applied Science Degree (A45110)

Fall Semester #1		
ACA 122	College Transfer Success	0-2-0-0-1
BIO 168	Anatomy and Physiology I	3-3-0-0-4
ENG 111	Writing & Inquiry	3-0-0-0-3
NUR 111	Introduction to Health Concepts	4-6-6-0-8
PSY 150	General Psychology	3-0-0-0-3
	Semester Total	**19**
Spring Semester #1		
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
	Semester Total	**17**
Summer Semester #1		
CHM 151	General Chemistry I	3-3-0-0-4
NUR 113	Family Health Concepts	3-0-6-0-5
	Semester Total	**9**
Fall Semester #2		
BIO 275	Microbiology	3-3-0-0-4
NUR 211	Health Care Concepts	3-0-6-0-5
NUR 212	Health System Concepts	3-0-6-0-5
Humanities/Fine Arts Elective		3-0-0-0-3
	Semester Total	**17**
Spring Semester #2		
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
or ENG 114	Professional Research & Reporting	3-0-0-0-3
NUR 213	Complex Health Concepts	4-3-15-0-10
	Semester Total	**13**
TOTAL CREDITS FOR PROGRAM OF STUDY		**75**

Note: Approved Humanities/Fine Arts Electives Choose from: ART 111, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240.

Students must complete all non-nursing courses with a grade of "C" or better, and all nursing (NUR) courses with a numerical grade of "80" or higher.

NURSE AIDE (CNA) Certificate

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

Topics include growth and development, 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.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Certificate (C45840)

NAS 101	Nurse Aide I	3-4-3-0-6
NAS 102	Nurse Aide II	3-2-6-0-6
NAS 103	Home Health Care Nurse Aide	4-4-0-0-6
TOTAL CREDITS FOR PROGRAM OF STUDY:		**18**

PHLEBOTOMY 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.

Certificate (C45600)

PBT 100	Phlebotomy Technology	5-2-0-0-6
PBT 101	Phlebotomy Practicum	0-0-9-0-3
PSY 150	General Psychology	3-0-0-0-3
TOTAL CREDITS FOR PROGRAM OF STUDY:		**12**

PRACTICAL NURSING (PN)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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

For specific admissions requirements and additional information, visit http://www.brunswickcc.edu/nursing-allied-health/practical-nursing-program.

Diploma (D45660)

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
**NUR 117	Pharmacology	1-3-0-0-2
		Semester Total 13
Fall Semester		
NUR 101	Practical Nursing I	7-6-6-0-11
NUR 102	Practical Nursing II	7-0-9-0-10
		Semester Total 21
Spring Semester		
NUR 103	Practical Nursing III	6-0-9-0-9
		Semester Total 9
TOTAL CREDITS FOR PROGRAM OF STUDY:		**43**

Students must complete all non-nursing courses with a grade of "C" or better, and all nursing (NUR) courses with a numerical grade of "77" or better.

*Must not be more than 5 years old at the start of the program.
**Must not be more than 1 year old at the start of the program.

PROFESSIONAL & TECHNICALPROGRAMS

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

Associate in Applied Science Degree Programs

Most professional and technical programs are two years in duration and must contain a general education core of 15 credit hours. 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 an Associate in Applied Science degree:

Accounting
Aquaculture Technology
Biotechnology
Business Administration
Cosmetology
Early Childhood Education
Early Childhood Education/Special Education Option
Electronics Engineering Technology
Geomatics Technology
Health and Fitness Science
Health Information Technology
Healthcare Business Informatics
Horticulture Technology
Information Technology - Computer Programming and Development
Information Technology - Information Systems
Marine Biotechnology
Medical Assisting
Office Administration
Turfgrass Management Technology

In addition, the College offers an Associate in General Education degree. 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.

Diploma Programs

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

Accounting
Aquaculture Technology
Biotechnology
Cosmetology
Early Childhood Education
Early Childhood Education/Special Education Option
General Occupational Technology
Health Information Technology
Horticulture Technology
Information Technology - Computer Programming and Development
Information Technology - Information Systems
Office Administration
Turfgrass Management Technology
Welding Technology

Certificate Programs

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

Accounting
Aquaculture Technology
Basic Law Enforcement Training
Business Administration
Business Administration/Small Business Entrepreneur
Cosmetology
Cosmetology Instructor
Early Childhood Education
Early Childhood Education/Administration
Electronics Engineering Technology
Horticulture Technology
Infant/Toddler Care
Nurse Aide
Office Administration
Turfgrass Management Technology
Welding Technology

Transfer Opportunities within the Professional & Technical Programs

While not covered by the Comprehensive Articulation Agreement (CAA) like the Associate in Arts and Associate in Science programs of study, all of the College's Professional and Technical Programs contain Universal General Education Transfer Component (UGETC) courses, which are guaranteed to transfer to a UNC-system institution, provided that a student makes a "C" or better in the course.

A complete list of all UGETC courses offered in the Professional and Technical Programs of Study at Brunswick Community College can be found at the conclusion of this section of the catalog.

Bilateral Articulation Agreements

Select Professional and Technical Programs at the College have formed bilateral agreements with various public and private four-year institutions for the transferability of entire Associate in Applied Science degrees. These agreements are of great benefit to students within these programs, as they often provide students an opportunity to enter a four-year institution with a junior status.

North Carolina Wesleyan College, The University of Mt. Olive, and UNC Pembroke have agreements to offer four-year degree opportunities to any BCC Professional and Technical Programs graduate.

Additionally, the bilateral agreements limited to specific programs of study at the College are detailed in each applicable program of study's section in the catalog. These include:

- Aquaculture Technology with UNC Wilmington
- Early Childhood Education with UNC Greensboro, UNC Wilmington, & Barton College
- Health and Fitness Science with UNC Pembroke

ACCOUNTING

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 government agencies. With work experience and additional education, an individual may advance in the accounting profession.

Associate in Applied Science Degree (A25100)

Fall Semester # 1

ACA 115	Success & Study Skills	0-2-0-0-1
ACC 120	Principles of Financial Accounting	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
		Semester Total 17

Spring Semester #1

ACC 121	Principles of Managerial Accounting	3-2-0-0-4
ACC 122	Principles of Financial Accounting II	3-0-0-0-3
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Accounting Software Applications	1-2-0-0-2
BUS 137	Principles of Management	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 18

Fall Semester # 2

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 143	Quantitative Literacy	2-2-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 19

Spring Semester #2

ACC 221	Intermediate Accounting II	3-2-0-0-4
BUS 225	Business Finance	2-2-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-0-3
WBL 111	Work-Based Learning I	0-0-0-10-1
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 17

TOTAL CREDITS FOR PROGRAM OF STUDY: 71

Note: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. ECO 251 and ECO 252 are not electives in the Accounting program of study.

Diploma (D25100)

Fall Semester # 1

ACA 115	Success & Study Skills	0-2-0-0-1
ACC 120	Principles of Financial Accounting	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	Writing and Inquiry	3-0-0-0-3
		Semester Total 14

Spring Semester #1

ACC 121	Principles of Managerial Accounting	3-2-0-0-4
ACC 122	Principles of Financial Accounting II	3-0-0-0-3
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Accounting Software Applications	1-2-0-0-2
BUS 137	Principles of Management	3-0-0-0-3
BUS 225	Business Finance	2-2-0-0-3
		Semester Total 18

Fall Semester #2

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 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 13

TOTAL CREDITS FOR PROGRAM OF STUDY: 45

Certificate (C25100)

ACC 120	Principles of Financial Accounting	3-2-0-0-4
ACC 121	Principles of Managerial Accounting	3-2-0-0-4
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Accounting Software Applications	1-2-0-0-2
CIS 110	Introduction to Computers	2-2-0-0-3
		Semester Total 16

TOTAL CREDITS FOR PROGRAM OF STUDY: 16

AQUACULTURE TECHNOLOGY

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 business. Students will spend time working in the industry through the cooperative work experience or conducting an individualized study through the aquaculture project.

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 is a program that prepares individuals to select, culture, propagate, harvest, and market domesticated fish, shellfish, and marine plants, both freshwater and saltwater. Potential course work includes instruction in the basic principles of aquatic and marine biology; health and nutrition of aquatic and marine life; design and operation of fish farms, breeding facilities, culture beds, and related enterprises; and related issues of safety, applicable regulations, logistics, and supply.

Associate in Applied Science Degree (A15120)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
AGR 130	Alternative Agricultural Production	3-0-0-0-3
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 163	Aquaculture Practicum III	0-3-0-0-1
AQU 220	Aquaculture Facilities	3-0-0-0-3
BUS 280	REAL Small Business	4-0-0-0-4
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 19

Spring Semester #1

AQU 112	Aquaculture II	3-0-0-0-3
or AQU 260	Aquariology	2-3-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
AQU 210	Limnology & Water Quality	3-0-0-0-3
or AQU 270	Water Gardens	2-3-0-0-3
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
ECO 251	Principles of Microeconomics	3-0-0-0-3
		Semester Total 18

Fall Semester #2

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
BIO 112	General Biology II	3-3-0-0-4
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
or MAT 171	Precalculus Algebra	3-2-0-0-4
		Semester Total 17-18

Spring Semester #2

AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	0-3-0-0-1
AQU 251	Hatchery Management I	3-0-0-0-3
AQU 255	Invertebrate Culture	3-0-0-0-3
or BUS 137	Principles of Management	3-0-0-0-3
or MKT 120	Principles of Marketing	3-0-0-0-3
CHM 152	General Chemistry II	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 18

Summer Semester #2

AQU 280	Aquaculture Project	0-6-0-0-2
or WBL 112	Work-Based Learning I	0-0-0-20-2
		Semester Total 2

TOTAL CREDITS FOR PROGRAM OF STUDY: 74-75

Note: See Humanities/Fine Arts Electives at the end of this section for a complete listing of eligible courses.

Aquaculture/Mariculture Bilateral Articulation Agreement Between UNCW & BCC

BCC students who complete the Associate of Applied Science degree in Aquaculture Technology will be considered for admission into the UNCW Bachelor of Science in Marine Biology Program with Mariculture emphasis. Students seeking admission to the UNCW program must maintain at least a 2.5 overall GPA while at BCC and comply with all terms and conditions set forth in the agreement. Students may transfer up to 64 semester hours of credit, which would allow them to enter UNCW with junior year status. See the Aquaculture program director for additional information.

Diploma (D15120)

Fall Semester #1

AQU 111	Aquaculture I	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
BIO 111	General Biology I	3-3-0-0-4
BUS 280	REAL Small Business	4-0-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
		Semester Total 18

Spring Semester #1

AGR 130	Alternative Agricultural Production	3-0-0-0-3
AQU 112	Aquaculture II	3-0-0-0-3
or AQU 260	Aquariology	2-3-0-0-3
AQU 210	Limnology & Water Quality	3-0-0-0-3
or AQU 270	Water Gardens	2-3-0-0-3
AQU 251	Hatchery Management I	3-0-0-0-3
or AQU 161	Aquaculture Practicum I	0-3-0-0-1
& AQU 162	Aquaculture Practicum II	0-3-0-0-1
& AQU 163	Aquaculture Practicum III	0-3-0-0-1
or 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
ECO 251	Principles of Microeconomics	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 18

TOTAL CREDITS FOR PROGRAM OF STUDY: 36

Certificate (C15120)

AGR 130	Alternative Agricultural Production	3-0-0-0-3
AQU 111	Aquaculture I	3-0-0-0-3
AQU 112	Aquaculture II	3-0-0-0-3
or ACA 115	Success & Study Skills	0-2-0-0-1
& AQU 161	Aquaculture Practicum I	0-3-0-0-1
& AQU 163	Aquaculture Practicum III	0-3-0-0-1
or ACA 115	Success & Study Skills	0-2-0-0-1
& AQU 162	Aquaculture Practicum II	0-3-0-0-1
& AQU 165	Aquaculture Practicum V	0-3-0-0-1
BUS 280	REAL Small Business	4-0-0-0-4
		Semester Total 13

TOTAL CREDITS FOR PROGRAM OF STUDY: 13

BASIC LAW ENFORCEMENT TRAINING

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 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.

Certificate (C55120)

CJC 100	Basic Law Enforcement Training	9-30-0-0-19
		Semester Total 19

TOTAL CREDITS FOR PROGRAM OF STUDY: 19

BIOTECHNOLOGY

Associate in Applied Science Degree/ Diploma

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 should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Biotechnology is a program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals.

Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

Associate in Applied Science Degree (A20100)

Fall Semester #1

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
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
		Semester Total 20

Spring Semester #1

BIO 112	General Biology II	3-3-0-0-4
BIO 275	Microbiology	3-3-0-0-4
BTC 250	Principles of Genetics	3-0-0-0-3
BTC 281	Bioprocess Techniques	2-6-0-0-4
CHM 132	Organic and Biochemistry	3-3-0-0-4
		Semester Total 19

Fall Semester #2

BTC 270	Recombinant DNA Tech	3-3-0-0-4
BTC 285	Cell Culture	2-3-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
COM 231	Public Speaking	3-0-0-0-3
or ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 16

Spring Semester #2

BIO 140	Environmental Biology	3-0-0-0-3
& BIO 140A	Environmental Biology Lab	0-3-0-0-1
or BIO 163	Basic Anatomy & Physiology	4-2-0-0-5
or BIO 168	Anatomy and Physiology I	3-3-0-0-4
or BIO 280	Biotechnology	2-3-0-0-3
or BTC 260	Marine Biotechnology	3-3-0-0-4
or CHM 152	General Chemistry II	3-3-0-0-4
or MAT 171	Precalculus Algebra	3-0-0-0-3
BTC 150	Bioethics	3-0-0-0-3
BTC 286	Immunological Techniques	3-3-0-0-4
BTC 288	Biotech Lab Experience	0-6-0-0-2
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 15-17

TOTAL CREDITS FOR PROGRAM OF STUDY: 70-72

Note: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Diploma (D20100)

Fall Semester #1

ACA 115	Success and Study Skills	0-2-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry	3-3-0-0-4
BTC 181	Basic Lab Techniques	3-3-0-0-4
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
		Semester Total 20

Spring Semester #2

BIO 112	General Biology II	3-3-0-0-4
CHM 132	Organic and Biochemistry	3-3-0-0-4
BIO 275	Microbiology	3-3-0-0-4
BTC 250	Principles of Genetics	3-0-0-0-3
BTC 281	Bioprocess Techniques	2-6-0-0-4
		Semester Total 19

TOTAL CREDITS FOR PROGRAM OF STUDY: 39

BUSINESS ADMINISTRATION

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.

Associate in Applied Science Degree (A25120)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
BUS 110	Introduction to Business	3-0-0-0-3
BUS 115	Business Law I	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
MKT 120	Principles of Marketing	3-0-0-0-3
OST 131	Keyboarding	1-2-0-0-2
		Semester Total 18

Spring Semester #1

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
		Semester Total 17

Fall Semester #2

ACC 120	Principles of Financial Accounting	3-2-0-0-4
BUS 153	Human Resource Management	3-0-0-0-3
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
LOG 110	Introduction to Logistics	3-0-0-0-3
		Semester Total 17

Spring Semester #2

ACC 121	Principles of Managerial Accounting	3-2-0-0-4
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Accounting Software Applications	1-2-0-0-2
BUS 225	Business Finance	2-2-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
WBL 111	Work-Based Learning I	0-0-0-10-1
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 19

TOTAL CREDITS FOR PROGRAM OF STUDY: 71

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. ECO 251 and ECO 252 are not electives in the Business Administration program of study.

Certificate (C25120)

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
		Semester Total 12

TOTAL CREDITS FOR PROGRAM OF STUDY: 12

Note: Students completing the Associate in Applied Science degree in Business Administration will also complete the necessary coursework for both the accounting and small business entrepreneur certificates.

Accounting Certificate (C25100)

ACC 120	Principles of Financial Accounting	3-2-0-0-4
ACC 121	Principles of Managerial Accounting	3-2-0-0-4
ACC 130	Business Income Taxes	2-2-0-0-3
ACC 150	Accounting Software Applications	1-2-0-0-2
CIS 110	Introduction to Computers	2-2-0-0-3
		Semester Total 16

TOTAL CREDITS FOR PROGRAM OF STUDY: 16

Small Business Entrepreneur

Certificate (C25120SB)

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
		Semester Total 13

TOTAL CREDITS FOR PROGRAM OF STUDY: 13

COSMETOLOGY

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.

Coursework 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.

Associate in Applied Science Degree (A55140)

Semester #1		
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	Writing and Inquiry	3-0-0-0-3
		Semester Total 16
Semester #2		
CIS 110	Introduction to Computers	2-2-0-0-3
or CIS 115	Introduction 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	Professional Research & Reporting	3-0-0-0-3
		Semester Total 18
Summer Semester #3		
COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
		Semester Total 8
Semester #4		
BUS 240	Business Ethics	3-0-0-0-3
or BUS 115	Business Law I	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
		Semester Total 19
Semester #5		
COS 223	Contemp Hair Coloring	1-3-0-0-2
COS 224	Trichology and Chemistry	1-3-0-0-2
MAT 143	Quantitative Literacy	2-2-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 13
TOTAL CREDITS FOR PROGRAM OF STUDY:		**74**

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Students must successfully complete at least 1,200 clock hours during their enrollment in the cosmetology program before he/she will be eligible for graduation.

Diploma (D55140)

Semester #1		
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
		Semester Total 13
Semester #2		
COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
		Semester Total 12
Summer Semester #3		
COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 11
Semester #4		
COS 117	Cosmetology Concepts IV	2-0-0-0-2
COS 118	Salon IV	0-21-0-0-7
ENG 114	Professional Research & Reporting	3-0-0-0-3
		Semester Total 12
TOTAL CREDITS FOR PROGRAM OF STUDY:		**48**

Certificate (C55140)

Semester #1		
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
		Semester Total 12
Semester #2		
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
		Semester Total 14
Summer Semester #3		
COS 115 Cosmetology Concepts III		4-0-0-0-4
COS 116 Salon III		0-12-0-0-4
		Semester Total 8
TOTAL CREDITS FOR PROGRAM OF STUDY:		**34**

COSMETOLOGY INSTRUCTOR

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.

Coursework 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.

Certificate (C55160)

Fall Semester

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

Spring Semester

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

TOTAL CREDITS FOR PROGRAM OF STUDY: 24

EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degrees/ Diplomas/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.

Coursework 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, ocial/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.

Associate in Applied Science Degree (A55220)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
or ACA 122	College Transfer Success	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Child, Family, & Community	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrition	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 17

Spring Semester #1

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 234	Infants, Toddlers, & Twos	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
		Semester Total 18

Fall Semester #2

EDU 221	Children with Exceptionalities	3-0-0-0-3
EDU 235	School-Age Dev & Programs	3-0-0-0-3
& EDU 261	Early Childhood Administration I	3-0-0-0-3
or EDU 288	Advanced Issues in Early Child Education	2-0-0-0-2
& EDU 216	Foundations of Education	4-0-0-0-4
EDU 259	Curriculum Planning	3-0-0-0-3
EDU 280	Language & Literacy Experience	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 18

Spring Semester #2

BIO 110	Principles of Biology	3-3-0-0-4
or CHM 131	Introduction to Chemistry	3-0-0-0-3
&CHM131A	Introduction to Chemistry 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 Administration 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 284	Early Childhood Capstone Practicum	1-0-0-9-4
PSY 150	General Psychology	3-0-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 20

TOTAL CREDITS FOR PROGRAM OF STUDY: 73

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Associate in Applied Science Degree Special Education Option (A55220S)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Child, Family & Community	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety & Nutrition	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
PSY 150	General Psychology	3-0-0-0-3
		Semester Total 20

Spring Semester #1

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
ENG 114	Professional Research & Reporting	3-0-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 18

Fall Semester #2

EDU 221	Children with Exceptionalities	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 259	Curriculum Planning	3-0-0-0-3
EDU 280	Language & Literacy Experiences	3-0-0-0-3

MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 18

Spring Semester #2

BIO 110	Principles of Biology	3-3-0-0-4
or CHM 131	Introduction to Chemistry	3-0-0-0-3
& CHM 131A	Introduction to Chemistry 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 234	Infants, Toddlers, & Twos	3-0-0-0-3
EDU 247	Sensory & Physical Disabilities	3-0-0-0-3
EDU 248	Developmental Delays	2-2-0-0-3
EDU 271	Educational Technology	2-2-0-0-3
EDU 284	Early Childhood Capstone Practicum	1-0-0-9-4
		Semester Total 20

TOTAL CREDITS FOR PROGRAM OF STUDY: 76

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Diploma (D55220)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
or ACA 122	College Transfer Success	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Child, Family, & Community	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrition	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 17

Spring Semester #1

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 271	Educational Technology	2-2-0-0-3
EDU 284	Early Childhood Capstone Practicum	1-0-0-9-4
		Semester Total 16

Fall Semester #2

EDU 221	Children with Exceptional	3-0-0-0-3
EDU 280	Language & Literacy Experiences	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 9

TOTAL CREDITS FOR PROGRAM OF STUDY: 42

Diploma - Special Education Option (D55220S)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Children, Family & Community	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety & Nutrition	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
		Semester Total 17

Spring Semester #1

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
MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 15

Fall Semester #2

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

Spring Semester #2

EDU 284	Early Childhood Capstone Practicum	1-0-0-9-4
		Semester Total 4

TOTAL CREDITS FOR PROGRAM OF STUDY: 45

Certificate (C55220)

ACA 115	Success & Study Skills	0-2-0-0-1
or ACA 122	College Transfer Success	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Child, Family, & Community	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, & Nutrition	3-0-0-0-3
		Semester Total 17

TOTAL CREDITS FOR PROGRAM OF STUDY: 17

Certificate Administration Option (C55220A)

ACA 115	Success & Study Skills	0-2-0-0-1
or ACA 122	College Transfer Success	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrition	3-0-0-0-3
EDU 261	Early Childhood Administration I	3-0-0-0-3
EDU 262	Early Childhood Administration II	3-0-0-0-3
		Semester Total 17

TOTAL CREDITS FOR PROGRAM OF STUDY: 17

Early Childhood Education
Bilateral Articulation Agreements

BCC and the University of North Carolina at Greensboro (UNCG) have an articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education at BCC to transfer to UNCG into 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 at UNCG.

BCC and the University of North Carolina Wilmington (UNCW) have an articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education at BCC to transfer to UNCW into the Education of Young Children program leading to a Bachelor of Arts Degree at UNCW. 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.

BCC and Barton College have an articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education at BCC to pursue a Bachelor of Science Degree in Birth to Kindergarten with Teacher Certification (B-K) at Barton College.

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree/Certificate

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Electronics Engineering Technology is a course of study that prepares the students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Associate in Applied Science Degree (A40200)

Fall Semester #1		
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Introduction to Programming & Logic	2-3-0-0-3
ELC 131	Circuit Analysis I	3-3-0-0-4
ENG 111	Writing and Inquiry	3-0-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 17
Spring Semester #1		
DFT 151	CAD I	2-3-0-0-3
ELC 128	Introduction to PLC	2-3-0-0-3
ELN 131	Analog Electronics I	3-3-0-0-4
ELN 133	Digital Electronics	3-3-0-0-4
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 17
Fall Semester #2		
CSC 134	C++ Programming	2-3-0-0-3
EGR 131	Introduction to Electronics Technology	1-2-0-0-2
ELN 132	Analog Electronics II	3-3-0-0-4
ENG 114	Professional Research & Reporting	3-0-0-0-3
MAT 171	Precalculus Algebra	3-2-0-0-4
		Semester Total 16

Spring Semester #2

EGR 285	Design Project	0-4-0-0-2
ELC 135	Electrical Machines	2-2-0-0-3
ELN 232	Introduction to Microprocessors	3-3-0-0-4
ELN 236	Fiber Optics and Lasers	3-2-0-0-4
PHY 151	College Physics I	3-2-0-0-4
		Semester Total 17

TOTAL CREDITS FOR PROGRAM OF STUDY: 67

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Certificate (C40200)

Fall Semester

ELC 131	Circuit Analysis I	3-3-0-0-4
ELN 133	Digital Electronics	3-3-0-0-4
		Semester Total 8

Spring Semester

CIS 110	Introduction to Computers	2-2-0-0-3
ELN 131	Analog Electronics I	3-3-0-0-4
		Semester Total 7

TOTAL CREDITS FOR PROGRAM OF STUDY: 15

GENERAL EDUCATION

Associate in General Education Degree

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.

