



**BRUNSWICK**  
COMMUNITY COLLEGE

**CATALOG AND  
STUDENT HANDBOOK  
COURSES AND PROGRAMS**

**2012-2013**

**VOLUME XXIII**

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The College is located on US Highway 17 Business and College Road, north of Supply. The Leland Center is located in the Leland Industrial Park on US Highway 74/76, 910.371.2400.

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

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

<b>Academic Program</b>	<b>Degree</b>	<b>Diploma</b>	<b>Certificate</b>
Accounting	A25100	D25100	C25100
Aquaculture Technology	A15120	D15120	C15120
Aquaculture Technology Advanced			C15120A
Aquaculture Technology/Aquaculture/Aquarium Science Business Option	A15120A		
Aquaculture Technology/Aquaculture/Biotechnology Option	A15120B		
Associate Degree Nursing	A45110		
Associate in Arts	A10100	D10100	
Associate in Fine Arts	A10200		
Associate in General Education	A10300		
Associate in Science	A10400	D10400	
Basic Law Enforcement Training			C55120
Biotechnology	A20100		
Biotechnology/Aquatic Sciences Option	A20100A		
Business Administration	A25120		C25120
Business Administration/Small Business Entrepreneur			C25120SB
Computer Information Technology	A25260		
Computer Programming	A25130		
Cosmetology	A55140	D55140	C55140
Cosmetology Instructor			C55160
Early Childhood Education	A55220	D55220	C55220
Early Childhood Education/Administration			C55220A
Early Childhood Education/Special Education Option	A55220S	D55220S	
Electronics Engineering Technology	A40200		C40200
Esthetics Instructor			C55270
Esthetics Technology			C55230
General Occupation Technology		D55280	
Health Information Technology	A45360	D45360	
Healthcare Business Informatics	A25510		
Horticulture Technology	A15240	D15240	
Horticulture Technology/Landscape Specialty			C15240LS
Horticulture Technology/Nursery Specialty			C15240NS
Infant and Toddler Care			C55290
Manicuring Instructor			C55380
Manicuring/Nail Technology			C55400
Nursing Assistant			C45480
Office Administration	A25370	D25370	C25370
Phlebotomy			C45600
Practical Nursing		D45660	
Pre-Major Biology and Biology Education	A1040A		
Pre-Major Business Administration, Accounting, Economics, Finance, and Marketing	A1010B		
Pre-Major Criminal Justice	A1010D		
Pre-Major Elementary Education	A1010R		
Pre-Major Nursing	A1010I		
Surveying Technology	A40380		
Turfgrass Management Technology	A15420	D15420	C15420
Welding Technology		D50420	C50420

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## MESSAGE FROM THE PRESIDENT

Welcome to Brunswick Community College. The faculty, staff, and administration at BCC are dedicated to making your academic journey a positive and successful one. In other words, we are here to help you succeed; we are only successful when you are.

Since its founding in 1979, Brunswick Community College has nurtured its relationships with community and local businesses, providing curriculum and continuing education programs that speak to economic needs. It has also delivered associate degrees that form a seamless transition to four-year colleges and universities. An array of student support services – including library assistance, career counseling, and individual tutoring and mentoring – are in place to “pave the way” to student success.

If you enjoy extracurricular activities, we invite you to expand your involvement at BCC by exploring the many options offered through the Student Government Association and campus clubs, athletics, The Dinah Gore Fitness and Aquatics Center, and The Odell Williamson Auditorium.

Your journey toward graduation begins today. Please call me at 910.755.7302 or visit me in Building A if I can help make that journey easier for you.

*Susanne H. Adams*

Susanne H. Adams, President  
Brunswick Community College

## **RECOGNIZED AND/OR APPROVED BY**

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

## **INSTITUTIONAL MEMBERSHIPS, AFFILIATIONS, AND CERTIFYING AGENCIES**

American Association of Community Colleges  
American Association of Community Colleges Presidents Academy  
American Health Information Management Association  
American Society of Clinical Pathologists  
Association for the Advancement of Sustainability in Higher Education  
Association of Community College Trustees  
Brunswick County Chamber of Commerce  
Cape Fear Association for the Education of Young Children  
Carolinas Association of Collegiate Registrars and Admissions Officers  
Carolinas Golf Course Superintendents Association  
Commission on Accreditation for Health Informatics and Information Management Education  
Council for Higher Education Accreditation  
National Accrediting Agency for Clinical Laboratory Sciences  
National Association for Family Child Care  
National Association for the Education of Young Children  
National Association of Student Financial Aid Officers  
National Center for Construction Education and Research  
National Junior College Athletic Association  
North American Board of Certified Energy Practitioners  
North Brunswick Chamber of Commerce  
North Carolina Association of Community College Trustees  
North Carolina Association of Community College Business Officials  
North Carolina Community College Student Development Personnel Association  
North Carolina Community College System  
North Carolina Comprehensive Community College Student Government Association  
North Carolina Cosmetology Association  
North Carolina Division of Health Service Regulation  
North Carolina Landscape Contractors Association  
North Carolina Notary Association  
North Carolina Nursery and Landscape Association  
North Carolina Office of Emergency Medical Services  
North Carolina Office of State Fire Marshal  
Pivot Point International  
Safety and Health Council of North Carolina  
Southern Association of Colleges and Schools  
Southport-Oak Island Chamber of Commerce  
Veterans Administration

## 2012-13 ACADEMIC CALENDAR

## Fall Semester 2012 (16 weeks)

Faculty orientation .....	Monday, August 13, 2012
Registration/add/drop (Supply) .....