Coursework 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 (courses numbered 001-109 & 200-209 are not applicable).

Associate in General Education Degree (A10300)

A. **English Composition** (6 Credit Hours)
Two courses are required.

ENG 111	Writing & Inquiry	3-0-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
or ENG 114	Professional Research & Reporting	3-0-0-0-3

B. **Humanities/Fine Arts** (3 Credit Hours)
One course is required from the following discipline areas:

Art (ART), Dance (DAN), Drama (DRA), English (ENG) [literature courses only], Humanities (HUM), Music (MUS), Philosophy (PHI), Religion (REL), and Spanish (SPA).

C. **Social/Behavioral Sciences** (3 Credit Hours)
One course is required from the following discipline areas:

Anthropology (ANT), Economics (ECO), Geography (GEO), History (HIS), Political Science (POL), Psychology (PSY), and Sociology (SOC).

D. **Natural Sciences/Mathematics** (3-4 Credit Hours)
One course is required from the following discipline areas:

Biology (BIO), Chemistry (CHM), Geology (GEL), Mathematics (MAT), or Physics (PHY).

E. **Success & Study Skills Course** (1 Credit Hour)

ACA 115	Success & Study Skills	0-2-0-0-1

F. **Computer Requirement** (3 Credit Hours)

CIS 110	Introduction to Computers	2-2-0-0-3

G. **Electives** (45 Credit Hours)
An additional forty-five (45) credit hours from courses in the current catalog is required.

A maximum of 6 credit hours may be in Physical Education (PED).

Courses must be numbered 110-199 or 210-299.

TOTAL CREDITS FOR PROGRAM OF STUDY: 64-65

GENERAL OCCUPATIONAL TECHNOLOGY

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 (courses numbered 001-109 & 200-209 are not applicable).

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.
Diploma (D55280)

A. **General Education Core** (7 Credit Hours)

ACA 115	Success & Study Skills	0-2-0-0-1
COM 110	Introduction to Communication	3-0-0-0-3
or COM231	Public Speaking	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3

B. **Electives** (33 Credit Hours)
An additional thirty-three (33) credit hours from courses in the current catalog is required. Courses should be chosen from the core courses in the student's intended major.

TOTAL CREDITS FOR PROGRAM OF STUDY: 40

*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***.**

GEOMATICS TECHNOLOGY

Associate in Applied Science Degree

These curriculums are designed to prepare students through the study and application of principles form mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial technology managers, or research technicians.

A course of study that prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning or land tracts, boundaries, contours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports. Includes instruction in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography.

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 to become a Registered Land Surveyor in North Carolina.

Associate in Applied Science Degree (A40420)

Fall Semester #1		
ACA 115	Success & Study Skills	0-2-0-0-1
EGR 115	Introduction to Technology	2-3-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 10
Spring Semester #1		
CIS 110	Introduction to Computers	2-2-0-0-3
DFT 151	CAD I	2-3-0-0-3
MAT 171	Precalculus Algebra	3-2-0-0-4
		Semester Total 10
Fall Semester #2		
CEG 111	Introduction to GIS and GNSS	2-4-0-0-4
COM 110	Introduction to Communication	3-0-0-0-3
or COM 231	Public Speaking	3-0-0-0-3
SRV 110	Surveying I	2-6-0-0-4
		Semester Total 11
Spring Semester #2		
PHY 151	College Physics I	3-2-0-0-4
SRV 111	Surveying II	2-6-0-0-4
		Semester Total 8
Fall Semester #3		
CEG 211	Hydrology & Erosion Control	2-3-0-0-3
SRV 210	Surveying III	2-6-0-0-4
SRV 220	Surveying Law	2-2-0-0-3
		Semester Total 10
Spring Semester #3		
CEG 230	Subdivision Planning & Design	1-6-0-0-3
SRV 240	Topography/Site Surveying	2-6-0-0-4
		Semester Total 7
Fall Semester #4		
EGR 251	Statics	2-2-0-0-3
or WBL 111	Work-Based Learning I	0-0-0-10-1
& WBL 112	Work-Based Learning II	0-0-0-20-2
SRV 250	Advanced Surveying	2-6-0-0-4
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 10

TOTAL CREDITS FOR PROGRAM OF STUDY: 66

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

HEALTH & FITNESS SCIENCE

Associate in Applied Science Degree

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes, and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, well programs in business and industry, Parks & Recreation Departments, and other organizations implementing exercise and fitness programs.

Associate in Applied Science Degree (A45630)

Fall Semester #1		
ACA 115	Success & Study Skills	0-2-0-0-1
BIO 168	Anatomy & Physiology I	3-3-0-0-4
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
PED 110	Fit and Well for Life	1-2-0-0-2
PSF 111	Fitness & Exercise. Testing I	3-2-0-0-4
		Semester Total 17
Spring Semester #1		
BIO 155	Nutrition	3-0-0-0-3
BIO 169	Anatomy & Physiology II	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
PSF 110	Exercise Science	4-0-0-0-4
PSF 116	Prevention & Care of Exercise Injuries	2-2-0-0-3
		Semester Total 17
Fall Semester #2		
COM 231	Public Speaking	3-0-0-0-3
HEA 112	CPR & First Aid	1-2-0-0-2
PSF 120	Group Exercise Instruction	2-2-0-0-3
PSF 214	Health & Fitness Law	3-0-0-0-3
PSF 218	Lifestyle Change & Wellness	3-2-0-0-4
		Semester Total 15
Spring Semester #2		
PSF 118	Fitness Facility Management	4-0-0-0-4
PSF 210	Personal Training	2-2-0-0-3
PSF 212	Exercise Programming	2-2-0-0-3
PSY 150	General Psychology	3-0-0-0-3
WBL 111	Work-Based Learning I	0-0-0-10-1
Humanities/Fine Arts Elective		3-0-0-0-0
		Semester Total 17
TOTAL CREDITS FOR PROGRAM OF STUDY:		**66**

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

HEALTH INFORMATION TECHNOLOGY

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.

The Health Information Technology Program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Graduates of the Associate in Applied Science (AAS) degree in Health Information Technology program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, consulting firms, computer and software vendors, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Note: 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.

Associate in Applied Science Degree (A45360)

Fall Semester #1		
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	Writing and Inquiry	3-0-0-0-3
HIT 110	Fundamentals of HIM	3-0-0-0-3
MED 121	Medical Terminology I	3-0-0-0-3
		Semester Total 17
Spring Semester #1		
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 Systems & Standards	2-3-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
		Semester Total 16
Summer Semester #1		
HIT 124	Professional Practice Experiences II	0-0-0-3-1
HIT 226	Principles of Disease	3-0-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 10
Fall Semester #2		
DBA 110	Database Concepts	2-3-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-0-3
HIT 210	Healthcare Statistics	2-2-0-0-3
HIT 211	ICD Coding	2-6-0-0-4
HIT 216	Quality Management	1-3-0-0-2
HIT 220	Health Informatics & EHRs	1-2-0-0-2
		Semester Total 17
Spring Semester #2		
HIT 122	Professional Practice Experiences I	0-0-0-3-1
HIT 214	CPT/Other Coding Systems	1-3-0-0-2
HIT 215	Reimbursement Methodology	1-2-0-0-2
HIT 218	Management Principles in HIT	3-0-0-0-3
HIT 221	Lifecycle of EHR	2-2-0-0-3
HIT 222	Professional Practice Experiences III	0-0-0-6-2
HIT 280	Professional Issues	2-0-0-0-2
		Semester Total 15
TOTAL CREDITS FOR PROGRAM OF STUDY:		**75**

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Diploma (D45360)

Fall Semester #1		
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	3-0-0-0-3
MED 121	Medical Terminology I	3-0-0-0-3
		Semester Total 14
Spring Semester #1		
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 Systems & Standards	2-3-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
		Semester Total 13
Summer Semester #1		
HIT 124	Professional Practice Experiences II	0-0-0-3-1
HIT 226	Principles of Disease	3-0-0-0-3
		Semester Total 4
Fall Semester #2		
ENG 111	Writing and Inquiry	3-0-0-0-3
HIT 211	ICD Coding	2-6-0-0-4
		Semester Total 7
Spring Semester #2		
ENG 114	Professional Research & Reporting	3-0-0-0-3
HIT 214	CPT/Other Coding Systems	1-3-0-0-2
HIT 215	Reimbursement Methodology	1-2-0-0-2
HIT 222	Professional Practice Experiences III	0-0-0-6-2
		Semester Total 9
TOTAL CREDITS FOR PROGRAM OF STUDY:		**47**

Note: A student must earn a minimum grade of "C" for all courses in the HIT curriculum. HIT students are required to obtain group liability insurance coverage, submit to a criminal background check and drug testing, and complete a medical form with required immunizations prior to professional practice experience assignments.

HEALTHCARE BUSINESS INFORMATICS

Associate in Applied Science Degree

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems. Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Associate in Applied Science Degree (A25510)

Fall Semester #1		
ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Introduction to Programming & Logic	2-3-0-0-3
LOG 110	Introduction to Logistics	3-0-0-0-3
MED 121	Medical Terminology I	3-0-0-0-3
OST 149	Medical Legal Issues	3-0-0-0-3
		Semester Total 16
Spring Semester #1		
CTS 120	Hardware/Software Support	2-3-0-0-3
DBA 110	Database Concepts	2-2-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
		Semester Total 18
Fall Semester #2		
CTS 285	Systems Analysis & Design	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
HBI 110	Issues and Trends in HBI	3-0-0-0-3
HBI 250	Data Management & Utilization	2-2-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
		Semester Total 18
Spring Semester #2		
ENG 114	Professional Research & Reporting	3-0-0-0-3
HBI 113	Survey of Medical Insurance	3-0-0-0-3
HBI 289	HBI Project	1-4-0-0-3
NOS 230	Windows Admin I	2-2-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 18
TOTAL CREDITS FOR PROGRAM OF STUDY:		**70**

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

HORTICULTURE TECHNOLOGY

Associate in Applied Science Degree/Diploma/Certificate

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses,

landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Note: See Program Director for information about the Horticulture AAS Degree and Diploma.

Associate in Applied Science Degree (A15240)

General Education Requirements (may be completed in any term, pending requisite requirements)

COM 110	Introduction to Communication	3-0-0-0-3
or COM 231	Public Speaking	3-0-0-0-3
or ENG 114	Professional Research & Reporting	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 15
Fall Semester #1		
HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
		Semester Total 10
Spring Semester #1		
HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 164	Horticulture 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
		Semester Total 12
Summer Semester #1		
WBL 112	Work-Based Learning I	0-0-0-20-2
		Semester Total 2
Fall Semester #2		
HOR 112	Landscape Design I	2-3-0-0-3
HOR 152	Horticulture Practices	0-3-0-0-1
HOR 161	Plant Materials II	2-2-0-0-3
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3
		Semester Total 14
Spring Semester #2		
HOR 114	Landscape Construction	2-2-0-0-3
HOR 213	Landscape Design II	2-2-0-0-3
HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 273	Horticulture Management & Marketing	3-0-0-0-3
		Semester Total 11
TOTAL CREDITS FOR PROGRAM OF STUDY:		**64**

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Diploma (D15240)

General Education Requirements

(May be completed in any term, pending requisite requirements.)

ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 6
Fall Semester #1		
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
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
		Semester Total 17
Spring Semester #1		
HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 164	Horticulture 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
		Semester Total 14
TOTAL CREDITS FOR PROGRAM OF STUDY:		**37**

Certificate (C15240)

Complete 12 Credit Hours from:

HOR 112	Landscape Design I	2-3-0-0-3
HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 164	Horticulture 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
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
TOTAL CREDITS FOR PROGRAM OF STUDY:		**12**

INFANT/TODDLER CARE 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.

Coursework includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early

childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Certificate (C55290)

ACA 115	Success & Study Skills	0-2-0-0-1
or ACA 122	College Transfer Success	0-2-0-0-1
EDU 119	Introduction to Early Child Education	4-0-0-0-4
EDU 131	Child, Family, & Community	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety & Nutrition	3-0-0-0-3
EDU 234	Infants, Toddlers, & Twos	3-0-0-0-3
		Semester Total 17

TOTAL CREDITS FOR PROGRAM OF STUDY: 17

INFORMATION TECHNOLOGY

Associate in Applied Science Degree/ Diploma

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and service, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exam.

Information Technology-Computer Programming and Development

Associate in Applied Science Degree (A25590C)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Introduction to Programming & Logic	2-3-0-0-3
CSC 139	Visual BASIC Programming	2-3-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTS 115	Info Sys Business Concepts	3-0-0-0-3
		Semester Total 19

Spring Semester #1

CSC 151	JAVA Programming	2-3-0-0-3
CSC 239	Advanced Visual BASIC Programming	2-3-0-0-3
MAT 143	Quantitative Literacy	3-0-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
NOS 110	Operating Systems Concepts	2-3-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
CTI 120	Network and Sec Foundation	2-2-0-0-3
		Semester Total 21

Fall Semester #2

CTS 285	Systems Analysis & Design	3-0-0-0-3
DBA 110	Database Concepts	2-3-0-0-3
CSC 134	C++ Programming	2-3-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
Humanities/ Fine Arts Elective		3-0-0-0-3
		Semester Total 18

Spring Semester #2

CSC 234	Advanced C++ Programming	2-3-0-0-3
COM 110	Introduction to Communication	3-0-0-0-3
CSC 289	Programming Capstone Project	1-4-0-0-3
NOS 120	Linux/UNIX Single User	2-2-0-0-3
WBL 111	Work-Based Learning I	0-0-0-10-1
Social/Behavioral Science Elective		3-0-0-0-3
		Semester Total 16

TOTAL CREDITS FOR PROGRAM OF STUDY: 74

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Diploma (D25590C)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CSC 134	C++ Programming	2-3-0-0-3
CSC 139	Visual BASIC Programming	2-3-0-0-3
CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTS 115	Info Sys Business Concepts	3-0-0-0-3
		Semester Total 16

Spring Semester #1

CTI 120	Network and Sec Foundation	2-2-0-0-3
CSC 234	Advanced C++ Programming	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
		Semester Total 15

Summer Semester #1

CIS 115	Introduction to Programming & Logic	2-3-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 6

TOTAL CREDITS FOR PROGRAM OF STUDY: 37

Information Technology- Information Systems

Associate in Applied Science Degree (A25590S)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Introduction to Programming & Logic	2-3-0-0-3
CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTS 115	Info Sys Business Concepts	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
WEB 110	Internet/ Web Fundamentals	2-2-0-0-3
		Semester Total 19

Spring Semester #1

ACC 120	Principles of Financial Accounting	3-2-0-0-4
CTI 120	Network and Sec Foundation	2-2-0-0-3
CTS 120	Hardware/ Software Support	2-3-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
NOS 110	Operating Systems Concepts	2-3-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
		Semester Total 22

Fall Semester #2

CTS 220	Advanced Hardware/Software Support	2-3-0-0-3
CTS 285	System Analysis & Design	3-0-0-0-3
DBA 110	Database Concepts	2-3-0-0-3
Humanities/ Fine Arts Elective		3-0-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
		Semester Total 18

Spring Semester #2

BUS 110	Introduction to Business	3-0-0-0-3
COM 110	Introduction on Communication	3-0-0-0-3
CTS 289	System Support Project	1-4-0-0-3
NOS 230	Windows Administration I	2-3-0-0-3
Social/Behavioral Science Elective		3-0-0-0-3
WBL 111	Work-Based Learning I	0-0-0-10-1
		Semester Total 16

TOTAL CREDITS FOR PROGRAM OF STUDY: 75

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

Diploma (D25590S)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Introduction to Programming & Logic	2-3-0-0-3
CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTS 115	Info Sys Business Concepts	3-0-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 110	Operating Systems Concepts	2-3-0-0-3
		Semester Total 19

Spring Semester #2

CTI 110	Web, Pgm, & DB Foundation	2-2-0-0-3
CTS 120	Hardware/ Software Support	2-3-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
NOS 130	Windows Single User	2-2-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
		Semester Total 19

TOTAL CREDITS FOR PROGRAM OF STUDY: 37

MARINE BIOTECHNOLOGY

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 should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

A program that focuses on the scientific study of the ecology and behavior of microbes, plants, and animals inhabiting aquatic environments. Potential course work includes instruction in geology and hydrology; aquatic ecosystems; microbiology; mycology; botany; ichthyology; mammalogy; population biology and biodiversity; studies of specific species, phyla, and habitats; and applications to fields such as natural resources conservation, fisheries science, and biotechnology.

Associate in Applied Science Degree (A20170)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
or ACA 122	College Transfer Success	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
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 152	Statistical Methods I	3-2-0-0-4
		Semester Total 20

Spring Semester #1

BIO 112	General Biology II	3-3-0-0-4
BIO 275	Microbiology	3-3-0-0-4
BTC 250	Principles of Genetics	3-0-0-0-3
CHM 132	Organic and Biochemistry	3-3-0-0-4
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 18

Fall Semester #2

AQU 215	Algae Culture	2-3-0-0-3
BTC 270	Recombinant DNA Technology	3-3-0-0-4
BTC 285	Cell Culture	2-3-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3

ENG 112	Writing/Research in the Disciplines	3-0-0-0-3
or COM 231	Public Speaking	3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 19

Spring Semester #2

AQU 230	Fish Genetics & Breeding	3-0-0-0-3
AQU 255	Invertebrate Culture	3-0-0-0-3
BIO 140	Environmental Biology	3-0-0-0-3
& BIO 140A	Environmental Biology Lab	0-3-0-0-1
or BIO 243	Marine Biology	3-3-0-0-4
BTC 260	Marine Biotechnology	3-3-0-0-4
BTC 288	Biotechnology Lab Experience	0-6-0-0-2
or AQU 280	Aquaculture Project	0-6-0-0-2
		Semester Total 16

TOTAL CREDITS FOR PROGRAM OF STUDY: 73

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

MEDICAL ASSISTING

Associate in Applied Science Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Associate in Applied Science Degree (A45400)

Fall Semester #1

ACA 115	Success and Study Skills	0-2-0-0-1
BIO 163	Basic Anatomy & Physiology	4-2-0-0-5
CIS 110	Introduction to Computers	2-2-0-0-3
MED 110	Orientation to Medical Assisting	1-0-0-0-1
MED 121	Medical Terminology I	3-0-0-0-3
MED 130	Administrative Office Procedure I	1-2-0-0-2
		Semester Total 15

Spring Semester #1

ENG 111	Writing & Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	3-0-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
MED 131	Administration Office Procedure II	1-2-0-0-2
MED 138	Infection/Hazard Control	2-0-0-0-2
MED 140	Exam Room Procedure I	3-4-0-0-5
		Semester Total 18

Summer Semester #1

MED 270	Symptomatology	2-2-0-0-3
MED 272	Drug Therapy	3-0-0-0-3
		Semester Total 6

Fall Semester #2

ENG 112	Argument-Based Research	3-0-0-0-3
OST 149	Medical Legal Issues	3-0-0-0-3
MED 150	Laboratory Procedures I	3-4-0-0-5
MED 232	Medical Insurance Coding	1-3-0-0-2
MED 240	Exam Room Procedures II	3-4-0-0-5
		Semester Total 18

Spring Semester #2

BIO 155	Nutrition	3-0-0-0-3
MED 260	MED Clinical Practicum	0-0-0-15-5
MED 262	Clinical Perspectives	1-0-0-0-1
MED 264	Medical Assisting Overview	2-0-0-0-2
Humanities/Fine Arts Elective		3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 17

TOTAL CREDITS FOR PROGRAM OF STUDY: 74

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives listed at the end of this section for a complete listing of eligible courses.

OFFICE ADMINISTRATION

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 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.

Associate in Applied Science Degree (A25370)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
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
Humanities/Fine Arts Elective		3-0-0-0-3
		Semester Total 18

Spring Semester #1

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
		Semester Total 18

Fall Semester #2

ACC 120	Principles of Financial Accounting	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
		Semester Total 19

Spring Semester #2

BUS 260	Business Communication	3-0-0-0-3
OST 223	Administrative Office Transcription 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 Management	2-2-0-0-3
WBL 111	Work-Based Learning I	0-0-0-10-1
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total 18

TOTAL CREDITS FOR PROGRAM OF STUDY: 73

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives listed at the end of this section for a complete listing of eligible courses.

Diploma (D25370)

Fall Semester #1

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	Writing and Inquiry	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
		Semester Total 18

Spring Semester #1

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 143	Quantitative Literacy	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
		Semester Total 18

Summer Semester #1

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

TOTAL CREDITS FOR PROGRAM OF STUDY: 45

Certificate (C25370)

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

TOTAL CREDITS FOR PROGRAM OF STUDY: 17

TURFGRASS MANAGEMENT TECHNOLOGY

Associate in Applied Science Degree/Diploma/Certificate

The Turfgrass Management Technology curriculum prepares individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticulture principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination.

This program focuses on turfgrass and related groundcover plants and prepares individuals to develop ornamental or recreational grasses and related products; plant, transplant, and manage grassed areas; and to produce and store turf used for transplantation. Potential course work includes instruction in applicable plant sciences, genetics of grasses, turf science, use analysis, turf management, and related economics.

Associate in Applied Science Degree (A15420)

General Education Requirements
(May be completed in any term, pending requisite requirements.)

COM 110	Introduction to Communication	3-0-0-0-3
or COM 231	Public Speaking	3-0-0-0-3
or ENG 114	Professional Research & Reporting	3-0-0-0-3
ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
Humanities/Fine Arts Elective		3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
		Semester Total: 15

Fall Semester #1

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
		Semester Total 10

Spring Semester #1

HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 164	Horticulture 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
		Semester Total 12

Summer Semester #1

WBL 112	Work-Based Learning I	0-0-0-20-2
		Semester Total 2

Fall Semester #2

HOR 112	Landscape Design I	2-3-0-0-3
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3
TRF 230	Turfgrass Management Applications	1-2-0-0-2
TRF 240	Turfgrass Pest Control	2-2-0-0-3
		Semester Total 15

Spring Semester #2

HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 273	Horticulture Management & Marketing	3-0-0-0-3
TRF 210	Turfgrass Equipment Management	1-4-0-0-3
TRF 260	Advanced Turfgrass Management	3-2-0-0-4
		Semester Total 12

TOTAL CREDITS FOR PROGRAM OF STUDY: 66

Note: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of section for a complete listing of eligible courses.

Students planning to transfer to UNCW (or any other UNC-system institution) must substitute MAT-171 for MAT 143.

Diploma (D15420)

General Education Requirements
(May be completed in any term, pending requisite requirements.)

ENG 111	Writing and Inquiry	3-0-0-0-3
MAT 143	Quantitative Literacy	2-2-0-0-3
		Semester Total 6

Fall Semester #1

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4
TRF 120	Turfgrass Irrigation & Design	2-4-0-0-4
TRF 152	Landscape Maintenance	2-2-0-0-3
TRF 230	Turfgrass Management Apps	1-2-0-0-2
		Semester Total 19

Spring Semester #1

HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TRF 210	Turfgrass Equipment Management	1-4-0-0-3
TRF 260	Advanced Turfgrass Management	3-2-0-0-4
		Semester Total 13

TOTAL CREDITS FOR PROGRAM OF STUDY: 38

Certificate (C15420)

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TRF 110	Introduction to Turfgrass Cultures & ID	3-2-0-0-4

TOTAL CREDITS FOR PROGRAM OF STUDY: 13

WELDING TECHNOLOGY
Diploma/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 metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Diploma (D50420)

Fall Semester #1

ACA 115	Success & Study Skills	0-2-0-0-1
ENG 111	Writing and Inquiry	3-0-0-0-3
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
		Semester Total 13

Spring Semester #1

DFT 151	CAD I	2-3-0-0-3
or WLD 151	Fabrication I	2-6-0-0-4
MAT 143	Quantitative Literacy	2-2-0-0-3
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
		Semester Total 15-16

Fall Semester #2

WLD 117	Industrial SMAW	1-4-0-0-3
WLD 122	GMAW (MIG) Plate/Pipe	1-6-0-0-3
or WLD 251	Fabrication II	1-6-0-0-3
WLD 215	SMAW (Stick) Plate	1-9-0-0-4
WLD 261	Certification Practices	1-3-0-0-2
WLD 262	Inspection & Testing	2-2-0-0-3
		Semester Total 15

TOTAL CREDITS FOR PROGRAM OF STUDY: 43-44

Certificate (C50420)

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
		Semester Total 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
		Semester Total 9

TOTAL CREDITS FOR PROGRAM OF STUDY: 18

Approved Elective Courses for Professional & Technical Programs of Study

HUMANITIES & FINE ARTS

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	Two-Dimensional Design	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	Critical 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	Introduction 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

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 Geography	3-0-0-0-3
History		
HIS 111	World Civilizations I	3-0-0-0-3
HIS 112	World Civilizations II	3-0-0-0-3
HIS 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
POL 130	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.***

COURSE DESCRIPTIONS

Course Numbering System

Course designations consist of a three-letter course prefix followed by a three-digit course number. This is followed by the title of the course. Course titles are followed by a sequence of five numbers (formatted as 0-0-0-0-0) which indicate the course hours:

- class lecture hours per week;
- lab hours per week;
- clinical or shop hours per week;
- work experience hours per week; and
- credit hours earned when the course is successfully completed.

Academic support courses have course numbers between 010 and 099 (e.g. ACA 090, DMA 050, DRE 098). All associate degree, diploma, and certificate curriculum courses have course numbers between 100 and 299 (e.g. AQU 111, COS 271, ENG 112, NUR 101, SOC 210).

Prerequisites and Requisites

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 enrolling in BUS 225.

Many courses have developmental mathematics or reading and writing course prerequisites: for example, DRE 098 before ENG 111; DMA 010, 020, 030, 040, and 050 before MAT 143; ENG 098 before HIS 131. To gain admission to the curriculum courses, students must either pass the appropriate developmental prerequisites or make appropriate scores on assessment inventories that measure skills in English, mathematics, and reading.

Most college transfer courses have as minimum prerequisites. Science, accounting, computer science, and economics courses have math course prerequisites.

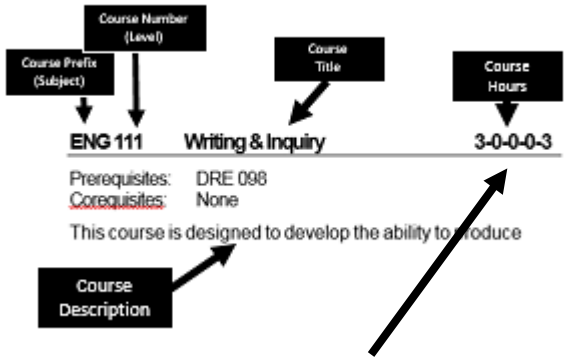
Corequisites are courses which are taken at the same time. For example, PSY 241 has a corequisite of ENG 111; this means that a student should be taking both courses in the same semester unless he/she has already completed ENG 111. Additionally, some science courses have mandatory corequisite lab sections. For example, BIO 140 requires enrollment in BIO 140A, CHM 131 requires enrollment in CHM 131A, and PHY 110 requires enrollment in PHY 110A.

State-mandated prerequisites can only be waived in special circumstances. If the occasion arises in which a local prerequisite should be waived prior to a student registering for a course, the Lead Instructor, Program Director, Department Chair, or Dean, and Vice President for Academic and Student Affairs 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.

See Requisite Requirements & Waivers for additional information about requisite waivers.

Display of Courses in the Catalog

The following legend should be used to interpret each course block in the catalog:



Course Hours–Number Sequence
Example: 3 – 0 – 0 – 0 – 3
Class Lab Clinic Work Credit
Experience

Comprehensive Articulation Agreement (CAA) Courses

Approved college transfer courses are identified in course descriptions with a closing statement describing the use of the course and the way it will transferred to a UNC-system institution:

- **Universal General Education Transfer Component** (UGETC) - UGETC courses are guaranteed to transfer as equivalency credit at the receiving institution with the grade of "C" or better. *This is a Universal General Education Transfer Component (UGETC) course in (subject area) for the (degree type).*

Note: Unless otherwise noted, UGETC courses are applicable to both the Associate in Arts (AA) and Associate in Science (AS) degrees. Courses applicable only to either the AA or AS will be noted as such in the individual course descriptions.

- **CAA Core Courses**
  CAA core courses will transfer to the receiving institution with a grade of "C" or better; however, it is up to the receiving institution as to how the course transfers (as equivalency credit or simply credit towards graduation).

  This course has been approved for transfer under the CAA as a general education course in (subject area) for the (degree type).

- **Pre-Major/Elective CAA Courses**
  CAA pre-major/elective courses will transfer to the receiving institution with a grade of "C" or better; however, it is up to the receiving institution as to how the course transfers (as equivalency credit or simply credit towards graduation). *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the (degree type).*

Only courses with these statements have been approved for transfer to the 16 universities of the University of North Carolina. Courses which do not have these statements are not approved for use in the Associate in Arts or Associate in Science curricula. Finally, certain courses are only approved for use in the Associate in Science curriculum (or vice versa); this will be noted in the CAA statement following these courses.

Course Availability

Courses may not be offered every semester. Certain courses are normally offered only one semester each year and may be part of a two or three course sequence. For instance, MAT 271 (Calculus I) and PHY 151 (College Physics I) will only be offered in the fall semester and MAT 272 (Calculus II) and PHY 152 (College Physics II) will only be offered in the spring semester. Thus, students need to plan ahead. All classes are subject to minimum enrollment requirements and availability of instructors.

Course Equivalencies

From 2012-2014, the North Carolina Community College System completed an extensive redesign of the academic support courses offered at BCC and other NC Community Colleges. As such, certain students may meet prerequisites and/or corequisites of current courses in the catalog by having completed or received credit for previous academic support coursework.

The following tables should be used to equate older academic support courses to the current prerequisite and corequisite requirements:

Developmental English

Current Course	Previous Equivalent Course(s)
DRE 096 Integrated Reading **& Writing I**	ENG 075 - Reading & Language Essentials; or ENG 070 - Basic Language Skills and RED 070 Essential Reading Skills
DRE 097 Integrated Reading & Writing II	ENG 085 - Reading & Writing Foundations; or ENG 080 - Writing Foundations and RED 080 Introduction to College Reading
DRE 098 Integrated Reading & Writing III	ENG 095 - Reading & Composition Strategies; or ENG 090 - Composition Strategies and RED 090 Improved College Reading

Developmental Mathematics

Current Course	Previous Equivalent Course(s)
DMA 010 Operations with Integers DMA 020 Fractions & Decimals DMA 030 Proportions/Ratios/Rates/ Percentages	MAT 060 **Essential Mathematics**
DMA 040 Expressions/Linear Equations/Inequalities DMA 050 Graphs/Equations of Lines	MAT 070 Introductory Algebra
DMA 060 Polynomial/Quadratic Applications DMA 070 Rational Expressions & Equations DMA 080 Radical Expressions & Equations	MAT 080 Intermediate Algebra

ACADEMIC RELATED (ACA)

ACA 090 Student Success Strategies 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals.

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 122 College Transfer Success 0-2-0-0-1

Prerequisites: DRE 097
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.

ACCOUNTING (ACC)

ACC 120 Principles of Financial Accounting 3-2-0-0-4

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 & DMA 050 and DRE 098
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ACC 121 Principles of Managerial Accounting 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ACC 122 Principles of Managerial Accounting 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 Accounting Software Applications 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 & 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 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.

AGRICULTURE (AGR)

AGR 130 Alternative Agricultural Production 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

AMERICAN SIGN LANGUAGE (ASL)

ASL 111 Elementary ASL I 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.

ASL 112 Elementary ASL II 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

ANTHROPOLOGY (ANT)

ANT 210 General Anthropology 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ANT 220 Cultural Anthropology 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ANT 221 Comparative Cultures 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

AQUACULTURE (AQU)

AQU 111 Aquaculture I 3-0-0-0-3

Prerequisites: None
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: None
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: None
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: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 111
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: 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.

AQU 270 Water Gardens 2-3-0-0-3

Prerequisites: None
Corequisites: None

This course provides students with a broad background in the design, construction, maintenance and management of water gardens. Topics include waterscape design, pumps and plumbing, wiring, selection of plants and animals, water quality management, and pest management. Upon completion, students should be able to design, construct, and maintain water gardens with a variety of shapes, sizes and degrees of biological complexity.

AQU 280 Aquaculture Project 0-6-0-0-2

Prerequisites: BIO 111
Corequisites: None

This course provides the student with an opportunity to complete an individualized project in the study of aquaculture, designed by the instructor. Emphasis is placed on the application of aquaculture principles to a topic of interest to the student. Upon completion, students should be able to demonstrate specialized knowledge of an advanced topic in aquaculture.

ART (ART)

ART 111 Art Appreciation 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098

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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 114 Art History Survey I 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 115 Art History Survey II 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 121 Two-Dimensional Design 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ART 171 Computer Art I 0-6-0-0-3

Prerequisites: None
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ART 264 Digital Photography I 1-4-0-0-3

Prerequisites: None
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ART 275 Introduction to Commercial Art 0-6-0-0-3

Prerequisites: None
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BIOLOGY (BIO)

BIO 110 Principles of Biology 3-3-0-0-4

Prerequisites: DRE 096
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, 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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

BIO 111 General Biology I 3-3-0-0-4

Prerequisites: DRE 097 and DMA 010, DMA 020, & DMA030
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. ***This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

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, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. ***This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

BIO 140 Environmental Biology 3-0-0-0-3

Prerequisites: DRE 098 and DMA 010, DMA 020, & DMA030
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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

BIO 140A Environmental Biology Lab 0-3-0-0-1

Prerequisites: DRE 098 and DMA 010, DMA 020, & DMA 030
Corequisites: BIO140

This course provides a laboratory component to complement BIO140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. ***This course has been approved for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

BIO 143 Field Biology Minicourse 1-2-0-0-2

Prerequisites: DRE 097 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 146 Regional Natural History 3-3-0-0-4

Prerequisites: DRE 097 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 155 Nutrition 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 163 Basic Anatomy & Physiology 4-2-0-0-5

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 168 Anatomy & Physiology I 3-3-0-0-4

Prerequisites: DRE 098
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 169 Anatomy & 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 243 Marine Biology 3-3-0-0-4

Prerequisites: BIO 110, 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 271 Pathophysiology 3-0-0-0-3

Prerequisites: BIO 163, 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 275 Microbiology 3-3-0-0-4

Prerequisites: BIO 110, BIO 111, BIO 163, or BIO 168 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 280 Biotechnology 2-3-0-0-3

Prerequisites: BIO 111, CHM 131 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIOTECHNOLOGY (BTC)

BTC 150 Bioethics 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098

This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues.

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 Technology 3-3-0-0-4

Prerequisites: BTC 250 or BIO 250 and BTC181
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 be able to demonstrate 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, centrifugation, 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 Biotechnology Lab Experience 0-6-0-0-2

Prerequisites: Take One Set: BTC 270 & BTC 281; BTC 270 & BTC 285; or BTC 270 & BTC 286
Corequisites: None

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)

BUS 110 Introduction to Business 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 115 Business Law I 3-0-0-0-3

Prerequisites: DRE 098
Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that may arise in business decisions and the laws that apply to them. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 121 Business Mathematics 2-2-0-0-3

Prerequisites: DMA 010, DMA 020, & DMA 030
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: DRE 098

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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, oral 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)

CHM 131 Introduction to Chemistry 3-0-0-0-3

Prerequisites: DRE098 and DMA 010, DMA 020, DMA 030, DMA 040 & DMA050
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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

CHM 131A Introduction to Chemistry Lab 0-3-0-0-1

Prerequisites: DRE098 and DMA 010, DMA 020, DMA 030, DMA 040 & DMA050
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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

CHM 132 Organic and Biochemistry 3-3-0-0-4

Prerequisites: CHM131 and CHM 131A or CHM151
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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.

CHM 151 General Chemistry I 3-3-0-0-4

Prerequisites: DRE098 and DMA 010, DMA 020, DMA 030, DMA 040 & DMA050
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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

CHM 251 Organic Chemistry I 3-3-0-0-4

Prerequisites: CHM 152
Corequisites: none

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

CHM 252 Organic Chemistry II 3-3-0-0-4

Prerequisites: CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

CIVIL ENGINEERING & GEOMATICS (CEG)

CEG 111 Introduction to GIS and GNSS 2-4-0-0-4

Prerequisites: None
Corequisites: None

This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.

CEG 211 Hydrology & Erosion Control 2-3-0-0-3

Prerequisites: DMA 060, DMA 070, & DMA 080 or MAT 171
Corequisites: None

This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

CEG 230 Subdivision Planning & Design 1-6-0-0-3

Prerequisites: CEG 211, DFT 151 and SRV 111
Corequisites: None

This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

COMMUNICATIONS (COM)

COM 110 Introduction to Communication 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in English Composition (Communications) for the AA & AS degrees.***

COM 120 Intro. to Interpersonal Communication 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in English Composition Communications) for the AA & AS degrees.***

COM 231 Public Speaking 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Communications for the AA & AS degrees.***

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 110 Introduction to Computers 2-2-0-0-3

Prerequisites: DRE 097 and DMA 010, DMA 020, & DMA 030
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 for transfer under the CAA as a general education course in Mathematics (Quantitative Option) in the AA & AS degrees.***

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

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030 & DMA 040 or MAT 171
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 for transfer under the CAA as a general education course in Mathematics (Quantitative Option) in the AA & AS degrees.***

COMPUTER INFORMATION TECHNOLOGY (CTS)

CTS 115 Info Sys Business Concepts 3-0-0-0-3

Prerequisites: None
Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

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. Hardware/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.

COMPUTER SCIENCE (CSC)

CSC 120 Computing Fundamentals I 3-2-0-0-4

Prerequisites: DMA 010, DMA 020, DMA 030
DMA 040, & DMA 050 or MAT 171
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 130 Computing Fundamentals II 3-2-0-0-4

Prerequisites: CSC120
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 134 C++ Programming 2-3-0-0-3

Prerequisites: CIS 110
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 139 Visual BASIC Programming 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 151 JAVA Programming 2-3-0-0-3

Prerequisites: CIS110
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 234 Advanced 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 Programming 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 289 Programming Capstone Project 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 TECH INTEGRATION (CTI)

CTI 110 Web, Pgm, & Db Foundation 2-2-0-0-3

Prerequisites: None
Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Security Foundation 2-2-0-0-3

Prerequisites: None
Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

COSMETOLOGY (COS)

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: COS114

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: COS113

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 223 Contemporary Hair Coloring 1-3-0-0-2

Prerequisites: COS 111, COS 112, COS 115, and COS 116
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, COS 112, COS 115, and COS 116
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 260 Design Applications 1-3-0-0-2

Prerequisites: COS 111, COS 112, COS 115, and COS 116
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.

CRIMINAL JUSTICE (CJC)

CJC 100 Basic Law Enforcement Training 9-30-0-0-19

Prerequisites: DRE 097
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 Introduction to Criminal Justice 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CJC 121 Law Enforcement Operations 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CJC 141 Corrections 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

DANCE (DAN)

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

DATABASE MANAGEMENT TECHNOLOGY (DBA)

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.

DEVELOPMENTAL MATHEMATICS (DMA)

FOR CURRICULUM-LEVEL MATHEMATICS COURSES SEE "MAT"

DMA 010 Operations with Integers 0.75-0.5-0-0-1

Prerequisites: Appropriate assessment score
Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions & Decimals 0.75-0.5-0-0-1

Prerequisites: DMA 010 or appropriate assessment score
Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Prop./Ratios/Rates/Percentages 0.75-0.5-0-0-1

Prerequisites: DMA 010 & DMA 020 or appropriate assessment score
Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040 Expressions/Linear Equations/ Linear Inequalities 0.75-0.5-0-0-1

Prerequisites: DMA 010, DMA 020, & DMA 030 or appropriate assessment score and DRE 096 or ENG 075
Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050 Graphs & Equations of Lines 0.75-0.5-0-0-1

Prerequisites: DMA 010, DMA 020, & DMA 030 & DMA 040 or appropriate assessment score and DRE 096 or ENG 075
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomial & Quadratic Applic. 0.75-0.5-0-0-1

Prerequisites: DMA 010, DMA 020, & DMA 030, DMA 040 & DMA 050 or appropriate assessment score and DRE 096 or ENG 075
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 070 Rational Expressions & Equations 0.75-0.5-0-0-1

Prerequisites: DMA 010, DMA 020, & DMA 030, DMA 040, DMA 050 & DMA 060 or appropriate assessment score and DRE 096 or ENG 075
Corequisites: None

This course provides a study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Equations & Expressions 0.75-0.5-0-0-1

Prerequisites: DMA 010, DMA 020, & DMA 030, DMA 040, DMA 050, DMA 060, DMA 070 or appropriate assessment score and DRE 096 or ENG 075
Corequisites: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations

with radical expressions and rational exponents, solving equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DEVELOPMENTAL READING & ENGLISH (DRE)

FOR CURRICULUM-LEVEL ENGLISH COURSES SEE "ENG"

DRE 096 Integrated Reading & Writing I 2.5-1-0-0-3

Prerequisites: Appropriate assessment score
Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile™ range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: ™ stands for registered trademark.

DRE 097 Integrated Reading & Writing II 2.5-1-0-0-3

Prerequisites: DRE 096 or appropriate assessment score
Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile™ range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: ™ represents registered trademark.

DRE 098 Integrated Reading & Writing III 2.5-1-0-0-3

Prerequisites: DRE 096 & DRE 097 or appropriate assessment score
Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile™ range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: ™ represents registered trademark.

DRAFTING (DFT)

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.

DFT 170 Engineering Graphics 2-2-0-0-3

Prerequisites: None
Corequisites: None

This course introduces basic engineering graphics skills, equipment, and application (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement or the AA & AS degrees.***

DRAMA/THEATRE (DRA)

DRA 111 Theatre Appreciation 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.

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

Prerequisites: DRE 097
Corequisites: DRE 098

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ECONOMICS (ECO)

ECO 151 Survey of Economics 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course, for those who have not received credit for ECO 251 or 252, 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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ECO 251 Principles of Microeconomics 3-0-0-0-3

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. ***This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

ECO 252 Principles of Macroeconomics 3-0-0-0-3

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving. ***This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

EDUCATION (EDU)

EDU 119 Intro. to Early Childhood Education 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, & Community 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 097

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: None
Corequisites: DRE 097

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: EDU 119, and EDU 144
Corequisites: DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/ motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 097 and EDU 119

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 153 Health, Safety, & Nutrition 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

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

Prerequisites: None
Corequisites: DRE 098

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

EDU 221 Children with Exceptional Needs 3-0-0-0-3

Prerequisites: EDU 144, and EDU 145
Corequisites: DRE 098

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.

EDU 222 Learning with Behavioral Disorders 3-0-0-0-3

Prerequisites: EDU 144, and EDU 145
Corequisites: DRE 098

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: EDU 144, and EDU 145
Corequisites: DRE 098

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: EDU 119
Corequisites: DRE 098

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 Development & Programming 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098

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 age's five to twelve and plan and implement developmentally-appropriate activities.

EDU 247 Sensory & Physical Disabilities 3-0-0-0-3

Prerequisites: EDU 144, and EDU 145
Corequisites: DRE 098

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: EDU 144, and EDU 145
Corequisites: DRE 098

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: None
Corequisites: DRE 098 and 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 Activities Lab 0-2-0-0-1

Prerequisites: None
Corequisites: DRE 098 and 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: EDU 119
Corequisites: DRE 098

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 Administration I 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098 and 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 Administration II 3-0-0-0-3

Prerequisites: EDU 261
Corequisites: DRE 098 and 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: None
Corequisites: DRE 098

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 Experiences 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098

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 284 Early Childhood Capstone Practicum 1-0-0-9-4

Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: DRE 098

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 on-site faculty visits.

EDU 288 Adv. Issues in Early Childhood Educ. 2-0-0-0-2

Prerequisites: None
Corequisites: DRE 098

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.

ELECTRICITY (ELC)

ELC 128 Introduction to PLC 2-3-0-0-3

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 understand basic PLC systems and create simple programs.

ELC 131 Circuit Analysis I 3-3-0-0-4

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 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)

ELN 131 Analog Electronics I 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 analog circuits using appropriate techniques and test equipment.

ELN 132 Analog Electronics II 3-3-0-0-4

Prerequisites: ELN 131
Corequisites: None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic 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, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 Introduction to Microprocessors 3-3-0-0-4

Prerequisites: CIS 115 and ELC 131
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.

ENGINEERING (EGR)

EGR 115 Introduction 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 131 Intro. to Electronics Technology 1-2-0-0-2

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
Corequisites: None

This course introduces the basic skills required for electrical/electronic 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 150 Introduction to Engineering 1-2-0-0-2

Prerequisites: None
Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 210 Introduction to Electronics/ Computer Engineering Lab 1-3-0-0-2

Prerequisites: MAT-271, and PHY-251
Corequisites: None

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 212 Logic System Design I 3-0-0-0-3

Prerequisites: MAT-271, and PHY-251
Corequisites: None

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 215 Network Theory I 3-0-0-0-3

Prerequisites: MAT-271, and PHY-251
Corequisites: PHY-252, and MAT-273

This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 216 Logic and Network Lab 0-3-0-0-1

Prerequisites: MAT-272, and PHY-251
Corequisites: EGR-212, and EGR-215

This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 220 Engineering Statics 3-0-0-0-3

Prerequisites: PHY-251
Corequisites: MAT-272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 225 Engineering Dynamics 3-0-0-0-3

Prerequisites: EGR-220
Corequisites: MAT-173

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 228 Intro to Solid Mechanics 3-0-0-0-3

Prerequisites: EGR-220
Corequisites: None

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 251 Statics 2-2-0-0-3

Prerequisites: MAT 171
Corequisites: None

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.

EGR 285 Design Project 0-4-0-0-2

Prerequisites: ELC 131, ELN 131, and ELN 133
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.

ENGLISH (ENG)

FOR DEVELOPMENTAL-LEVEL READING & ENGLISH COURSES SEE "DRE"

ENG 111 Writing & Inquiry 3-0-0-0-3

Prerequisites: DRE 098
Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical

strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. ***This is a Universal General Education Transfer Component (UGETC) course in English Composition for the AA and AS degrees.***

ENG 112 Writing/Research in the Disciplines 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 writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. ***This is a Universal General Education Transfer Component (UGETC) course in English Composition for the AA and AS degrees.***

ENG 114 Professional 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 for transfer under the CAA as a general education course in English Composition for the AA & AS degrees.***

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

Prerequisites: ENG 111
Corequisites: None

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ENG 233 Major American Writers 3-0-0-0-3

Prerequisites: ENG 112 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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

FRENCH (FRE)

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

Prerequisites: DRE 097
Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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

Prerequisites: 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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

FRE 211 Intermediate French I 3-0-0-0-3

Prerequisites: FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

GEOGRAPHY (GEO)

GEO 111 World Regional Geography 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

GEO 112 Cultural Geography 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

GEO 130 General Physical Geography 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

GEOLOGY (GEL)

GEL 111 Introductory Geology 3-2-0-0-4

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

GEL 120 Physical Geology 3-2-0-0-4

Prerequisites: DRE 097
Corequisites: DMA 010, DMA 020, & DMA 030

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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Natural Science for the AA & AS degrees.***

HEALTH (HEA)

HEA 112 First Aid & CPR 1-2-0-0-2

Prerequisites: None
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HEALTHCARE BUSINESS INFORMATICS (HBI)

HBI 110 Issues and Trends in HBI 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

HBI 113 Survey of Medical Insurance 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

HBI 250 Data Management & Utilization 2-2-0-0-3

Prerequisites: DBA 110
Corequisites: None

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

HBI 289 HBI Project 1-4-0-0-3

Prerequisites: HBI 250
Corequisites: None

This course provides an opportunity to complete a significant healthcare business informatics 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 healthcare informatics project from the definition phase through implementation.

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 110 Fundamentals of HIT 3-0-0-0-3

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 & 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 Systems/Standards 2-3-0-0-3

Prerequisites: HIT 110
Corequisites: None

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

HIT 122 Professional Practice Experience I 0-0-0-3-1

Prerequisites: HIT 211 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 Professional Practice Experience II 0-0-0-3-1

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 143 and 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 211 ICD Coding 2-6-0-0-4

Prerequisites: HIT 114 and HIT 226
Corequisites: None

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214 CPT/Other Coding Systems 1-3-0-0-2

Prerequisites: HIT 211
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 1-2-0-0-2

Prerequisites: HIT 211
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 Management 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 Health Informatics & EHRs 1-2-0-0-2

Prerequisites: CIS 110 and HIT 114
Corequisites: DBA 110

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/ network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 Lifecycle of the EHR 2-2-0-0-3

Prerequisites: HIT 220
Corequisites: None

This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 Professional Practice Experience III 0-0-0-6-2

Prerequisites: HIT 211
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 211
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.

HISTORY (HIS)

HIS 111 World Civilizations I 3-0-0-0-3

Prerequisites: DRE 097
Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to

analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. ***This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 112 World Civilizations II 3-0-0-0-3

Prerequisites: DRE 097
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. ***This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 115 Introduction to Global History 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 116 Current World Problems 3-0-0-0-3

Prerequisites: DRE 097
Corequisites: None

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HIS 121 Western Civilization I 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 122 Western Civilization II 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 131 American History I 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 132 American History II 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 221 African-American History I 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HIS 226 The Civil War 3-0-0-0-3

Prerequisites: DRE 098
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HIS 236 North Carolina History 3-0-0-0-3

Prerequisites: DRE 098
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HORTICULTURE (HOR)

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 (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

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 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 in a sustainable landscape. 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, including natives and invasive plants.

HOR 161 Plant Materials II 2-2-0-0-3

Prerequisites: None
Corequisites: None

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 162 Applied Plant Science 2-2-0-0-3

Prerequisites: None
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 Horticulture 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: None
Corequisites: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR 168 Plant Propogation 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 257 Arboriculture Practices 1-3-0-0-2

Prerequisites: None
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 273 Horticulture Management & 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)

HUM 110 Technology and Society 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course considers technological change for historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

HUM 115 Critical Thinking 3-0-0-0-3

Prerequisites: DRE 098
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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

HUM 160 Introduction to Film 2-2-0-0-3

Prerequisites: DRE 096
Corequisites: DRE 097

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

INFORMATION SYSTEMS SECURITY (SEC)

SEC 110 Security Concepts 2-2-0-0-3

Prerequisites: CIS 110
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.

LOGISTICS MANAGEMENT (LOG)

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.

MARKETING AND RETAILING (MKT)

MKT 120 Principles of Marketing 3-0-0-0-3

Prerequisites: None
Corequisites: DRE 098

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.

MATHEMATICS (MAT)

FOR DEVELOPMENTAL-LEVEL MATHEMATICS COURSES SEE "DMA"

MAT 001P Math Skills Support 0-2-0-0-1

Prerequisites: None
Corequisites: Take One Course: MAT 110, MAT 143, MAT 152, or MAT 171

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the corequisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's corequisite math course.

MAT 110 Mathematical Measurements 2-2-0-0-3

Prerequisites: DMA 010, DMA 020, & DMA 030
Corequisites: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 143 Quantitative Literacy 2-2-0-0-3

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. ***This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA degree ONLY.***

MAT 152 Statistical Methods I 3-2-0-0-4

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040 & DMA 050
Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. ***This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA degree ONLY.***

MAT 171 Precalculus Algebra 3-2-0-0-4

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, & DMA 080
Corequisites: None

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 is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA & AS degrees.***

MAT 172 Precalculus Trigonometry 3-2-0-0-4

Prerequisites: MAT 171
Corequisites: None

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 is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

MAT 263 Brief Calculus 3-2-0-0-4

Prerequisites: MAT 171
Corequisites: None

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 is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

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 is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

MAT 272 Calculus II 3-2-0-0-4

Prerequisites: MAT 271
Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. ***This is a Universal General Education Transfer Component (UGETC) course***.

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 for transfer under the CAA as a general education course in Mathematics for the AS degree ONLY.***

MAT 280 Linear Algebra 2-2-0-0-3

Prerequisites: MAT 271
Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.***

MAT 285 Differential Equations 2-2-0-0-3

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

MEDICAL ASSISTING (MED)

MED 110 Orientation to Med Assist 1-0-0-0-1

Prerequisites: DRE 098
Corequistes: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 121 Medical Terminology I 3-0-0-0-3

Prerequisites: DRE 098
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.

MED 130 Admin Office Procedures 1-2-0-0-2

Prerequisites: None
Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin Office Procedures II 1-2-0-0-2

Prerequisites: MED 130
Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 138 Infection/Hazard Control 2-0-0-0-2

Prerequisites: None
Corequistes: None

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious diseases, and applicable North Carolina laws. Upon completion, students should be able to demonstrate an understanding of infectious diseases, disease transmission, infection control procedures, biohazard management, OSH standards, and applicable North Carolina laws.

MED 140 Exam Room Procedures I 3-4-0-0-5

Prerequisites: None
Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3-4-0-0-5

Prerequisites: None
Corequisites: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 Medical Insurance Coding 1-3-0-0-2

Prerequisites: BIO 163 MED 131, MED 121, MED 122
Corequisites: None

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 Exam Room Procedures II 3-4-0-0-5

Prerequisites: MED 140
Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 MED Clinical Externship 0-0-15-0-5

Prerequisites: None
Corequisites: None

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives 1-0-0-0-1

Prerequisites: None
Corequisites: None

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 Med Assisting Overview 2-0-0-0-2

Prerequisites: None
Corequisites: None

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology 2-2-0-0-3

Prerequisites: MED 122, MED 140
Corequisites: BIO 163

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy 3-0-0-0-3

Prerequisites: DRE 098
Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MUSIC (MUS)

MUS 110 Music Appreciation 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. ***This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

MUS 111 Fundamentals of Music 3-0-0-0-3

Prerequisites: None
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

MUS 112 Introduction to Jazz 3-0-0-0-3

Prerequisites: None
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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

MUS 151 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

NETWORK OPERATING SYSTEMS (NOS)

NOS 110 Operating Systems 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 230 Windows Administration I 2-2-0-0-3

Prerequisites: NOS 130
Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NETWORKING TECHNOLOGY (NET)

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.

NURSING (NUR)

NUR 101 Practical Nursing I 7-6-6-0-11

Prerequisites: Admission to the Practical Nursing program; BIO 163, ENG 111 & PSY 110
Corequisites: NUR 117

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 Practical Nursing II 7-0-9-0-10

Prerequisites: NUR 101
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts, within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 Practical Nursing III 6-0-9-0-9

Prerequisites: NUR 101 & 102
Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111 Introduction to Health Concepts 4-6-6-0-8

Prerequisites: Admission to the ADN program; DRE 098 or ENG 095 & DMA 010, 020, 030, 040, 050, 060, 070, & 080
Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness 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 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: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health- wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology 1-3-0-0-2

Prerequisites: Admission to the Practical Nursing Program
Corequisites: BIO 163, ENG 111, and PSY 110

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 118 Nutrition/Diet Therapy 2-0-0-0-2

Prerequisites: DRE 098 or 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 U.S. Department of Agriculture dietary standard recommended for individuals across the life span, energy balance, and 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
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, 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
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts 4-3-15-0-10

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211 & NUR 212
Corequisites: None

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.

NURSING ASSISTANT (NAS)

NAS 101 Nurse Aide I 3-4-3-0-6

Prerequisites: DRE 096 or ENG 075
Corequisites: None

This course introduces basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II 3-2-6-0-6

Prerequisites: NAS 101 and be currently listed as NA I with the State of North Carolina; DRE 097 or ENG 085
Corequisites: NAS 103

This course provides training Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 103 Home Health Care Nurse Aide 4-4-0-0-6

Prerequisites: NAS 101
Corequisites: NAS 102

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

OFFICE ADMINISTRATION (OST)

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 Applications 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 149 Medical Legal Issues 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

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 a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Administrative Office Transcription 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 Management 2-2-0-0-3

Prerequisites: OST 164 and 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.

PHILOSOPHY (PHI)

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees***.

PHLEBOTOMY (PBT)

PBT 100 Phlebotomy Technology 5-2-0-0-6

Prerequisites: DRE 098 or ENG 095
Corequisites: PBT 101 & PSY 150

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.

PBT 101 Phlebotomy Practicum 0-0-9-0-3

Prerequisites: DRE 098 or ENG 095
Corequisites: PBT 100 & PSY 150

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.

PHYSICAL EDUCATION (PED)

PED 110 Fit and Well for Life 1-2-0-0-2

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 259 Prevention & Care of Athletic 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PHYSICAL FITNESS TECHNOLOGY (PSF)

PSF 110 Exercise Science 4-0-0-0-4

Prerequisites: None
Corequisites: None

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

PSF 111 Fitness & Exercise Testing I 3-2-0-0-4

Prerequisites: None
Corequisites: None

This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

PSF 116 Prevention & Care of Exercise Injuries 2-2-0-0-3

Prerequisites: None
Corequisites: None

This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

PSF 118 Fitness Facility Management 4-0-0-0-4

Prerequisites: None
Corequisites: None

This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

PSF 120 Group Exercise Instruction 2-2-0-0-3

Prerequisites: PSF 110
Corequisites: None

This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

PSF 210 Personal Training 2-2-0-0-3

Prerequisites: PSF 110 and PSF 111
Corequisites: None

This course introduces the student to the aspects of personal (one-on- one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

PSF 212 Exercise Programming 2-2-0-0-3

Prerequisites: PSF 110
Corequisites: None

This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

PSF 214 Health & Fitness Law 3-0-0-0-3

Prerequisites: None
Corequisites: None

This course is designed to build a greater awareness and understanding of laws and legal issues encountered in the health and fitness industry. Topics include federal/state regulations, historical/current practices, risk management, torts, employment, discrimination, contracts, waivers, health/ fitness screening, client confidentiality, facility safety, equipment liability, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize liability in a fitness setting.

PSF 218 Lifestyle Change & Wellness 3-2-0-0-4

Prerequisites: None
Corequisites: None

This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

PHYSICS (PHY)

PHY 110 Conceptual Physics 3-0-0-0-3

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, & DMA 050
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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

PHY 151 College Physics I 3-2-0-0-4

Prerequisites: 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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

PHY 251 General Physics I 3-3-0-0-4

Prerequisites: MAT 271
Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. ***This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

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 is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

POLITICAL SCIENCE (POL)

POL 120 American Government 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

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

Prerequisites: DRE 097
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

POL 210 Comparative Government 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

POL 220 International Relations 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSYCHOLOGY (PSY)

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: DRE 097
Corequisites: DRE 098

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 is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PSY 237 Social Psychology 3-0-0-0-3

Prerequisites: PSY 150 or SOC 210
Corequisites: DRE 098

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. ***This course has been approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 239 Psychology of Personality 3-0-0-0-3

Prerequisites: PSY 150
Corequisites: DRE 098

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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 241 Developmental Psychology 3-0-0-0-3

Prerequisites: PSY 150
Corequisites: DRE 098

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. ***This course has been approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 243 Child Psychology 3-0-0-0-3

Prerequisites: PSY 150
Corequisites: DRE 098

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PSY 275 Health Psychology 3-0-0-0-3

Prerequisites: PSY 150
Corequisites: DRE 098

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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PSY 281 Abnormal Psychology 3-0-0-0-3

Prerequisites: PSY 150
Corequisites: DRE 098

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and

therapeutic techniques. ***This course has been approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

RELIGION (REL)

REL 110 World Religions 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 211 Introduction to Old Testament 3-0-0-0-3

Prerequisites: DRE 096
Corequisites: DRE 097

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 212 Introduction to New Testament 3-0-0-0-3

Prerequisites: DRE 096
Corequisites: DRE 097

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 221 Religion in America 3-0-0-0-3

Prerequisites: DRE 097
Corequisites: DRE 098

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SOCIOLOGY (SOC)

SOC 210 Introduction to Sociology 3-0-0-0-3

Prerequisites: DRE 097
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 is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 213 Sociology of the Family 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 220 Social Problems 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 225 Social Diversity 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 240 Social Psychology 3-0-0-0-3

Prerequisites: DRE 097
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 for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SPANISH (SPA)

SPA 111 Elementary Spanish I 3-0-0-0-3

Prerequisites: DRE 097
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. ***This course has been approved for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SPA 112 Elementary Spanish II 3-0-0-0-3

Prerequisites: 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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SPA 181 Spanish Lab I 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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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

Prerequisites: SPA 111
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 for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

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 for transfer under the CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SURVEYING (SRV)

SRV 110 Surveying I 2-6-0-0-4

Prerequisites: None
Corequisites: MAT 171 or DMA 060, DMA 070, & DMA 080

This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.

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 240 Topography/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.

TURFGRASS MANAGEMENT (TRF)

TRF 110 Introduction to Turfgrass Cultures & ID 3-2-0-0-4

Prerequisites: None
Corequisites: None

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

TRF 120 Turfgrass Irrigation & Design 2-4-0-0-4

Prerequisites: None
Corequisites: None

This course covers the basic techniques involved in the design, layout, installation, and use of water-wise turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system according to sustainable practices.

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.

TRF 210 Turfgrass Equipment Management 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 Management Applications 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 Advanced Turfgrass Management 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)

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)

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 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 with prescribed electrodes. Credit for WLD 115 is only available after 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. Credit for WLD 115 is only available after completion of both WLD 115AB and WLD 115BB.

WLD 117 Industrial SMAW 1-4-0-0-3

Prerequisites: None
Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

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.

WLD 122 GMAW (MIG) Plate/Pipe 1-6-0-0-3

Prerequisites: WLD 121
Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

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.

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.

WLD 151 Fabrication I 2-6-0-0-4

Prerequisites: None
Corequisites: None

This course introductions the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 215 SMAW (Stick) Plate 1-9-0-0-4

Prerequisites: WLD 115
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 251 Fabrication II 1-6-0-0-3

Prerequisites: WLD 151
Corequisites: None

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 261 Certification Practices 1-3-0-0-2

Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection & Testing 2-2-0-0-3

Prerequisites: None
Corequisites: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

WORK-BASED LEARNING (WBL)

WBL 111 Work-Based Learning I 0-0-0-10-1

Prerequisites: Department Approval
Corequisites: None

This course provides a work-based learning experience with a college- approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work- related competencies.

WBL 112 Work-Based Learning II 0-0-0-20-2

Prerequisites: Department Approval
Corequisites: None

This course provides a work-based learning experience with a college- approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

CONTINUING EDUCATION, ECONOMIC AND WORKFORCE DEVELOPMENT

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.

Continuing Education, Economic and Workforce Development 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 range from basic reading and writing skills to trades education and technical upgrading to cultural and personal enrichment.

Continuing Education, Economic and Workforce Development 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 Continuing Education, Economic and Workforce Development or by visiting *http://www.brunswickcc.edu/about-continuing-education/.*

Admission to Continuing Education, Economic and Workforce Development Courses

Persons who wish to take courses for Continuing Education Unit (CEU) credit are admitted and enrolled at least 48 hours before the start date of the class. The Continuing Education, Economic and Workforce Development department periodically publishes class schedules. Further information may be obtained by contacting:

Brunswick Community College
Continuing Education, Economic and Workforce Development
P.O. Box 30, Supply, NC 28462-0030
Telephone: 910.755.7378 or 1.800.754.1050, Ext. 7378
http://www.brunswickcc.edu/about-continuing-education/

Registration Information

Continuing Education students must complete registration and payment at least 72 hours (3 days) prior to the start of class unless stated otherwise. Should the College be closed 72 hours prior to the start of class, registration will be taken the first day the College is reopened. Registration forms are available in the Continuing Education, Economic & Workforce Development Department and online at http://www.brunswickcc.edu under the Continuing Education Registration tab.

Mail: Brunswick Community College
Continuing Education Registration
50 College Road
Bolivia, NC 28422

Walk-In: Monday through Thursday, 8am - 5pm
Friday, 8am - 3pm, except holidays

Who May Register

Any adult, 18 years of age or older, may register for a course. Individuals 16 to 17 years old may register upon recommendation of the chief administrative school officer and parent/guardian.

Registration Fees

The North Carolina State Board of Community Colleges is responsible for our fee structure for Occupational Extension courses. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals.

Hours	Registration Fee
1 – 24	$ 70.00
25 – 50	$125.00
51 +	$180.00

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. Registration fees are subject to change contingent upon action by the North Carolina General Assembly.

Refund Policy

Refunds are allowed under the following circumstances:

- A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.
- After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class.

  Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
- For contact hour classes, students must withdraw, in writing, within 10 calendar days.
- Self-Supporting classes will refund 75% to the student with an official withdraw from the class prior to the start date. No refunds will be issued after the start date of class.
- 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 course the student was attending), all registration fees for that semester will be refunded to the estate of the deceased.

Class Locations

Many Continuing Education, Economic and Workforce Development 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 the surrounding communities of Southport, Calabash/Carolina Shores, 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.

Continuing Education, Economic & Workforce Development Building A
50 College Road,
Bolivia, NC 28422

Leland Center
2045 Enterprise Drive
Leland, NC 28451

South Brunswick Islands Center
9400 Ocean Hwy West
Calabash, NC 28467

Brunswick Educational Trades Certification Center (BETCC)
104 Ocean Hwy East
Supply, NC 28462

Southport Center
704 N. Lord St.
Southport, NC 28461

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 measurement for an individual's participation in non-credit classes, courses, and programs. One (1) C.E.U. is defined as ten contact hours of participation in an organized continuing education class.

Continuing Education, Economic and Workforce Development

Brunswick Community College has designed career pathways for students that are seeking programs that accelerate the development of employability skills and lead to national credentials. Students enrolled in workforce development can experience a series of interconnected educational training programs that can be completed in six months or less. The pathway framework enables individuals to secure a job or advance in a high demand industry. The courses are affordable and conveniently located throughout Brunswick County. The career pathways include:

Beauty & Health Services (Esthetics, Massage, Manicurist)
Building Construction
Computer Repair /A+ Certification
Electrical Technician
Green Technology
Health Occupations
Heating & Air Conditioning Technician
Hospitality
Industrial & Facilities Maintenance
Machine Technology
Plumbing Technician
Solar Installer
Welding

Workforce Development also offers pre-licensing courses that are designed to meet the instructional requirements to take the exam for Real Estate Provisional and Real Estate Brokerage, Marine Captain Licensure, Building and Electrical Contractor, and Notary Public, and other third-party industry credentials.

Personal Computer Training provides classes for business and industry, and those seeking job opportunities requiring skills and certifications in software applications such as MS-Word, MS-Excel, MS-PowerPoint, Windows, Internet, and basic computer skills.

Public Health and Safety

Public Health and Safety Programs offer training in OSHA-mandated safety courses, first aid, and CPR.

Emergency Medical Services

Emergency Medical Training provides certification, recertification courses, and continuing education for all EMT levels and Medical Responder.

Fire/Rescue

Fire Training provides instruction that focuses on firefighting techniques for members of municipal, volunteer, and industrial brigades. Many of the courses lead to certification that is recognized by the NC Office of State Fire Marshall.

Health Occupations

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

Law Enforcement In-Service courses are designed for upgrading both experienced and recently employed police officers and law enforcement officials. Training includes Mandated Training as set annually by the State of NC, Criminal Justice Training & Standards as well as the Sheriff's Training Standards Commission. In addition to the mandated training, other topics are developed and/or recruited.

Economic Development

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 NC Manufacturing Extension Partnership 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 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. There is no charge for these services.

Sustainability Innovation Leadership Center

The Sustainability Innovation Leadership Center (SILC) provides resources and training for business and industry and the public on sustainability practices in the region. The center creates networking opportunities through events, workshops, and forums.

The purpose of the center is to build local and regional partnerships, create an environment where new ideas flourish, problems become opportunities, and knowledge helps grow an organization, and provides up-to-date sustainability resources and tools from nationally and internationally recognized organizations. The resources available can add value to construction, manufacturing, small and large businesses, education, municipalities, healthcare, tourism, and agriculture.

Small Business Center

The Small Business Center is designed to serve prospective and existing small business owners with free, confidential one-on-one business counseling. A variety of business related seminars, workshops, and specific courses geared to small business owners are offered throughout the year at locations across the county.

The center works in cooperation with the area Chambers of Commerce, the Small Business Administration, SCORE, SBTDC, and many other agencies which provide information and assistance to small businesses.

The center focuses activities to those businesses generally employing ten or less. 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.

The Center assists prospective and established small business persons to reach their full potential, by utilizing all resources available throughout the network.

From its inception in 1986, Brunswick Community College's 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.

Community Services

The Community Services program offers individuals 16 years of age and older short-term courses for self-improvement, cultural enrichment, academic achievement, and personal development. The program provides access to lifelong learning opportunities that contribute to the community's overall cultural, civic, and intellectual growth. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and cultural awareness. In addition to enrichment courses, other educational and cultural enrichment that meet the growing needs and interests of the community.

The Brunswick Institute of Lifelong Learning (B.I.L.L.) at Brunswick Community College provides personal enrichment experience as diverse as oil painting, dancing, pottery, quilting, birding, cooking, or motorcycle safety, just to name a few. The Institute's programs are available to anyone and offer a wide variety of learning experience that will broaden your horizons and expand your abilities and interests throughout your life.

Foundational Studies

Adult Basic Education

Brunswick Community College's Adult Education program is designed to improve students reading, communication, problem solving, computation, and writing skills. Instruction includes practical, real-life content that will prepare adults for employment, family finances, parenting, and contemporary society. Students can expect this program to lay the foundation for further higher education opportunities and higher income earnings.

Adult High School Diploma

The Adult High School Program (AHS) is designed to allow students the opportunity to complete a high school credential that mirrors a public school credential. The program is accredited by the Southern Association of Colleges and Schools and aligns with the North Carolina Community College System requirements which are established by the Department of Public Instruction. This diploma is the same as those offered through public school system in Brunswick County.

High School Equivalency

The high school equivalency program has opened the doors of opportunity for millions of adult learners. This credential is the gateway to college, workplace learning, and family sustaining wages. The program's accelerated instruction prepares students for the official exams, which include four content areas. These areas are aligned with current high school standards and career readiness / employer expectations. The official exams are provided on desktop computers are include the following:

A. Reasoning Through Language Arts (RLA) (150 minutes)
   1. Section 1 (35 minutes)
   2. Section 2 (45 minutes)
   3. Student Break (10 minutes)
   4. Section 3 (60 minutes)

B. Mathematical Reasoning (115 minutes)
   1. Section 1 (first 5 test questions) - calculator not allowed
   2. Section 2 (remaining 41 test questions) - calculator allowed

C. Science (90 minutes)

D. Social Studies (90 minutes)
   1. Section 1 (65 minutes)
   2. Section 2 (25 minutes)

Human Resource Development (HRD) Program

HRD is designed to recruit, assist, and train the unemployed and underemployed adults of Brunswick County. The instructors have experience with career planning and are able to utilize a variety of assessments that measure individual interests and abilities.

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 state recognized, skills assessment tool developed by ACT®.

English as a Second Language

This class will quickly improve the adult learner’s ability to speak, read, listen, and write the English language. Any adult student who does not speak English as their native language can enroll with no fees or tuition costs. Students will have the opportunity to use CASAS® listening assessments, Rosetta Stone®, All Stars, Milestones Reading Library, video streaming, and other online tools. The program is designed to move adult learners through the six levels of ESL instruction through small group instruction and ongoing assessment.

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 Interagency Program

The Brunswick Interagency Program (BIP) is a comprehensive educational/vocational program for Brunswick County’s residents diagnosed with intellectual/developmental disabilities from age 17 and older.

Additional services and support are provided through our partnering agencies: Trillium Health Resources, North Carolina Vocational Rehabilitation, and North Carolina Council on Developmental Disabilities.

The program’s adult basic education courses enable students to develop to their ultimate potential and to achieve a higher level of functional 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.

The program provides instruction that includes personal and community living skill development, literacy, budgeting, interviewing skills, effective communication and motor skill development. 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 employs a full-time director, an enhanced services coordinator, and two retention specialists which assist and refer qualifying students to day support services, financial benefits, community-based services, outpatient services, medical/ dental treatment, social activities, transportation, and residential placement.

Administration/Faculty & Staff Directory

State Administration

Dr. James C. Williamson ..... *President, North Carolina Community College System*
Mr. Scott Shook, Chair ..... *State Board of Community Colleges*

Board of Trustees

Alan Holden ..... *Chairman*
Patrick O'Bryant ..... *Vice Chairman*

Mark Bachara
Dwight Flanagan
Jwantana Gardner Frink
Frank Iler
Bobby Long
Michael Norton
Art Skipper
Dr. Eugene Steadman, Jr
Doug Terhune
Dr. Allen Williams
SGA Present, To be Announced

Administration

Dr. Susanne H. Adams ..... *President*
B.A., M.Ed., Virginia Polytechnic Institute and State University
Ed.D., North Carolina State University, East Carolina University

Bea Palazzi ..... *Senior Executive Assistant to the President*

Lois Smith..... *Vice President of Academic and Student Affairs*
B.S., M.S., University of Missouri-Kansas City

Sheila Galloway ..... *Vice President of Budget & Finance*
B.S., University of North Carolina Wilmington

Velva Jenkins ..... *Vice President of Continuing Education/ Economic and Workforce Development*
B.S., University of North Carolina Wilmington,
M.A., Webster University

Donnie Bassinger..... *Vice President of Operations*
B.A., Catawba College,
M.A., Appalachian State University

Robbie Allen..... *Director of Athletics & Head Baseball Coach*
B.S., Mount Olive College

Ronnie Bryant..... *Chief Information Officer*
A.A.S., Sampson Community College,
B.S., Mount Olive College,
M.A., Appalachian State

Elina Dicostanzo ..... *Director of Resource Development*
B.S., American University,
M.B.A., University of Denver

London Schmidt ..... *Director of Marketing & Public Relations*
B.A., University of North Carolina Wilmington

Nicole Williams..... *Director of Human Resources*
B.S., Shaw University of North Carolina,
M.B.A., Post University of Connecticut

Faculty - Deans

Dr. John Gray ..... *Dean of Arts & Sciences*
B.A., Gardner Webb, *Instructor, Psychology*
M.Div., Southern Baptist Theological Seminary,
TH.M., Ph.D., Southern Baptist Theological Seminary

Dr. Denise Houchen-Clagett ..... *Dean of Academic Support*
B.S., Mount Olive College, *Instructor, Academic Success*
M.S., University of Phoenix, *Instructor, Computer Programming & Information Technology*
Ed.D., Walden University

Gina Robinson ..... *Dean of Professional and Technical Programs*
B.S., Meredith College, *Instructor, Office Administration*
M.A.T., Winthrop University

Staff - Deans

Greg Bland ..... *Dean of Continuing Education*
B.S.W., M.P.A., University of North Carolina Wilmington

Lori Graham ..... *Dean of Student Services & Enrollment Management*
A.A.S, Pierce College,
B.A., St. Martin's College,
M.A., East Carolina University

Faculty – Department Chairs

Ashley Barnhill ..... *Chair of Social & Behavioral Sciences*
B.A., North Carolina State University, *Instructor, History*
M.A., University of North Carolina Wilmington

Dr. J. Burton Browning ..... *Chair of Business, Engineering and Technology*
B.A., M.A. East Carolina University *Co-Director of Healthcare Business Informatics*
Ed.D., North Carolina State University

Robert Rogan ..... *Chair of Humanities & Fine Arts*
B.A., M.A. James Madison University *Instructor, English*

Jennifer Schumacker ..... *Chair of Mathematics and Science*
B.S., Stockton State College, *Instructor, Biology*
M.S., University of North Carolina Wilmington

Zada Wicker ..... *Chair of Health Sciences*
A.A.S., Brunswick Community College *Co-Director of Healthcare Business Informatics & Instructor*
B.S., M.B.A. Gardner Webb University *Instructor, Health Information Technology*

Faculty - Directors

Dr. Ashley Alvarez ..... *Director of Biotechnology & Marine Biotechnology*
B.S. University of California, San Diego
M.S., Ph.D. University of California, Riverside

Dr. Travis Brown ..... *Director of Aquaculture Technology*
A.A.S., Brunswick Community College
B.S., University of North Carolina Wilmington
M.S.Ag.Ed, Ph.D. Auburn University

Valerie Locklear ..... *Director of Early Childhood Education*
B.S., M.A., James Madison University

Tanya Mace ..... *Director of Practical Nursing and Phlebotomy*
B.S.N., University of North Carolina Charlotte,

M.S.N., University of Phoenix

Barbara Mankey ..... *Director of Associate Degree Nursing*
B.A., St. Francis College,
B.S.N., M.S.N., Villanova University

Jace Myers ..... *Director, Horticulture Technology & Turfgrass Management Technology*
A.A.S., Wayne Community College,
B.S., University of North Carolina Wilmington,
M.S.Ag.Ed., North Carolina State University

Walter Shaw ..... *Director of Health and Fitness Science Head Men's Basketball Coach*
B.A., University of North Carolina Wilmington
M.A., University of North Carolina Pembroke

Chantal Taunton..... *.Director of Basic Law Enforcement Training*
A.S., Brunswick Community College

Joyce Thomas..... *Director of Medical Assisting Program*
A.A.S., Central Carolina Community College

Ashley Wallace..... *Director of Business Programs*
B.S., M.B.A., University of North Carolina Wilmington,
M.P.P., Duke University

Faculty – Instructors

Shaylene Ball ..... *Instructor, Practical Nursing*
A.A.S., Brunswick Community College,
B.S.N., University of Phoenix

Sherri Balkcum..... *Instructor, Health Information Technology*
A.A.S., Brunswick Community College

Dr. Sybil Burgess..... *Instructor, Biology & Chemistry*
B.S., B.A., Meredith College,
Ph.D., North Carolina State University

Dr. William Jeff Chandler..... *Instructor, Biology*
B.S., Lambuth University,
Ph.D., Life University

Debra Clifton ..... *Instructor, Associate Degree Nursing Level* II
B.S.N., M.S.N., University of North Carolina Wilmington

Dr. Jennifer Doyle..... *Instructor, Academic Success*
B.A., M.A., Ed.D., Clemson University

Dr. Kelley Evans..... *Instructor, Developmental English*
B.A, Transylvania University, M.S., Erikson Institute,
Ph.D, University of Pennsylvania

Michael Fudali ..... *Instructor, Developmental Math*
B.S., M.B.A., St. John's University

Richard Harrison ..... *.Instructor, Welding Technology*

Peter Hocking..... *Instructor, Mathematics*
B.A., Royal Melbourne Institute of Technology University,
M.S., University of North Carolina Wilmington

Susan Hunt..... *Instructor, Cosmetology*
Cosmetologist Teacher License of NC

Victoria Hyde ..... *Instructor, Practical Nursing*
B.S.N, Bellarmie College

Dr. Kimberly Jones ..... *Instructor, Biology & Chemistry*
B.A., M.S., University of North Carolina Wilmington,
Ph.D., North Carolina State University

Dr. Katherine Kleber ..... *Instructor, Biology*
A.A.S., Columbus State Community College,
B.S., M.S., The Ohio State University,
Ph.D., East Carolina University

Belle McGinty ..... *Lead Instructor, Associate Degree*
B.S.N., Temple University,
M.Ed., American Intercontinental University

Paul Mills ..... *Instructor, English*
B.A., M.A. University of North Carolina Wilmington, *ECHS Liaison*

Katie Mintz ..... *Instructor, Early Childhood Education Nursing Level I*
B.A., University of North Carolina Charlotte,
M.A., Concordia University

Robert Pontious ..... *Instructor, English*
A.B., Kenyon College, M.S., Southern Illinois University

Barbara Pridgen ..... *Instructor, Practical Nursing*
B.S.N., University of North Carolina Pembroke,
M.S.N., University of North Carolina Wilmington

William Remele, Jr. ..... *Lead Instructor, Fine Arts (Music)*
B.A., Centre College of Kentucky, M.A. Samford University *Instructor, Developmental Mathematics*

Rebecca Rock ..... Instructor, Developmental Mathematics
B.A., M.S., University of North Carolina Wilmington

Paula Rosenbloom ..... *Instructor, Spanish*
B.A., M.Ed., University of North Carolina Wilmington

Zenda Rushing ..... *Instructor, Biology*
B.A., M.A., Appalachian State University

Holly Smith-Bass ..... *Instructor, Math*
B.S., University of North Carolina Wilmington,
M.A., San Diego State University

Wilburn Smith ..... *Instructor, Information Technology*
B.S., The Citadel, M.S., Airforce Institute of Technology, (A.B.D.)
George Mason University

Amy Sneed ..... *Lead Instructor, Associate Degree* Nursing Level II
B.S.N., University of North Carolina Charlotte,
M.S.N., University of Phoenix, C.N.E., National League for Nursing

Department Administration

Carmen Ellis ..... *Director of Learning Resources*
B.A., University of North Carolina Wilmington,
M.L.I.S., University of North Carolina Greensboro

Sharla Broad ..... *Director of Brunswick Interagency Program*
B.S., M.A., Slippery Rock University

Ashleigh Terry Brown ..... *Director of Dinah E. Gore Fitness and Aquatics Center*
B.S., University of North Carolina Pembroke,
M.S., California University of Pennsylvania

Michael Cobb ..... *Director of Institutional Planning & Research*
B.S., St. Joseph's College,
M.A., Pontifical University of Saint Thomas Aquinas

Christine Dye ..... *Director of Records and Enrollment Management*
B.S., Bowling Green State University,
M.A., National University

Onya Gardner..... *Director of Internal Audit and Records, EWD/CE*
B.S., Gardner Webb University

Jack Luciano. ..... *Director of Physical Plant*
A.A.S., Westchester Community College

Dr. Dirk Mroczek..... *Director of Foundational Studies*
B.S., M.S., Old Dominion University,
Ed.D., Regent University

Julie Olsen..... *Director of Counseling & Student Life*
A.A., Cape Fear Community College,
B.A., Shaw University,
M.A., Webster University

Judith Peterson ..... *Director of Healthcare Education*
B.S.N., Stony Brook University,
M.S.N., Stony Brook University

Timothy Randall ..... *Director of Workforce Development*
B.A., Greensboro College

Angelita Renken. ..... *Facility Director*

Michael Sapp..... *Executive Director of Campus Events and Odell Williamson Auditorium*
B.S., Appalachian State University

Tracy Somerlad ..... *Director of Student Financial Resources*
A.A.S., Brunswick Community College

Lori Long-Summerlin. ..... *Director of Community Service*
B.S., M.S. East Carolina University

Fernando Trulin ..... *Director of Brunswick Education Trades Certificate Center*

Staff

Kimberly Bandera..... *Academic & Tutoring Services Coordinator*
Iris Ballard ..... *Custodian*
Georgeanna Bowers ..... *BIP Instructor*
Glynn Bowden ..... *Shipping & Receiving/Maintenance*
Linda Bowden..... *Custodian Supervisor*
Lee Brinkley ..... *Scholarships & Verification*
Leslie Brown..... *Cafeteria Manager*
Timothy Brown ..... *Police, Corporal*
Sandra Bullard..... *BIP Instructor*
Catherine Carpenter-Zink ..... *Mailroom/Print Shop Coordinator*
Wesley Chastain ..... *System Administrator/ IT*
LeAnn Cecil ..... *Enhanced Services Coordinator*
Wesley Chastain ..... *Network Administrator /IT*
Wayne Clanton ..... *Police, SRO*

Katie Cook ..... *Accountant, Cashier*
Christen Cox ..... *Career Counselor*
Santresa Culpepper. ..... *Accountant, Purchasing/Financial Aid*
Laurie Cutajar ..... *Customer Service Specialist*
Thomas Diemer ..... *Maintenance Technician*
Cynthia Engle ..... *Continuing Education & Workforce Development Registrar*
Elliott Estes ..... *Maintenance Recycling Technician*
Sylvia Ford ..... *BIP Instructor*
Douglas Fritchey ..... *Network Adminstrator*
Kathi Gardner ..... *Administrative Assistant to the Dean of Professional and Technical Programs*
Kathleen Garrett ..... *Administrative Assistant, Physical Plant*
Marietta Garvin ..... *Distance Learning Instructional Technology Specialist*
LaTasha Gause ..... *Human Resources Assistant*
Kelly Gidlow ..... *Administrative Assistant, Academic Support*
James Giroud Jr. ..... *Maintenance Technician*
Danielle Graves ..... *Assistant to Auditorium Director/ Box Office Manager*
Marilyn Graham ..... *Coordinator, Sustainable Leadership*
Chad Gray ..... *Fish Farm Manager/Instructional Assistant*
Lois Hardy ..... *Custodian*
Ann Harrison ..... *Distance Learning Administrator*
Louise Hewett ..... *Accountant, State Funds/Payroll*
Nancy Hewett ..... *Curriculum Coordinator*
Delois Hines ..... *Library Technician*
Elizabeth Holland ..... *ABE Instructor, BIP*
Stephanie James ..... *BIP Instructor*
Ciretta Johnson ..... *Administrative Assistant to Nursing and Allied Health*
Joy Knotts ..... *Coordinator, Employment and Transition Initiatives*
Demaris Lance ..... *Accountant, Accounts Payable/County Funds*
Nancy Locklear ..... *Assessment/Retention Specialist for BIP*
Amanda Hartzell ..... *Aquatics Coordinator*
Jill Long ..... *Custodian*
S. Jay Massaquoi ..... *Enrollment Services Specialist*
Antonio McCray ..... *Custodian*
Elisa McLean ..... *Program Coordinator for Accounting & Donor Relations*
Peggy McNeil ..... *Assistant Registrar*
Michael Milliken ..... *Maintenance Technician/Licensed Electrician*
Sheila Mosely ..... *Assistant Director of Student Financial Resources*
Joyce Munn ..... *Lead Instructor, BIP*
Alan Murphy ..... *Fitness Coordinator*
Jackie Nesbit ..... *Cook*
Michael Norwood ..... *Maintenance Technician*
Christina Oliver ..... *Horticulturist*
Daphine Perkins ..... *Custodian*
Janet Pottinger ..... *Retention Specialist, BIP*
Suzanne Robinson ..... *BIP Instructor*
Edwin Romero-Alfaro ..... *Lab Coordinator/ Communications Administrator/ IT*
Samantha Salmons ..... *Associate System Administrator II / IT*
Monique Saulter ..... *Custodian*
Lisa Schultz ..... *Customer Service Specialist*
Rita Sellers ..... *BIP Instructor*
Sheena Shields ..... *BIP Instructor*
Linda Simmons ..... *Custodian*
Jeanne Singley ..... *Assistant Director of Dinah E. Gore Fitness & Aquatics Center*
Melba Skipper ..... *Custodian*
Jerry Smith ..... *Coordinator, Center for Advanced Studies*
Shelia Spencer ..... *BIP Instructor*
Megan Stanley ..... *Assessment Coordinator, Foundational Studies*
Cynthia Sterling ..... *Administrative Assistant to the VP of Academic and Student Affairs*
Jessica Thornton ..... *LEIS Data Coordinator*
Lindsay Walton ..... *Police, Chief*
Jacob Warren ..... *Maintenance Technician*
Sylvia Webb ..... *Custodian*
Freddie White ..... *Custodian*
James White ..... *ABE Instructor, BIP*
Tony Wicker ..... *Maintenance Technician*
Davida Williams ..... *Admissions Coordinator*

Rebecca Williams ..... *Records & Enrollment Services Data Specialist*
Tyler Wittkofsky ..... *Program Coordinator for Community & Donor Relations*
Cheryl Yount ..... *Police, Lieutenant*
George Yu ..... *Customized Training Coordinator*

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

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.

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.

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.

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.

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.

U. Any and all other conduct that interferes with the health, safety, and/or educational environment of the college community.

V. Unauthorized use of cell phones and other electronic devices are prohibited during instructional time or other college-related events.

This policy shall not 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. Disciplinary sanctions other than such warning or temporary removal shall be in accordance with this policy.

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 Dean of Student Services & Enrollment Management or appropriate administrator 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/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/her conduct to the Dean of Student Services & Enrollment Management or appropriate Administrator. The instructor or administrative officer reporting the incident of student misconduct shall file a charge under Section IV, C.1 with the Dean of Student Services & Enrollment Management or appropriate administrator within one business day following the incident. The Dean of Student Services & Enrollment Management or appropriate administrator shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV.C.

B. **Responsibility for Implementation.**
The Dean of Student Services & Enrollment Management or appropriate administrator is responsible for implementing student discipline procedures.

C. **Disciplinary Procedures**
The following procedures shall be followed in order to provide an orderly procedure for handling student disciplinary cases:

1. **Charges**: Any administrative official, faculty member, or student may file charges with the Dean of Student Services & Enrollment Management or appropriate administrator 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 Dean of Student Services & Enrollment Management or appropriate administrator.
2. **Preliminary *Investigation and Decision*:** Within ten (10) business days after the charge is filed, the Dean of Student Services & Enrollment Management or appropriate administrator 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 Dean of Student Services & Enrollment Management or appropriate administrator or where the student refuses to cooperate, the Dean of Student Services & Enrollment Management or appropriate administrator shall send a certified letter to the student's Colleague address or Police provided address which shall inform the student of the charges, the results of the Dean of Student Services & Enrollment Management or appropriate administrator's preliminary investigation, the decision, and the appeals procedure (Section VI). The student will have Moodle access to course(s) during the preliminary investigation and decision time frame. If a student selects to appeal being suspended he/she will have access to course work through Moodle until the appeals process is final.

D. If the Dean of Student Services & Enrollment Management or appropriate administrator 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 Dean of Student Services & Enrollment Management or appropriate administrator determines that the student did not violate a provision of the Student Code, then the decision shall state that the charge has been dismissed.

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 Dean of Student Services & Enrollment Management 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 Dean of Student Services & Enrollment Management 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

Notice of Appeal

A student who disagrees with the decision of the Dean of Student Services & Enrollment Management or appropriate administrator may request a hearing before a Disciplinary Review Committee. The student must deliver a written request for a hearing to the Dean of Student Services & Enrollment Management or appropriate administrator within three (3) business days of receipt of the Dean's decision. As a general rule, the sanctions resulting from a disciplinary decision will be considered to be in place and enforced until such time as determined otherwise by the appeals committee.

A. **Appointment of Disciplinary Review Committee**

1. Within five (5) business days after receiving the request for a hearing, the President shall appoint a Disciplinary Review Committee pool, select a chair, and send the list to the Dean of Student Services & Enrollment Management or appropriate administrator.

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 President of the College.

3. Committee members will serve at the pleasure of the President with replacements appointed by the President, as necessary.

B. **Procedures for Hearings before a Disciplinary Review Committee.**

1. Within ten (10) business days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the Dean of Student Services & Enrollment Management or appropriate administrator and the student shall be invited. During the preliminary hearing:

   a. The Dean or appropriate administrator 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 ten (10) business days from the date of the preliminary hearing.

   c. The Dean or appropriate administrator and the student shall exchange any documents they expect to present to the Disciplinary Review Committee.

d. The student shall provide the Dean or appropriate administrator and the Committee with his/her current address and telephone number.

e. 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 five (5) business days, 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 hear the evidence against him/her and the right to cross-examine witnesses against him/her.

3. The Conduct of the Committee Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

a. The Dean of Student Services & Enrollment Management or appropriate administrator; and

b. witnesses who shall:

i. Give testimony singularly and in the absence of other witnesses; and

ii. Leave the Committee meeting room immediately upon the completion of their testimony.

iii. The hearing will be recorded. Recordings will become the property of the College, and access to them will be determined by the Dean of Student Services & Enrollment Management or appropriate administrator. All tapes will be filed in the office of the Dean of Student Services & Enrollment Management or appropriate administrator. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.

iv. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.

v. Within three (3) business days 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.

vi. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.

vii. 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 the sanction which shall be no greater than the sanction imposed by the Dean of Student Services & Enrollment Management or appropriate administrator; or

3) a statement that the charges were not proven by a preponderance of the evidence.

viii. Within two (2) business days of the decision of the Committee, the Chairperson of the Committee shall deliver a copy of the decision to the Dean of Student Services & Enrollment Management or appropriate administrator and send a copy of the decision by certified mail, return receipt requested, to the student's Colleague or Police recorded address.

C. **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) business 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 decision to the student by certified mail, return receipt requested. The decision of the President is final.

D. **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/her appeal, to appear or to be represented at any hearing, or otherwise to meet his/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 shall investigate failures to comply with the timeliness requirements specified in the Student Code.

The President 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 POLICY

Grievance is defined as any matter of student concern or dissatisfaction within the control of the College**.** The purpose of the student grievance policy is to provide a system to channel student complaints against faculty and staff, except for the following:

A. Grades, which shall be subject to the decision of the instructor unless related to some type of suspected discrimination;

B. Attendance policies and matters of a purely academic nature, which shall be adjudicated through the Dean of Instruction;

C. Some matters involving allegations of sexual harassment, which are addressed elsewhere in this Catalog and published online at http://www.brunswickcc.edu;

D. Residency classification, which shall be subject to final ruling at the campus level by the Residency Committee and may be forwarded to the State Residency Committee; and

E. Financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Senior Vice President and Vice President of Academic and Student Affairs.
Specific grievances may include the following (but are not limited to):

1. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences, or behavior, and
2. Sexual harassment complaints, which should be directed to the Dean of Student Services & Enrollment Management and/or the Director of Human Resources.

   Because of the sensitive nature of this kind of complaint, a conference with the Dean of Student Services & Enrollment Management will replace the first step of the grievance procedure. The Dean of Student Services & Enrollment Management will counsel 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.

Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended May 26, 2011, June 28, 2013, and June 26, 2015.

VIII. STUDENT GRIEVANCE PROCEDURE

A. **Student Grievance Policy** (See Student Rights and Responsibilities Policy, Section IV)

B. **Student Grievance Procedures**

1. **First Step.** The student must go to the instructor or staff member where the alleged problem originated (except when the College employee is directly involved in an alleged case involving sensitive issues identified above). An attempt must 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. The student may elect to put his/her concern in writing at this point, but a formal grievance form is not necessary.

2. **Second Step.** If the student complaint is not resolved to the student's satisfaction 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 Student Grievance Form is available on the College Student Services webpage or will be made available to the student by the Dean of Student Services & Enrollment Management.

   a. The Dean of Student Services & Enrollment Management will explain the grievance process to the student or direct them to review the policy and procedure in the BCC Catalog and Student Handbook.

   b. The Dean of Student Services & Enrollment Management will give written acknowledgment of receipt of the grievance form. This acknowledgment may be given immediately or no later than two working days after receipt of the grievance form from the student.

   c. The Dean of Student Services & Enrollment Management will then refer the grievance to the immediate supervisor involved no later than two working days after receipt of the grievance from the student.

   d. The supervisor must respond in writing to the student within 10 working days of receipt of the grievance form from the Dean of Student Services & Enrollment Management. As a part of the effort to resolve the issue, the supervisor will consult with the chief administrative office of the division or department concerned.

3. **Third Step.** If the written statement of the supervisor does not satisfy the student to resolve the matter, a request to appear before the *Student Grievance Committee* may be made. Here are the components to be followed in step 3:

   a. The student must submit the request within five working days after receiving the written response of the supervisor. The request must 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 complaint filed by the student.

   b. The Dean of Student Services & Enrollment Management must immediately notify the President who will insure that the Student Grievance Committee is organized in a manner that is appropriate.

c. The Dean of Student Services & Enrollment Management will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor.

d. The employee against whom the grievance was filed must be given an opportunity to respond in writing to the chairperson of the committee prior to the date of the Student Grievance Committee meeting.

e. Meeting(s) must 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.

f. The committee must hold interviews with the student, 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.

g. The committee must decide by a majority vote the solution of the grievance. In case of a tie, the chairperson will vote and break the tie. The chairperson will 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 10 working days of the Committee's decision. Here are the components to be followed in Step 4:

   a. Either party submits a written appeal to the President of the College.

   b. The President will review the Committee's findings, conduct whatever additional inquires that are deemed necessary and will render a decision within 10 working days of receipt of the student's appeal. The decision of the President is final.

C. **The Student Grievance Committee**

1. The Student Grievance Committee shall be composed of the following: Three students recommended by the governing body of the Student Government Association.
2. Two faculty members recommended by the Dean of Student Services & Enrollment Management.
3. One Student Services & Enrollment Management staff member recommended by the Dean of Student Services & Enrollment Management.

STUDENT DRUG AND ALCOHOL POLICY

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large which may also result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses regulations, the College's policy is that the unlawful use, being under the influence of, possession, manufacture, distribution, or dispensation of controlled substances or alcohol is prohibited while on College premises or as a part of any College-sponsored activity. Also, a student determined to be under the influence of a controlled substance or alcohol while on College premises, or as a part of any College-sponsored activity, is subject to disciplinary action. Any student violating this policy will be subject to disciplinary action up to and including expulsion and referral for prosecution.

The specifics of this policy are as follows:

A. BCC does not differentiate between lawful users or sellers of drugs or alcohol. Any student who unlawfully possesses, uses, or is under the influence of, sells, gives, or transfers a controlled substance or alcoholic beverage to another person while on College premises or as a part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution.

B. A student who is enrolled in programs (continuing education or curriculum) and tests positive for controlled substances will be removed from the program and is subject to expulsion from the College.

C. The term "controlled substance" means any drug listed in 21CFR, Part 1300 and 1308 federal regulations as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to heroin, PCP, cocaine, crack, and marijuana. They also include "legal drugs" which are not prescribed by a physician to the person possessing them.

D. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. If any student is convicted of violating any criminal drug or alcoholic beverage control statutes while on College premises or as part of any College-sponsored activity, he/she will be subject to disciplinary action up to and including expulsion. Specifically, any such person who is convicted of a felony or a misdemeanor which results in a prison sentence will be expelled. Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment. Any such person charged with a violation of this policy concerning illegal drugs may be suspended from enrollment before initiation or completion of disciplinary proceedings if Dean of Student Services & Enrollment Management determines that the continued presence of such person within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate pre-termination inquiry

E. Each student is required to inform the Dean of Student Services & Enrollment Management in writing within five days after he/she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while on a college-sponsored activity. A conviction means a plea or finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by any federal government official.

F. A description of applicable state sanctions, the health risks associated with the use of both illicit drugs and alcohol, and a listing of area treatment resources are published in the BCC College Catalog and Student Handbook.

Approved by Brunswick Community College Board of Trustees November 28, 1984. Amended June 21, 1989, February 22, 2006, June 14, 2011, and June 28, 2013.

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:

A. To promote the welfare of the students.
B. To advise and work with the administration in the improvement of student life.
C. 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 fall semester each year. Students may hold office for a maximum of two years.

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
        a. At all times throughout the term be in good standing with the College both academically and otherwise.
        b. Must maintain an overall 2.5 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:

A. Enroll in a minimum of 9 credit hours.
B. At all times be in good standing with the College, both academically and otherwise.
C. Maintain an overall 2.5 grade point average.

Article V
Meetings of the Association

A. Regular Meetings - Executive Council shall schedule a time and place for regular meetings.

B. 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 Dean of Student Services & Enrollment Management.

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 Dean of Student Services & Enrollment Management.

Bylaws

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 Dean of Student Services & Enrollment Management 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 Dean of Student Services & Enrollment Management 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

A. Administer and uphold the Constitution of the Association.

B. Support suggested student activities and to encourage support by Student Government Association representatives.

C. Chair all meetings as stated in Roberts Rules of Order, Newly Revised.

D. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

E. Authenticate by his/her signature, when necessary, all acts, orders, and proceedings of the assembly.

F. Be the official representative of the students of Brunswick Community College on all occasions and functions wherein participation is required.

G. Submit to the Senate such recommendations as he/she deems necessary, from time to time, in writing or in person.

H. Serve as a non-voting member of the Board of Trustees of Brunswick Community College.

I. Be the official spokesperson for the SGA.

J. Know his/her rights and the rights of the SGA.

Article VI
Duties of the Office of Vice President

A. To assist the President in any way necessary.

B. To fulfill the duties of the President in case of illness or absence of the President.

C. 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

A. Keep a record (minutes of all the proceedings) of the meetings, both regular and special, of the organization.

B. Keep on file all committee reports and to keep a list of all existing committees and their members.

C. Keep the organization's official membership roll and to call the roll at meetings.

D. Make the minutes and records available to members upon request.

E. Notify officers, committee members, and delegates of their election or appointment.

F. Sign all certified copies of acts of the SGA.

G. Maintain record book(s) in which the minutes are entered and to have the current record book(s) on hand at every meeting.

H. 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.

I. 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.

J. 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

A. 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.

B. To prepare and submit to the Student Government Association an annual financial report.

Article IX
Duties of the Office of Parliamentarian

A. Be a key consultant in the preparation for a meeting or convention and be well engaged in advance.

B. 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.

C. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

D. Assist the President in chairing the meeting according to Robert's Rules of Order, Newly Revised.

Article X
Duties of the Public Information Officer

A. Serve as a member of the Senate and is responsible for the maintenance of SGA bulletin boards.

B. Coordinate publicity for all SGA activities.

C. Responsible for all SGA public relations.

Article XI
Duties of the Student Senate

A. Recommend rules and procedures necessary and proper to promote the general welfare of the student body.

B. Amend and approve financial matters of the Student Government Association budget.

C. Hold one regular meeting each month.

D. Attend meetings, both regular and special.

E. Conduct Student Government business by means of motions.

F. Take on the responsibilities as Chairman on special appointed committees.

G. Authorize, in the appropriate manner, the expenditure of available funds in the budget.

H. Report back to the students in their curriculums what has taken place in the meetings.

I. 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.

J. Make special reports on committees that were assigned to them by the President.

K. Remove and replace any chairperson or member who is found guilty of unethical actions, reasons, or conduct.

Article XII
Motions

A. Motions are to be made in accordance with regulations stated in Robert's Rules of Order, Newly Revised.

B. Motions are to be presented in writing.

C. Motions may be oral with the consensus of the Senate.

Article XIII
Committees

A. The President is to be an ex-officio member to all committees.

B. A representative of the SGA will serve on the following committees of the College:

1. Institutional Effectiveness Team
2. Marketing Committee
3. Athletics Committee
4. Odell Williamson Auditorium Advisory Committee

C. Committees are to be appointed by the President.

D. The President will appoint someone to the position of chairperson and appoint committee members.

E. The President may pass appointment of committee members to committee chairmen.

Article XIV
Petitions

A. The Student Government Association is under no obligation to recognize petitions

B. Petitions may be presented in the form of suggestions and through each curriculum Senator in the form of motions.

Article XV
Impeachment

A. The Student Senate shall have the power to try all impeachments.

B. The SGA President shall have the power of veto over impeachments.

C. Grounds for impeachment are as follows:

1. Actions unbecoming of a student at BCC.
2. If an Executive Officer or Senator is negligent of his/her SGA duties and responsibilities.
3. Failure to comply with any part of the Constitution or
4. Bylaws of this organization.
5. Any SGA member Senator/Executive Council missing more than three (3) meetings without just cause will be subject to impeachments

Article XVI
Parliamentarian Authority

A. The main parliamentary authority of the Student Government Association shall be Robert's Rules of Order, Newly Revised.

B. Other parliamentary authorities shall include:

1. The Bylaws of the Student Government Association.
2. Person(s) knowledgeable of parliamentary procedures.

Article XVII
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 XVIII
Minutes

A. Minutes are to be filed in the SGA files.

B. Minutes are to be typed and distributed within three school days after the meeting.

C. Minutes are to be distributed to Senate, one copy per person.

D. Minutes are to be posted on the student bulletin boards.

Article XIX
Student Senate Meetings

A. Meetings are to be held monthly.

B. The Student Senate meetings shall be conducted according to the parliamentary procedures outlined in Robert's Rules of Order, Newly Revised.

C. A quorum shall consist of a majority of Student Senate membership.

D. To vote on issues, two-thirds majority of the Student Senate membership must be present.

Article XX
Executive Council Authority

A. To dismiss any Senator who has missed three meetings without cause.

B. To have the power to veto any measure passed by the Senate.

Article XXI
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 XXII
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 XXIII
Vacancies

A. **Senators**
If a Senator resigns or is impeached, the vacancy will be posted 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.

B. **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 XXIV
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 XXV
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 XXVI
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 of Academic and Student Affairs or the President of the College.

Article XXVII
Chartering

The Brunswick Community College Student Government Association must approve the Charter of every club or organization on the campus.

INFORMATION TECHNOLOGY SERVICES

Password & Username Information

Password and username access to all computing equipment on Brunswick Community College campus is provided for all students, faculty, and staff by the Information Technology department.

Student usernames are generated by combining the first four letters of the student's first name and the last four digits of the student's Colleague ID. Passwords are auto-generated using MMDDYYbcc! format. This login and password is useable on any BCC campus or remote center computer.

Faculty and Staff usernames and passwords are created following the same format as students for new employees, or for name changes from IT and available from IT Help Desk support staff located on the first floor of Building A.

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.
- Information obtained from Internet sources should be properly cited based on Instructor or course requirements.
- Users of BCC computer equipment are NOT guaranteed personal identification security during online payment using credit cards, nor is guarantee implied.

Improper or questionable Internet use 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 Software Policy

In support of and compliance with federal copyright law, Brunswick Community College requires that all computer software located within any facility of the College be purchased and used only by the College according to current licensing agreements with respective software manufacturers.

Infringements of this policy include the making or use of unauthorized software by copying, sharing, lending, giving, transferring, and/or installing software in ways not covered by the licensing agreement for particular software purchased by the College. All software requisitions must be approved by the Chief Information Officer prior to purchase. Software not purchased by the College will be considered unauthorized.

Such infringements constitute grounds for disciplinary action by the College and/or prosecution by software manufacturer(s) and the College. Compliance will be monitored through procedures adopted by the College.

Periodic audits of software will be conducted by the Chief Information Officer. Any unauthorized software may be erased by the Chief Information Officer without notification or permission of the user.

Approved by Brunswick Community College Board of Trustees March 17, 1993: and Amended June 28, 2013.

Data Classification Policy

Purpose

BCC enterprise-level administrative data are an asset owned by Brunswick Community College at Supply (hereinafter "College") and must be protected accordingly. A data policy is necessary to provide a framework for securing data from risks including, but not limited to, unauthorized destruction, modification, disclosure, access, use, and removal. This policy outlines measures and responsibilities required for securing data resources. It shall be carried out in conformity with state and federal law.

This policy serves as a foundation for the College's information security policies, and is consistent with the College's data management and records management standards. The College recognizes that the value of its data resources lies in their appropriate and widespread use. It is not the purpose of this policy to create unnecessary restrictions to data access or use for those individuals who use the data in support of College business or academic pursuits.

Scope

This policy applies to all centrally managed College enterprise-level administrative data (Datatel's Colleague using UniData database running on a Unix operating system) and to all user-developed data sets and systems that may access these data, regardless of the environment where the data reside (including mainframe systems, servers, personal computers, mini-computers, etc.). The policy applies regardless of the media on which data reside (including electronic, microfiche, printouts, CD, etc.) or the form they may take (text, graphics, video, voice, etc.).

Policy

Data must be maintained in a secure, accurate, and reliable manner and be readily available for authorized use. Data security measures will be implemented commensurate with data value, sensitivity, and risk.

A. To implement security at the appropriate level, establish guidelines for legal/regulatory compliance, and reduce or eliminate conflicting standards and controls over data, data will be classified into one of the following categories:

   1. **Restricted** – data whose disclosure to unauthorized persons would be a violation of federal or state laws or College contracts.
   2. **Public** – data to which the general public may be granted access in accordance with the North Carolina Public Records Act. Data in both categories will require varying security measures appropriate to the degree to which the loss or corruption of the data would impair the business or research functions of the College, result in financial loss, or violate law, policy or College contracts.

B. Security measures for data are set by the data custodian, working in cooperation with the data stewards, as defined below.

The following roles and responsibilities are established for carrying out data policy:

1. **Data Owner**: Data Owners are senior College officials (or their designees) who have planning and policy- level responsibility for data within their functional areas and management responsibilities for defined segments of institutional data. Examples of these include UT, ST, CF, and HR. Responsibilities include assigning data stewards, participating in establishing policies, and promoting data resource management benefitting the entire College.
2. **Data Steward**: Data stewards are College officials having direct operational-level responsibility for information management – usually department directors. Data stewards are responsible for data access and policy implementation issues. Data stewards and data owners may act in both roles as one responsibility.
3. **Data Custodian**: Information Technology Services is the data custodian. The custodian is responsible for providing a secure infrastructure in support of the data, including, but not limited to, providing physical security, backup and recovery processes, granting access privileges to system users as authorized by data Owners or their designees (usually the data stewards), and implementing and administering controls over the information.
4. **Data User**: Data users are individuals who need and use College data as part of their assigned duties or in fulfillment of assigned roles or functions within the College community. Individuals who are given access to sensitive data have a position of special trust and as such are responsible for protecting the security and integrity of those data.
5. **Data Accessibility**: Access is provided to an employee by Information Technology staff upon receipt of a completed authorized CARF (computer access request form) and a signed copy of the College's confidentiality agreement.

Clarification of roles in data classification is the responsibility of the Information Technology Services department.

Enforcement

Enforcement measures implemented for data security will be dictated by the data-classification level. Measures will include an appropriate combination of the following:

- Encryption requirements
- Data protection and access control
- Documented backup and recovery procedures
- Change control and process review
- Data-retention requirements
- Data disposal
- Audit controls
- Storage locations
- User awareness

Review

The Chief Information Officer has submitted the Data Classification Policy pending Board of Trustee approval. The Chief Information Officer will review the policy periodically and recommend revisions as appropriate.

Approved by Brunswick Community College Board of Trustees June 9, 2010; and Amended June 28, 2013.

Electronic Records Retention Policy

Purpose

In today's College environment, employees create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history.

The purpose of this policy is to inform College employees and departmental management of the requirements and responsibilities for management and disposition of electronic records.

Scope

The electronic records retention policy set forth herein applies to all employees of the College and applies to all electronic records that are made or received in the transaction of College or public business.

Definitions

A. The term "electronic record" means any record that is created, received, maintained or stored on College local workstations or central servers. Examples include, but are not limited to:

1. electronic mail (e-mail)
2. word processing documents and spreadsheets
3. databases

B. The term "legal custodian" shall mean the originator of an e-mail message or the creator of an electronic document if that person is a College employee; otherwise it is the College employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the legal custodian

C. "Official" records retention and disposition schedules are the general and departmental program schedules that have been approved by the state and the College (NCDCR 2-19-99).

Policy Statement

A. **General Requirements**
Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the Department of Cultural Resources (G.S. §121-5) and also in compliance with State and College approved records retention and disposition schedules (NCD of Cultural Resources 2-19-99). Failure to properly maintain

electronic records may expose the College and individuals to legal risks.

The department head of an office having public records is responsible for ensuring compliance with this Policy and with the Public Records Act. When an employee leaves a department or the College, the department head is responsible for designating a new custodian and ensuring that any public records in the separating employee's possession are properly transferred to the new custodian. The department head is responsible for contacting Information Technology Services to arrange for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted.

B. **Electronic Mail**
Work-related e-mail is a College record, and must be treated as such. Each e-mail user must take responsibility for sorting out personal messages from work-related messages and retaining College records as directed in official records retention and disposition schedules. E-mail that does not meet the definition of a public record, e.g., personal e-mail, or junk e-mail, should be deleted immediately from the system.

Email accounts are provided by BCC to students using gmail (user@student.brunswickcc.edu) and to employees using Office 365 (user@brunswickcc.edu). These two (2) account domains will be the primary, preferred contact addresses used by BCC for communication purposes. It is important that you maintain your access and use these accounts for all College communication.

BCC e-mail servers are NOT intended for long-term record retention. BCC does follow the 7 year retention policy as forth by the State of North Carolina Community Colleges through the use of E-mail archiving. E-mail messages of major importance and any associated attachment(s) with retention periods greater than three (3) years are to be printed and filed in similar fashion to paper records. It is important to note that the e-mail messages should be kept with the attachment(s). The printed copy of the e-mail must contain the following header information:

1. Who sent message
2. Who message was sent to
3. Date and time message was sent
4. Subject

When an e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the e-mail and the transported record(s) to differ. In this case, the longest retention period shall apply.

Instant Messaging
The College does not support the use of Instant Messaging (IM) for College business.

ITS Backup Files
Information Technology Services performs backups on a regular schedule of the e-mail and electronic files stored on central servers for disaster recovery. These backups are to be used for system restoration purposes only. The IT system administrator is not the legal custodian of messages or records which may be included in such backups.

Litigation Holds
When litigation against the College or its employees is filed or threatened, the law imposes a duty upon the College to preserve all documents and records that pertain to the issues. As soon as the College is made aware of pending or threatened litigation, a litigation hold directive will be issued to the legal custodians. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by the College. E-mail and computer accounts of separated employees that have been placed on a litigation hold by the College will be maintained by Information Technology Services until the hold is released. No employee who has been notified by the College of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Enforcement
Failure to comply with the Electronic Records Retention Policy and associated guidelines and procedures can result in disciplinary action and penalties applicable by law.

Review
The Chief Information Officer submitted the Electronic Records Retention Policy to the Board of Trustees. The policy will be reviewed periodically and recommendations presented to the Board of Trustees and the College President.

Approved by Brunswick Community College Board of Trustees June 9, 2010; Amended June 28, 2013

Wireless Communication Policy

Purpose
The Brunswick Community College's (hereinafter "College") computing and telecommunication networks, computing equipment and computing resources are owned by the College and are provided to support the academic and administrative functions of the College. Federal and state law, and College policies and procedures govern the use of this equipment and technologies. Any additional requirements must be in compliance with applicable federal and state laws, and this policy.

Wireless communications networks use radio waves as a transport medium in lieu of copper cables to transmit voice and data signals. As such, they permit wireless-equipped communications devices to have mobile access to the College (wired) network wherever wireless communications access points are installed.

The purpose of this policy is to set the standard for network operation and security, specifically in the context of wireless network access. The configuration, installation, and maintenance of wireless communication network access point devices, if unmanaged, could result in severe interference with other network users and serious security risks.

Information Technology Services (ITS) defines the standards for the use of networks, including the wireless communications spectrum on campus.

Scope

This policy applies to all faculty, staff, students, and others who use the wireless communications spectrum. Adherence to the policy will help protect the integrity of the campus wireless network and mitigate security risks.

Policy

A. **The Wireless Spectrum**

1. BCC regulates and manages all unlicensed radio frequencies on campus.
2. Wireless equipment installed by ITS uses either the FCC unlicensed 2.4 GHz Industrial/Scientific/ Medical (ISM) band or the FCC 5.0 GHz Unlicensed National Information Infrastructure (U-NII) band.
3. Wireless equipment transmissions within the 2.4 GHz and 5.0 GHz bands conform to current IEEE 802.11 wireless LAN specifications.
4. ITS may restrict the use of any potentially interfering wireless radio device in College- owned buildings and all outdoor spaces on the BCC campus.
5. Faculty who believe they have special wireless needs should contact ITS.

B. **Wireless Network Operation and Security**

1. The enterprise wireless infrastructure is managed campus-wide by ITS as part of the College's telecommunications network through the implementation of CISCO equipment.
2. ITS will provide spectrum tuning, and general device management per access area according to wireless access device management standards.
3. Wireless networks will be segmented and treated as a "foreign/untrusted network" from a security standpoint. A firewall, router/switch VLAN technology, or similar technology will be employed to provide this segmentation.
4. Wireless users must be authenticated with unique user credentials.
5. Wireless traffic involving data classified as Restricted under the Data Classification Policy must be used only during registration periods and under the regulations of ITS.
6. Only authorized access points will be permitted. Unauthorized access points will be disabled.
7. Unauthorized traffic interception and/or bridging between the wired and wireless network is prohibited.
8. Applications supported over the wireless network will be limited, as long as this is necessary to provide an acceptable quality of service for all users.
9. No wireless spectrum interference or disruption of other authorized communications is permitted.

Enforcement

ITS will enforce the Wireless Communications Policy and establish standards, procedures, and protocols in support of the policy.

ITS has the authority to disconnect network service or modify/enhance network security without notification in the event of law violation, systems compromise involving Restricted data as defined by the Data Classification Policy, or negative network communications impact affecting service for other users.

Review

The Chief Information Officer has submitted the Wireless Communications Policy to the Board of Trustees for approval and will periodically review the policy.

Approved by Brunswick Community College Board of Trustees June 9, 2010; and Amended June 28, 2013

NORTH CAROLINA RESIDENCY FOR TUITION PURPOSES

This appendix is designed to give an overview of the state law governing residency status for tuition purposes and to provide information regarding the residency classification process at Brunswick Community College. The law and detailed interpretation thereof are published in ***A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of State Residence Classification for Tuition Purposes***. This Manual is available online and a printed copy may be borrowed from the BCC Library.

Note: For veterans and other individuals, the 12-month residency requirement for in-State tuition may be waived. As North Carolina law, the residency requirements for tuition purposes are the same for all 16 public universities and all 58 community colleges in the State of North Carolina.

About Residency Status

For most students, the residency classification process is simple. If a student was born in North Carolina and has lived in the State all his/her life, and his/her parents still live here, he/she may be classified as a North Carolina resident for tuition purposes. On the other hand, if a student came originally from another state, or if his/her parents live in another state, the process can be more complicated and time-consuming because more inquiry is necessary before a decision can be made.

Veterans and Other Individuals
For veterans who enroll after July 1, 2015, the 12-month residency requirement for in-State tuition is waived if they meet all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S.
- Public Health Service, or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill Active Duty Education Program or the Post -9/11 Educational Assistance.
- Qualifies for admission to the community college.
- Enrolls within 3 years of the veteran's discharge or release.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently.
- Provides the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12 month residency requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefits under either 38 USC Chapter 30 (Montgomery GI Bill Active Duty Education Program) or 38 USC Chapter 33 (Post -9/11 Educational Assistance).
- The person qualifies for admission and enrolls in a community college within 3 years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration
- The person's abode is North Carolina meaning the person must actually live in NC, whether temporarily or permanently.
- The person provides the institution of higher education with a letter of intent to establish legal residence in North Carolina.

Furthermore, after the expiration of the three-year period, any enrolled veteran or other enrolled individual eligible for the educational benefits listed above and for whom the 12-month residency requirement was waived will continue to be eligible for the in-State tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

General Rules for In-State Residency

A person who wishes to be classified as an in-state resident for tuition purposes must have lived in North Carolina for at least one calendar year *and* show intent to maintain permanent legal residence in North Carolina. Students enrolled in North Carolina universities and colleges who desire to be classified as in-state students for tuition purposes must:

A. Demonstrate that they have in fact lived in North Carolina for a minimum period of 12 months immediately prior to enrollment or re-enrollment.

B. Demonstrate that their presence in the state constituted legal residence by:

   1. Performing a preponderance of residentiary acts around the same date he/she begins the 12-month period.

   2. Clearly demonstrate a visible means of support substantiating a claim of financial independence as evidenced by cumulative year-to-date wage earnings statements and/or loan paperwork. If a student has not been entirely self-supporting during the last 24 months, a completed affidavit may be required from the parent(s) or legal guardian(s) to establish the student's dependence upon his/her parent(s) or legal guardian(s).

The following residentiary acts reflect a student's intent to establish North Carolina residency, but do not guarantee that he/she will be granted in-state residency for tuition purposes:

A. Driver's License or Identification Card

B. Motor Vehicle Registration

C. Voter Registration

D. Personal Property Taxation

   1. Motor vehicle taxes

   2. State income taxes

   3. Home property taxes

E. Banking, Clubs, Memberships, etc.

Initial Residency Classification

If you claim North Carolina as your legal residence on your Application for Enrollment, you will be asked to answer several questions tied to your residency status (which are part of the application). Based upon your responses to these questions, you will either be classified as a:

- resident for tuition purposes, or
- non-resident for tuition purposes.

Students who are initially classified as out-of-state residents for tuition purposes and disagree with this decision, as well as those who have experienced a change in their residency status since their initial classification, are permitted to complete the *Application for Classification as a Legal Resident of North Carolina for Tuition Purposes* to initiate the residency reclassification process. This four- page form requests detailed information regarding your residency status and should be filled out completely. If not filled out completely, the form will be returned, delaying the reclassification process.

Additional Factors Determining Residency Status
All of the evidence you furnish in your application for residency status is carefully reviewed and considered. It is necessary that the preponderance (or greater weight) of the evidence supports that you have established a North Carolina domicile 12 months before the beginning of the academic term for which you seek to be classified as a resident.

Each student must make a statement as to the length of his/her residence in North Carolina with assessment by the institution of that statement to be conditioned by the following:

A. **Residence**
To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least 12 months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, 12 months "legal residence" means more than simply living in the State. In particular, it means "maintaining a domicile" (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the student for such classification. The applicant must show his/her entitlement by the preponderance (the greater part) of the residentiary information.

B. **Initiative**
Being classified as a resident for tuition purposes is contingent on the student seeking such status and providing all information that the institution may require in making the determination. Accurate completion of the classification as a legal resident for tuition purposes forms is essential for review and processing.

C. **Parent(s) or Guardian(s)' Domicile**
If an individual, irrespective of age, has living parent(s) or court appointed guardian(s) of the person, the domicile of such parent(s) or guardian(s) is, prima facie, the domicile of the individual; but this prima facie evidence of the individual's domicile may or may not be sustained by other information.

D. **Minors**
If you are under the age of 18, generally your domicile will be the same as your parent(s) or guardian(s)' domicile because, as a minor, you are not legally capable of establishing an independent domicile unless you are married or have obtained a decree of judicial emancipation, or that the evidence in your case shows that someone else actually controls your domicile.

E. **Effect of Marriage**
Marriage alone does not prevent a person from becoming or continuing to be a resident for tuition purposes, nor does marriage in any circumstances insure that a person will become or continue to be a resident for tuition purposes. Marriage and the legal residence of one's spouse are, however, relevant information in determining residentiary intent. Furthermore, the residency status of the spouse with the longer duration of residency may be claimed by the other to meet the 12-month requirement.

F. **Military Personnel**
A North Carolinian who serves outside the state in the armed forces does not lose North Carolina domicile simply by reason of such service. In addition, a separate North Carolina statute affords tuition rate benefits to certain military personnel and their dependents even though the student may not qualify for the in-state tuition rate by reason of 12 months legal residence in North Carolina.

G. **Grace Period**
If a person (1) has been a bona fide legal resident of the required duration, (2) has consequently been classified a resident for tuition purposes, and (3) has subsequently lost North Carolina legal residence while enrolled at a public institution of higher education, that person may continue to enjoy the in-state tuition rate for a grace period of 12 months measured from the date on which North Carolina legal residence was lost. If the 12 months end during an academic term for which the person is enrolled at a state institution of higher education, the grace period extends to the end of that term. This benefit provision may be granted one time only.

H. **Change of Status**
A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) must be classified by the admitting institution either as a resident or as a nonresident for tuition purposes prior to actual enrollment. A residence status classification once assigned (and finalized pursuant to any appeal properly taken) may be changed thereafter (with corresponding change in billing rates) only at intervals corresponding with the established primary division of the academic year.

I. **Transfer Students**
When a student transfers from one North Carolina public institution of higher education to another, he/she is treated as a new student by the institution to which he/she is transferring and must be assigned an initial residence status classification for tuition purposes.

J. **Undocumented Residents**
Certain non-resident aliens may qualify for in-state tuition at North Carolina community colleges, provided that he/she meet additional requirements set forth by the North Carolina General Assembly and the US Department of State.

Residency Reclassification Process

When completing the *Application for Classification as a Legal Resident of North Carolina for Tuition Purposes* to initiate the residency reclassification process, it is imperative that the form is filled out completely. If not filled out completely, the form will be returned, delaying the reclassification process.

A student may also submit additional items to establish support of his/her claim of legal residency. Once submitted to the College, the application and all additional documentation becomes the custody of the College; the College is under no obligation whatsoever to return the application and/or any documentation to the student. For this reason, it is important that the student submit copies (not originals) when making his/her application for reclassification.

The following items may be considered in support of a student's application for reclassification of residency status, but do not guarantee that a student will be granted in-state residency for tuition purposes:

A. Copy of NC driver's license.

B. Copy of NC vehicle registration.

C. Copy of NC voter registration.

D. Copy of NC income tax returns (include copy of your parent/guardian's tax return if you are under age 24).

E. Evidence that you filed personal property or real property returns.

F. Year-to-date cumulative wage earnings statements from all jobs held for the current year and/or for the past 12 months.

G. Documents of residence for the past 12 months (i.e., lease/notarized statement from landlord).

H. Evidence of employment (i.e., correspondence from employer(s) confirming date of employment) and/or means of financial support (i.e., student loans, scholarships, etc.)

I. If you have not been 100% self-supporting during the last 24 months, a completed statement is required detailing both the reasoning for outside support and the percentage of his/her monthly expense being supported (and if the support is coming from outside of the State of North Carolina).

J. Marriage certificate, if residency is being based upon the spouse's residentiary acts, and copies of the spouse's residentiary acts.

K. Evidence of membership in community professional associations, unions, church, or other organizations.

L. If you are a minor, parent(s) or legal guardian(s) must produce evidence of their domicile (legal place of residence).

M. Copy of court appointed legal guardianship.

N. If you are an alien, you must provide a copy of your residence status document issued by the Immigration and Naturalization Services.

After returning the Application for Classification as a Legal Resident of North Carolina for Tuition Purposes, you will receive a letter from the College noting:

- you have been reclassified as a resident for tuition purposes;
- additional information is requested to make a final determination regarding your residency status; or
- you have been denied in-state residency for tuition purposes and remain a non-resident.

Appeals of Residency

Reclassification Decisions

After completing the *Application for Classification as a Legal Resident of North Carolina for Tuition Purposes*, and if you are still classified as a non-resident, you may appeal to the Residency Appeals Board (RAB) at the College. You have twenty (20) working days from the date of the denial letter to appeal the decision to the chair of the RAB. The appeal must be made in writing and signed by the student. Upon receipt, the student's record will be forwarded to the RAB and the student will be contacted to schedule a meeting with the RAB.

Deadlines

As noted in the Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, the deadline to submit the Application for Classification as a Legal Resident of North Carolina for Tuition Purposes, along with all supporting documentation, is no later than the 10th business day of the term for which the student is seeking residency reclassification.

All conditions necessary for achieving in-state status must still be satisfied *prior* to the beginning of the academic term for which the student is seeking reclassification.

Applications received *after* this date will be considered for the next semester, regardless of the point in the semester that the student wishes to begin classes.

Additional Information

Additional information regarding in-state residency for tuition purposes, the Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, and the relevant forms used in the reclassification process are available online at http://**www.brunswickcc.edu/ncresidency**.

NOTE: Effective Spring 2017, the current North Carolina Residency Determination process will be replaced by the Residency Determination Service (RDS). The Residency Determination Service was established by the State Legislature to serve as the single authority for determining whether a student qualifies as a state resident. This determination sets the type of tuition students are charged (in-state or out-of-state). The, RDS will be operated by College Foundation, Inc.

For more information, contact Student Services at 910.755.7320.

SCORES&PLACEMENTGUIDE–ENGLISH

This guide should serve as a resource in translating assessment inventory scores to the correct English placement.

<table>
<tr><th colspan="8">ENGLISH</th></tr>
<tr><th colspan="7">Assessment Inventory & Score Ranges</th><th rowspan="2">Placement</th></tr>
<tr><th>ASSET</th><th>ACT</th><th>MMSP GPA*</th><th>NC-DAP</th><th>SAT</th><th>Accuplacer (CPT)</th><th>Compass</th></tr>
<tr><td>Reading
≤ 25
OR
Writing
≤ 25</td><td rowspan="4">Per MMSP Policy, ACT scores cannot be used to place a student into academic support courses - only to exempt them for it all.</td><td rowspan="4">Per MMSP Policy, the student's final, cumulative unweighted GPA cannot be used to place a student into academic support courses - only to exempt them from it all. To be eligible, the student must have a certain sequence of courses within the last 5 years.</td><td>100-103</td><td rowspan="4">Per MMSP Policy, SAT scores cannot be used to place a student into academic support courses - only to exempt them for it all.</td><td>Reading
20-33
OR
Writing
20-35</td><td>Reading
0-39
OR
Writing
0-19</td><td>College English Readiness
(Basic Skills)</td></tr>
<tr><td>Reading
25-29
OR
Writing
25-29</td><td>104-116</td><td>Reading
34-38
OR
Writing
36-40</td><td>Reading
40-53
OR
Writing
20-35</td><td>DRE-096
Integrated Reading & Writing I</td></tr>
<tr><td>Reading
30-35
OR
Writing
30-35</td><td>117-135</td><td>Reading
39-56
OR
Writing
41-65</td><td>Reading
54-67
OR
Writing
36-53</td><td>DRE-097
Integrated Reading & Writing II</td></tr>
<tr><td>Reading
36-40
OR
Writing
36-40</td><td>136-150</td><td>Reading
57-79
OR
Writing
66-85</td><td>Reading
68-80
OR
Writing
54-69</td><td>DRE-098
Integrated Reading & Writing III</td></tr>
<tr><td>Reading
41 or higher
AND Writing
41 or higher</td><td>ACT English
18 or higher
OR
ACT Reading
22 or higher</td><td>Cumulative
Unweighted
Final GPA
≥ 2.60* & 4th
Mathematics
Course Met</td><td>151 or higher</td><td>Evidence-Based Reading and Writing
480
or higher</td><td>Reading
80-120
OR
Writing
86-120</td><td>Reading
81 or higher
AND Writing
70 or higher</td><td>ENG-111
Expository Writing</td></tr>
</table>

*Student Services will assess MMSP GPA eligibility during the admission process.

Note: Pre-March 2016 SAT scores: English 500, Critical Reading 500

SCORES & PLACEMENT GUIDE - MATHEMATICS

This guide should serve as a resource in translating assessment inventory scores to the correct mathematics placement.

*Student Services will assess MMSP GPA eligibility during the admission process.

<table>
<tr><th colspan="7">MATHEMATICS</th></tr>
<tr><th colspan="6">Assessment Inventory & Score Ranges</th><th rowspan="2">Placement</th></tr>
<tr><th>ASSET</th><th>ACT</th><th>MMSP GPA*</th><th>SAT</th><th>Accuplacer (CPT)</th><th>Compass</th></tr>
<tr><td>Number Skills
23-27</td><td rowspan="4">Per MMSP Policy, ACT scores cannot be used to place a student into academic support courses - only to exempt them for it all.</td><td rowspan="4">Per MMSP Policy, the student's final, cumulative unweighted GPA cannot be used to place a student into academic support courses - only to exempt them from it all. To be eligible, the student must have a certain sequence of courses within the last 5 years.</td><td rowspan="4">Per MMSP Policy, SAT scores cannot be used to place a student into academic support courses - only to exempt them for it all.</td><td>Arithmetic
20-28</td><td>Pre-Algebra
01-19</td><td>College Math Readiness
(Basic Skills)</td></tr>
<tr><td>Number Skills
28-40
<u>AND</u> Elementary Algebra
30 or less</td><td>Arithmetic
29-54</td><td>Pre-Algebra
20-46</td><td>DMA-010
Operations with Integers</td></tr>
<tr><td>Number Skills
41 or higher <u>AND</u>
Elementary Algebra
31-40</td><td>Elementary Algebra
20-54</td><td>Pre-Algebra
47 or higher <u>AND</u>
Algebra
0-45</td><td>DMA-040
Expressions/Linear Equations/Inequalities</td></tr>
<tr><td>Number Skills
41 or higher <u>AND</u>
Elementary Algebra
41 or higher</td><td>Elementary Algebra
55-74</td><td>Pre-Algebra
47 or higher <u>AND</u>
Algebra
46-65</td><td>DMA-060
Polynomial/Quadratic Applications OR Curriculum-Level Math Courses
<u>≤</u> MAT-143</td></tr>
<tr><td>Number Skills
41 or higher <u>AND</u>
Intermediate Algebra
41 or higher</td><td>ACT Math
22 or higher</td><td>Cumulative Unweighted Final GPA
<u>≥</u> 2.60* & 4th Mathematics Course Met</td><td>Math
530 or higher</td><td>Elementary Algebra
75-120</td><td>Pre-Algebra
47 or higher <u>AND</u>
Algebra
66 or higher</td><td>Any Curriculum-Level Math Course</td></tr>
</table>

MATHEMATICS PLACEMENT WITH NC-DAP SCORES		
NC-DAP Section	**NC-DAP Sub score**	**Placement**
DMA-010	6 or less	**DMA-010 -** Operations with Integers
DMA-020	6 or less	**DMA-020 -** Fractions & Decimals
DMA-030	6 or less	**DMA-030 -** Proportions/Ratios/Rates/Percentages
DMA-040	6 or less	**DMA-040 -** Expressions/Linear Equations/Linear Inequalities
DMA-050	6 or less	**DMA-050 -** Graphs & Equations of Lines
DMA-060	6 or less	**DMA-060** Polynomial & Quadratic Applications **<u>&</u> DMA-070** Rational Expressions & Equations **<u>&</u> DMA-080** Radical Equations & Expressions <u>OR</u> Curriculum-Level Math Courses <u>≤</u> MAT-143

Note: A student who receives a 7 or higher on a NC-DAP subsection is exempt from the DMA course. As such, students may or may not be exempt from the entire sequence of DMA courses.

GLOSSARY OF FREQUENTLY USED TERMS & WORDS IN HIGHER EDUCATION

Academic Advising: Academic Advising is provided by faculty and members of the Academic Support office. Academic advising is an interactive process that connects students with faculty. Students meet with advisors at least two or three times a year to review academic progress. During advising sessions, faculty help students make informed career and academic decisions by clarifying goals, exploring career options, and learning opportunities. Academic Advisors also link students with community resources, tutoring and other support services.

Academic Advisor: a faculty member who explains College policies and provides guidance in developing and achieving student's educational, career, and personal goals. Students are required to meet with an academic advisor periodically throughout an academic year, especially prior to registration.

Academic Alert: a notice received from Student Services & Enrollment Management regarding a student's performance in an enrolled course. The purpose of this notice is to alert Student Services & Enrollment Management and provide students information on supports available to help them be successful in the course.

Academic Honesty: the absence of, though not limited to, cheating and plagiarism. Sanctions for students who violate the principals of academic honesty range from failure of course work to dismissal from the College. See Expectations of Adult Learners in the Records & Registration section of BCC's Catalog and Student Handbook for more information.

Academic Standing: a representation of a student's progress in a program of study via class standing (freshman or sophomore). Additionally, completers are labeled with a standing of "graduated." Students who fail to satisfactorily progress will be assigned an "academic warning" standing.

Academic Support Courses: Academic support courses are designed to help students transition into college and offer opportunities for students to improve their reading, writing, and/or mathematics skills. Students may be exempted from reading, writing, and/or mathematics courses through a variety of means including previous credit, placement/assessment testing scores, multiple measures, etc.

Academic Warning: a status representative of a student whose cumulative grade point average (GPA) falls below a 2.0 and/or a student who fails to successfully complete 67% of the credit hours his/her has attempted. Students on academic warning will be asked to meet with a counselor and/or advisor to reevaluate academic progress. Students on academic warning may continue to receive financial aid for one semester. See Satisfactory Academic Progress in the Student Financial Resources section of BCC's Catalog and Student Handbook for more information.

Accommodations: An alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks. They allow students with disabilities to pursue a regular course of study.

ACE: the "Academic Center for Excellence," provides free tutoring and other academic support services to students.

Accreditation: a status granted by authorized third party organizations that represent the academic integrity of an institution and its ability to grant degrees. BCC is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Add/Drop Period: a period when students may change their class schedule. Students must complete a written Add/Drop Form, obtain an advisor's signature and submit the add/drop form to the Registrar's office. After the semester start date, students are charged 25 % of the tuition for each course dropped.

Adjunct: a part-time faculty member. Adjunct faculty often do not have an on-campus office, office hours, or advisees but are available by phone and/or email.

Admission: admittance to a specific program of study and/or the College, after a student meets specified requirements.

Advanced Credit: credit given by submitting official copies of score reports with satisfactory scores from Advanced Placement (AP), College Level Placement Exams (CLEP), and/or High Level International Baccalaureate (IB) exams.

Advising Period: a period each semester, when students are required to meet with assigned advisors to discuss academic progress and have the registration hold removed to permit registration.

Articulation Agreement: an agreement between two institutions of higher education which specifies special conditions for and benefits of transferring from one institution to the other. "Bi-lateral" articulation agreements at BCC are in place to guarantee admission to certain institutions (such as UNC Wilmington) or to certain universities for select professional/technical programs (such as the Early Childhood Education program and UNC Charlotte).

Assessment Inventory: a standardized computer-based assessment used to determine appropriate placement in English and mathematics courses. Also called an "assessment/ placement test." For more information regarding waivers of the placement assessment see the Placement Testing Policy in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

Associate in Applied Science (AAS): a two-year professional/ technical degree that prepares individuals for the job market or transfer to select four-year schools and programs of study.

Associate in Arts (AA): a two-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a Bachelor of Arts degree at a four-year college or university.

Associate in Fine Arts (AFA): a two-year college transfer program that concentrates on the visual and performing arts for the student planning to work toward a Bachelor of Arts or Bachelor of Fine Arts degree at a four-year college or university.

Associate in General Education (AGE): a two-year program designed for students who wish to complete two years of general

curriculum with a focus on elective courses directly tied to further studies and/or future employment.

Associate in Science (AS): a two-year college transfer degree program that concentrates on mathematics and science for the student planning to work toward a Bachelor of Science degree at a four-year college or university.

Audit: a course for which a student attends normally, but does not receive credit. Students must both register and pay tuition for any audit course.

BCC ID #: a seven-digit (with the leading zero) number used in lieu of a social security number to identify a student within the College's student information system.

BCC User ID: an eight-character identifier which serves as an individual's username for email, Moodle, and WebAdvisor. In most cases, student BCC User ID's are made up of the first four letters of the last name and the last four numbers of BCC's ID #.

Campus Police: the police department of BCC's campus. BCC police officers are sworn officers with the authorization to ticket, investigate, arrest, etc. for violation of local, state, or federal law. The campus "Lost and Found" is also housed in the BCC Police Department (BCCPD).

Career Counseling: Career Counseling is a process that assists individuals through the development of self-discovery, understanding the world of work, and providing the resources and skills to take action in order to make career, educational, and life decisions.

Career & College Promise: the name of the program which includes all programs for current high school students in NC public, private, or home schools. The three programs are the Cooperative Innovative High School (Early College High School), Career and Technical Education Pathways, and College Transfer Pathways.

Career & Technical Education Pathways: the Career & College Promise Pathways which afford qualifying high school students to complete coursework and credentials at the College for transfer to a four-year college or university and/or employment after his/her high school graduation.

Catalog: an annual publication that contains information regarding admissions, program requirements, academic regulations, course descriptions, graduation requirements, etc. for a college or university.

Catalog of Record: the catalog for which a student's program of study is active and defines the requirements of his/her program of study.

Census Date: the point and deadline by which a student must enroll in a course. If a student enrolls but fails to attend by the census date, the student will receive a grade of NS (No Show) in the course.

Certificate: a program of study which is up to or less than one year in length.

Childcare Assistance Project: a program which provides limited funds to BCC students to be used for childcare to qualifying students.

Clubs: extra-curricular opportunities for involvement in academic, athletic, civic, social, or other groups of common interest. Also called "student organizations."

Corequisite: a course that is taken in conjunction with another course during the same semester. Some corequisites are optional (such as taking an English course alongside a psychology course), while others are required (such as a corresponding lab portion with a lecture course).

College Transfer Pathways: the Career & College Promise pathways which afford qualifying high school students the opportunity to complete coursework at the College for transfer to a four-year college or university after his/her high school graduation.

College Transfer Programs: the programs intended for transfer to four-year institutions including the Associate in Arts and Associate in Science, which are also a part of the Comprehensive Articulation Agreement (CAA).

Comprehensive Articulation Agreement (CAA): an agreement between the 58 colleges of the North Carolina Community College System and the 16 public universities of the University of North Carolina-system which guarantees admission to a public university in North Carolina (though not necessarily the student's top choice) for any student who graduates from a North Carolina Community College with an Associate in Arts or Associate in Science degree with a minimum of a 3.0 GPA.

Computer Labs: classrooms or open labs which have a computer or laptop available for student use.

Contact Hour: one hour of student attendance in a class for which the student is enrolled.

Continuing Education Unit (CEU): a unit of credit earned in courses offered through Continuing Education/Economic & Workforce Development.

Cooperative Education: instruction consisting of the integration of traditional classroom learning with supervised work experience with a professional organization.

Core Requirement: a non-elective required course in a program of study. Also called "Universal General Education Requirements."

Cost of Attendance: the total cost per semester for a student to attend the College, including tuition, fees, and other expenses.

Counselor: a person who provides personal, academic, and/or career counseling at no cost to the student.

Course Description: a brief description of the content of a course and what skills the students should master upon successfully completing the course. Classroom hours, laboratory hours, clinic or co-op hours, credits earned, and prerequisite/corequisite courses are listed in the course description.

Course Substitution: a formal process in which a student's Lead Instructor/Program Director/Department Chair/Dean submits a request to use a course outside of the student's program of study to substitute for another course in the student's

program of study. With minimal exceptions, course substitutions are only made in professional/technical programs of study.

Credential: Documented evidence that confirms academic skill, such as the awarding of a certificate, degree, or diploma.

Credit Hour: a representation of the number of units towards completion of a program of study earned upon completing a curriculum course. Also called "credits," "semester hours," or "semester hours credit."

De-Registration: a process by which a student's course schedule is canceled for non-payment.

Dean: the chief administrator of a specific unit within the College.

Dean's List: a list of students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution 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 enrolled in an associate degree, diploma, or certificate program.

Department Chair: a secondary administrator of an academic unit within the College.

Diploma: a program of study that is more than one semester but less than two years in length. A "diploma" can also be used to define a physical piece of paper issued to a high school graduate or institution of higher education graduate.

Distance Learning: a non-traditional course delivery method including hybrid, NC information highway, online, and web-assisted courses.

Dolphin: the mascot of Brunswick Community College.

Due Date: the date or deadline at which an assignment must be submitted, debts must be paid, etc. There are serious repercussions for failure to adhere to due dates.

Dunkin' the Dolphin: the name of the mascot of Brunswick Community College.

Early College High School (ECHS): a Brunswick County Schools' secondary institution on BCC's campus which affords qualifying high school students to take coursework through the College for credit while enrolled in high school that is applied toward an Associate in Arts or Associate in Science degree.

Early Alert: An Early Alert also known as an Academic Alert informs a student when they are at risk of failing one or more courses. Early intervention increases a student's likelihood of improving academic success.

Elective Course: a non-core course in a program of study.

Excessive Absenteeism (EA): a grade issued to a student who is absent for 20% or more of a course, who also started to become absent before the withdrawal deadline (65%) in a course.

Excessive Absenteeism Notice: a notice received from a Student Services & Enrollment Management regarding student performance in a course for which you are enrolled. The purpose of this notice is to alert a student of the steps he/she can take to continue in the course and earn a passing grade (or steps to officially withdrawal without academic penalty).
Faculty: instructors for courses and academic advisors.

FAFSA: the "Free Application for Federal Student Aid." This application is *free* and must be completed annually for financial aid in a given academic year. The FAFSA becomes available in January for the academic year beginning in August of that year.

Fees: required costs to the student in addition to tuition that students must pay. These include the activity fee, student accident insurance fee, and technology fee.

FERPA: The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records.

Fin's Grill: the BCC Cafeteria that is located in the LaDane Williamson Student Center.

Financial Aid: funds available from a variety of sources such as grants, scholarships, and on-campus work-study (when criteria are met) to assist students with paying tuition and other college related expenses.

Financial Aid Suspension: the consequence of a student failing to obtain a 2.00 or higher Financial Aid GPA and/or complete 67% of his/her courses at the end of the semester for which he/she has been placed on an academic warning.

First-Year Student: A first-year freshman student has not taken any collegiate-level courses *after* graduation from high school.

Food Pantry: BCC has a small food pantry to directly serve students who suffer from hunger and food insecurity. The BCC Food Pantry is located in Student Services.

Foundation: the fundraising and alumni relations office of the College. The foundation is responsible for the majority of scholarships offered to BCC students.

Full-Time Student: a student enrolled for 12 or more credit hours per semester (6 or more in the summer semester).

Grade Point Average (GPA): a computation of the total number of grade points earned, multiplied by the number of credits in the course, divided by the total number of credit hours in the semester. Academic support courses are excluded in the calculation of GPA. A student must have a 2.0 GPA in his/her program of study in order to graduate, and a semester-by-semester cumulative 2.0 GPA is required to remain in good academic standing semester-by- semester.

Grades: an alphabetical representation of a student's final performance in a course, which ultimately determine a student's academic standing and grade point average.
For additional information, see Grading in the Records & Registration section of BCC's Catalog and Student Handbook for more information.

Grants: state or federally funded awards, based on financial need, which are used to pay for a student's cost of attendance. Grants are free and do not have to be repaid by the student.

Honor Roll: a list of students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution 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.

Honors: recognition given to a graduate of a degree and diploma program with exemplary grade point averages (at the end of the fall semester) in his/her program(s) of study. Diploma graduates with a 3.50 or greater GPA are "honor graduates; degree graduates with a 3.50 to 3.74 GPA graduate "cum laude" (with honors); degree graduates with a 3.75 to 3.89 GPA graduate "magna cum laude" (with high honors); degree graduates with a 3.90 or higher GPA graduate "summa cum laude" (with the highest honors).

Human Resources Development (HRD): a program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

Hybrid Course: a hybrid course is a combination of weekly face-to-face meetings and online activities/ assignments. Online activities/ assignments are not always homework for the class meeting but rather are part of class instruction. Hybrid courses provide regular opportunities for students to meet with their instructor and classmates. Students spend more time outside of the class completing course activities.

Independent Study: a contact-hour based course in which a student completes course requirements working on his/her own, as customized by the instructor.

Information Highway Courses: a course that meets in person via two-way video, but is either broadcast between the BCC Campus and/or ancillary centers or to/from a sister institution in the NC Community College System.

In-State Residency: a United States citizen and legal resident of North Carolina for the last 12 months for tuition purposes (simply living in the State does not earn in-state residency for tuition purposes).

For additional information, see the Appendix D: North Carolina Residency for Tuition Purposes in the BCC Catalog and Student Handbook for more information.

Internet Courses: a course that does not meet in-person; 100% of the instruction is delivered online. Also called "asynchronous." For some internet courses, it may be required that the final exam be administered on campus or proctored at a testing center.

LaDane Williamson Student Center: the wing of Building A that houses Fin's Grill, the bookstore, the game room, and the BCC Campus Police Department.

Late Registration/Add/Drop: a short period in which a student can add/drop classes once the semester has begun. The student is still held accountable for absences that occurred prior to his/her enrollment in classes, and any courses dropped will be subject to a 75% tuition refund.

Lead Instructor: the senior instructor in a program of study for which there is no department chair. Lead instructors report to the Dean of their academic unit.

Learning Resources Center (LRC): a department of Academic Support that includes the library and the ACE.

Mentoring Programs: Mentoring Programs including the Male Mentoring Program are open to all enrolled students and available through the Academic Support office. Mentoring services and program events provide personalized coaching helping, transform students into leaders, while offering opportunities to meet with peers, community leaders, and mentors outside the college setting. The atmosphere is accepting and encouraging, instilling students with knowledge and skills to be successful in and beyond college.

Moodle: the College's learning management system that houses course information where students have access to complete assignments, especially for online courses. All courses at BCC have a Moodle website that corresponds to the course, so it is important that Moodle is used early and often throughout the semester. Further, in the event of cancelled classes, alternative make-up assignments are delivered via Moodle.

Multiple Measures for Student Placement (MMSP): an initiative in the NC Community College System that exempts developmental coursework for qualifying students based on his/her high school curriculum, GPA, and graduation date, SAT and/or ACT scores, or other metrics. See Placement Testing Policy in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook for more information.

No Show (NS): a grade given to a student who registered for a course but did not attend class by the census date. The grade appears on the transcript, and students are liable for charges in the course. The grade does not calculate into the student's GPA.

Non-Traditional Student: a student who enters college after a significant absence from the time he/she actually (or normally would have) graduated from high school and pursues a college education. In some cases, a non-traditional student is an individual who returns to college after a number of years away from formal education.

Open Registration: the last opportunity to register for courses before classes begin. Typically, this all-day registration event is two- to-three business days before the start of a semester. Also called "Registration Day."

Other Expenses: the costs in addition to tuition and fees required to attend college. Other expenses include (but are not limited to) books, course supplies, housing, transportation, and food costs.

Out-of-State Residency: a non-United States citizen or a legal resident of a state other than North Carolina. A person who has resided in North Carolina for less than 12 months is automatically out-of-state. Passing the 12-month time limit does not automatically qualify a person as an in-state resident.

Part-Time Student: A student enrolled for fewer than 12 credits per semester (fewer than six in the summer semester).

Pass (P): a grade issued only in academic support courses, which notes satisfactory progress to continue on to coursework at the next level.

Prerequisite: a course that must be completed prior to enrolling in another course.

President's Award: an annual award given to the student with the highest GPA and most hours and programs of study completed at BCC.

President's List: a list of students who are enrolled in 6 to 11 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution 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 President's List must be in an associate degree, diploma, or certificate program.

Proficiency Exam: an exam, which may be taken (for a fee) to receive credit for a course without having attended any of the class. For additional information, see Proficiency Examinations in the Records & Registration section of BCC's Catalog and Student Handbook for more Information.

Program Description: a brief synopsis of the coursework and core concepts for a program of study, as well as a list of all courses required to complete the certificate, degree, or diploma.

Program Director: the senior instructor and administrator of a program of study for which there is no department chair. Program directors report to the Dean of their academic unit.

Program of Study: the academic curriculum in which the student is enrolled, which may lead to a certificate, degree, and/or diploma. Also called a "Curriculum of Study" or "major."

Program of Study Change Form: a form used to change one's program of study, which is submitted to the Student Services & Enrollment Management for processing. The form requires the student advisor's approval and the approval of the Office of Student Financial Resources (for financial aid recipients) prior to processing. For more information, see Program of Study Changes in the Records & Registration section of BCC's Catalog and Student Handbook.

Project Finish Line: A grant program offered through the Academic Support office that provides individuals who are near completion of an Associate Degree, Workforce Development Career Pathway or High School Equivalency the opportunity to obtain their credential. The Project Finish Line program helps to reengage students in learning providing funding for books, testing and certification fees, and in some cases, connects students to tuition scholarships.

Provisional Acceptance: an admission status given to a student who is admitted to the College with an incomplete record (missing transcripts or other items). Students with provisional acceptance are permitted to register for courses for that one term only and will not be permitted to register again until he/she completes his/her record.

Re-Enrollee: a student who has previously attended BCC as a curriculum student at any point in time, even as a high school student.

Record: a student's permanent file. The record includes his/her application for enrollment, transcripts, test scores, and all other forms and paperwork relating the student. BCC maintains imaged, permanent electronic records for all students who obtain admission to the College.

Records & Enrollment Services: a department of Student Services & Enrollment Management that includes admissions and enrollment services and records and registration.

Registration: a period in which established advising and web registration periods are set for students to meet with his/her advisor and register for courses.

Renewable: a term used to describe select scholarships that a student can continue to receive after the initial award, provided he/she continues to meet the established criteria.

Repeat (R): a grade issued only in academic support courses. It denotes unsatisfactory progress, and the student must enroll in the course again.

Scholarships: "free" money (i.e. it does not have to be repaid) awarded to students who meet certain demographic and/or academic criteria.

Semester: a calendar period during which courses are offered. Typically BCC has two 16-week semesters (fall and spring) and one summer semester. Eight week courses are also offered. A course may begin or end before or after the official start and end date of a semester and in some cases courses may last fewer weeks than the entire the semester.

Special Credit Student: an individual who is a true non-degree seeking student with no intention of applying for or receiving federal financial aid, or receiving a certificate, degree, or diploma from the College.

Stacked Programs: select programs of study within the College that afford a student the opportunity to obtain various certificates and/or diplomas during the course of completing the requirements of his/her primary degree or diploma program.

For more information, see Stacked Programs of Study in the Records & Registration section of BCC's Catalog and Student Handbook.

Staff: any employee of the College, including administrators, faculty, or other professional employees.

Student Code of Conduct: the guide that governs student behavior inside and outside of the classroom and the policies and procedures of the code of conduct violations. For more information, see the Student Code of Conduct Appendix in the BCC Catalog and Student Handbook.

Student Financial Resources: a department of Student Services & Enrollment Management that includes financial aid and veteran's services.

Student Grievance Policy: A grievance system to channel student complaints against faculty and staff.

Student Government Association (SGA): the governing student organization of all clubs at the College. The SGA President also serves as a member of BCC's Board of Trustees.

For more information concerning the Constitution and Bylaws of the SGA, see the SGA Appendix in **BCC's** Catalog and Student Handbook.

Syllabus: an overview of the material a course will cover, the instructor's expectation of students, due dates, deadlines, and content of assignments, instructor contact information and office hours (if applicable), and any other information pivotal to a student's success in a course.

Title IX: assures that no student or employee shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College.

Transcript: a reflection of the student's academic record at the College. There are different transcripts for curriculum, continuing education, and basic skills coursework. This is also the term used for the physical piece of paper on which a student's academic history record is printed.

Transfer Credit: credit previously earned at another regionally accredited college or university that is equivalent to BCC courses. For more information, see the Transfer Admission and Transcript Evaluation Policy in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

Transfer Student: a student who has previously attended one or more colleges or universities after graduating from high school.

Tuition: the amount of money a student must pay for each credit hour of curriculum coursework in each semester, or per each continuing education course. For curriculum students, the maximum charge is for 16 credit hours in each semester; beyond this, no additional tuition is collected. Tuition is billed based on residency status for tuition purposes (in-state or out-of-state).

Universal General Education Transfer Course (UGETC): courses which have been identified as part of the Comprehensive Articulation Agreement (CAA) and are guaranteed to transfer to institutions of the University of North Carolina system for equivalency credit with a grade of "C" or better. These courses are noted as UGETC in the course descriptions within the BCC Catalog and Student Handbook.

Veteran's Affairs (VA): the title used to describe programs that provide educational benefits to active-duty, reservist, or retired members of the United States Armed Services.

WebAdvisor: the online tool used by students, faculty, and staff to administrate a variety of actions. Students use WebAdvisor to search and register for courses, access their final grades, accept financial aid awards, etc. Faculty use WebAdvisor to view their advisees' information, enter grades, and track attendance. Staff use WebAdvisor to access their paystubs and tax information.

Withdrawal: an official action using a Withdrawal Request Form, which allows a student to withdraw from a course by a set date without academic penalty. A withdrawal is issued the grade of "W," which counts against the student's attempted hours, but does not impact his/her GPA. Other than in extreme circumstances, withdrawals are only granted up to the 65% point in a course. For more information, see Withdrawing from Courses in the Records & Registration section of BCC's Catalog & Student Handbook.

Withdrawal Request Form: the form used to obtain permission from a student's advisor, financial aid, and instructor(s) to withdraw from one or more courses. All approving signatures are required before Student Services & Enrollment Management will process a Withdrawal Request Form.

Work-study: a federal program based on extreme financial need, through which students are given paid part-time employment up to 20 hours per week.

Workforce Investment Act (WIA): a federal workforce development program that provides training, education, and employment services using a one-stop delivery system through the student's local Employment Security Commission office.

Index

Academic Support
- Course Offering Methods, 62
- Developmental Mathematics, 62
- Developmental Reading & English, 62
- Promoting Academic Success, 62

Administration/Faculty & Staff Directory
- Administration, 145
- Department Administration, 148
- Faculty - Deans, 145
- Faculty – Department Chairs, 146
- Faculty - Directors, 146
- Faculty - Instructors, 147
- Staff - Deans, 146
- State Administration, 145

Administration/Faculty & Staff Staff, 149

Admissions
- Admission Procedures, 12
- Admission to the College, 12
- Career & College Promise Students, 12
- Early Exits from Academic Support Coursework, 14
- First-Year Students, 12
- Multiple Measures for Placement, 13
- New Student Orientation, 14
- Placement & Assessment Policy, 13
- Preparation for Assessment Inventories, 14
- Programs with Additional, 15
- Re-Enrolling Students, 13
- Refusal to Admit, 16
- Special Credit (Non-Degree Seeking Students), 12
- Steps to Enrollment, 17
- Transfer Admission and Transcript Evaluation Policy, 15
- Transfer Students, 12

Campus Map, 2

Code of Student Conduct
- Student Grievance Procedure, 155
- Student Rights, 151

College Information
- BCC Guarantee to Employers, 8
- Brunswick Community College Foundation, 10
- Business Hours of the College, 9
- Campus Locations, 8
- Competencies Required of Associate Degree Students, 9
- Conflict of Interest, 10
- Core Values, 9
- Dinah E. Gore Fitness & Aquatics Center, 11
- Drug-Free Environment, 9
- Emergency Closings, 10
- Employment at the College, 10
- Introduction & History, 8
- Mission & Goals, 8
- Odell Williamson Auditorium, 11
- Performance Measures, 9
- Statement on Non-Discrimination, 9
- The Semester System, 9
- Tobacco-Free Environment, 9
- Youth Explorations for Summer (YES) Camps, 11

College Transfer Programs
- Associate in Arts Degree, 63, 65
- Associate in Engineering Degree, 63, 67
- Associate in Fine Arts Degree, 63, 69
- Associate in Science Degree, 63, 70
- Bilateral Articulation Agreements, 64
- Transfer Assured Admissions Policy, 64
- Transferring to UNC System Universities, 63

Continuing Education
- Admissions, 141
- Class Hours, 142
- Class Locations, 141
- Continuing Education Units (CEU), 142

Course Descriptions
- Academic Related (ACA), 98
- Accounting (ACC), 98
- Agriculture (AGR), 99
- American Sign Language (ASL), 99
- Anthropology (ANT), 99
- Aquaculture (AQU), 99
- Art (ART), 101
- Biology (BIO), 102
- Biotechnology (BTC), 104
- Business (BUS), 105
- Chemistry (CHM), 106
- Civil Engineering & eomatics (CEG), 107
- Communications (COM), 107
- Comprehensive Articulation Agreement, 96
- Computer Information Technology (CTS), 108
- Computer Science (CSC), 108
- Cosemetology (COS), 109
- Course Availability, 97
- Criminal Justice (CJC), 111
- Dance (DAN), 111
- Database management Technology (DBA), 111
- Developmental Mathematics (DMA), 111
- Developmental Reading & English (DRE), 112
- Drafting (DFT), 113
- Drama/Theatre (DRA), 113
- Economics (ECO), 113
- Education (EDU), 113
- Electricity (ELC), 116
- Electronics (ELN), 116
- Engineering (EGR), 117
- English (ENG), 118
- French (FRE), 119
- Geography (GEO), 119
- Geology (GEL), 120
- Health (HEA), 120
- Health information Technology (HIT), 121
- History (HIS), 122
- Horticulture (HOR), 123
- Humanities (HUM), 124
- Information Systems Security (SEC), 125
- Logistics Manaagement (LOG), 125
- Marketing and Retailing (MKT), 125
- Mathematics (MAT), 125
- Medical Assisting (MED), 127
- Music (MUS), 128
- Network Operating Systems (NOS), 129
- Networking Technology (NET), 129
- Numbering System, 96
- Nursing Assistant (NAS), 130
- Office Administration (OST), 131
- Philosophy (PHI), 132
- Phlebotomy (PBT), 132
- Physical Education (PED), 132
- Physical Fitness Technology (PSF), 133
- Physics (PHY), 133
- Political Science (POL), 134

Prerequisites and Requisites, 96
Psychology (PSY), 135
Religion (REL), 136
Sociology (SOC), 136
Spanish (SPA), 137
Surveying (SRV), 137
Turfgrass Management (TRF), 138
Web Technologies (WEB), 138
Work Based Learning (WBL), 140
Curriculm Articulation Agreement
Brunswick County Schools, 54
Curriculum Codes, 7
Distance Learning
Course Supplements, 50
Hybrid and Web-Assisted Courses, 50
Interactive Video Classes, 50
Online Courses, 50
Password/User Name, 50
Economic & Workforce Development
Customized Training, 142
Emergency Medical Services, 142
Fire/Rescue, 142
Health Occupations, 142
Law Enforcement in Service, 142
Refund Policy, 141
Registration, 141
Registration Fees, 141
Small Business Center, 143
Sustainability through Innovation Leadership Center, 143
Foundational Studies
Adult Basic Education, 143
Adult High School Diploma, 143
Career Readiness Certification, 144
English as a Second Language, 144
High School Equivalency, 143
Human Resource Development, 143
Workplace Basic Skills, 144
Glossary of Frequently Used Terms, 171
High School Programs
Career Technical Education Industrial & Engineering Pathways, 58
Career Technical Education Pathways, 55
College Transfer Pathways, 59
Cooperative Innovative High School Pathway, 61
Overview, 55
Information Technology Services
Computer Software Policy, 162
Data Classification Policy, 162
Electronic Records Retention Policy, 163
Internet Use, 162
Password & Username Information, 162
Wireless Communication Policy, 164
Nursing & Allied Health Programs
Admissions Practical Nursing (PN), 75
Admissions Requirements, 74
Associate Degree Nursing (ADN), 74
Professional & Technical Programs
Accounting, 77
Aquaculture, 77
Associate in Applied Science Degree Programs, 76
Basic Law Enforcement Training, 79
Bilateral Articulation Agreements, 76
Biotechnology, 79
Business Administration, 80
Cosmetology, 81
Early Childhood Education, 82
Elective Courses, 95
Electronics Engineering, 84
General Education, 85
General Occupational Technology, 85
Geomatics Technology, 86
Health & Fitness Science, 86
Health Information Technology, 87
Healthcare Business Informatics, 88
Horticulture Technology, 88
Marine Biotechnology, 91
Medical Assisting, 92
Office Administration, 92
Small Business Entrepreneur, 80
Turfgrass Management Technology, 93
Welding Technology, 94
Programs of Study, 7
Public Safety/Campus Police
Campus Counseling and Survivor Services, 51
Campus Police, 51
Campus Watch, 51
Crime Report, 53
Emergency Notification System, 51
Emergency On Campus, 51
Fire Alarms/Evacuations, 51
Lost and Found, 51
Pets on Campus, 51
Reporting Crime on Campus, 51
Sexual Assault, 52
Traffic & Parking Regulations, 51
Weapons On Campus, 51
Records & Registration
Academic Advising, 22
Academic Honors, 25
Academic Progress, 22
Academic Warning, 23
Adding or Dropping Courses, 19
Anticipated Completion Date, 22
AP Exams, 29
Attendance, 21
Audit Policy, 20
Awarding Dual Credentials, 27
Catalog of Record, 22
Class Size, 21
Class Standing, 23
CLEP Exams, 30
Course Delivery, 21
Course Load, 23
Course Repetition, 21
Courses Being Taken Outside of NC, 20
Educational Records, 32
Expectations of Adult Learners, 18
Financial Aid Suspension, 23
Full Time vs. Part-Time Status, 24
Grade Appeal Procedure, 26
Grade Point Average Calculation, 25
Grading Policy, 24
Graduation Eliibility, 26
Graduation Honors & Distinctions, 27
Graduation Readiness Review, 27
Honor Code, 18
International Exams, 31
Proficiency Exams, 32
Program of Study Changes, 22
Record Requests, 33
Registration Procedures, 19
Request for Recaluation of GPA, 25

Requisite Requirements & Waivers, 20
Responsibilities of the Student, 18
Senior Citizens, 20
Stacked Programs of Study, 23
Student Responsibility for Program, 18
Students Less Than the Age of 18, 20
Transfer Credit, 28
Undocumented Immigrants, 20
WebAdvisor, 20
Withdrawal Policy, 20
Residency
About, 166
Appeals, 168
Classification, 166
Deadlines, 168
General Rules, 166
Scores & Placement Guide
Mathematics, 170
Scores & Placement Guide
English, 169
Student Awards, 40
Student Financial Resources
Academic Warning, 43
Appeal Process, 44
Applying for Financial Aid, 40
BCC Scholarships, 39
Calculating Returns, 41
Child Card Assistance, 39
Eligible Programs of Study, 38
Enrollment Status, 38
Federal Direct Loans, 39
Federal Pell Grant, 38
Federal Supplemental Education Opportunity Grant, 38
Federal Work Study, 38
Financial Aid Eligibility, 38
NC Community College Grant, 38
NC Education Lottery Scholarship, 39
Out-of-State Residents, 40
Outside Scholarships, 39
Priority Dates, 40
Refunds, 40
Repeated Coursework, 43
Satisfactory Academic Progress (SAP), 42
Scholarships, 40
Tax Credits, 39
Veterans Service, 39
Withdrawing from Courses, 40
Workforce Investment Act, 39
Student Government Association
Amendment, 158, 161
Authority, 161
BCC Board Meetings, 161
Bylaw Amendment, 159
Bylaws, 159
Chartering, 161
Committees, 160
Duties of the Office of Parliamentarian, 159
Duties of the Office of President, 159
Duties of the Office of Secretary, 159
Duties of the Office of Treasurer, 159
Duties of the Office of Vice President, 159
Duties of the Student Senate, 160
Executive Council, 158
Impeachment, 160
Meeting of Association, 158
Membership, 158
Minutes, 160
Motions, 160
Name/Mascot/Objective, 158
Oath of Officers, 161
Parlimentarian Authority, 160
Petitions, 160
Purchase Orders, 161
Quorum, 159
Ratification, 158, 159
State Senate, 158
Statement of Nondiscrimnation, 161
Student Senate Meetings, 161
Vacancies, 161
Visitors, 160
Student Life
Athletics, 48
Clubs & Organizations, 48
National Technical Honor Society, 49
Student Resources
Academic Support, 45
Americans with Disabilities Act, 46
Bookstore, 45
Counseling, 45
Health Services, 45
ID Cards, 45
Learning Resources Center, 45
Library, 45
Male Mentoring Program, 45
Student Housing, 45
Tuition, Fees, & Expenses
Activity Fee, 34
Billing Procedures, 34
Reduced Tuition Programs, 34
Returned Checks, 34
Technology Fee, 34
Tuition Refund Policy, 36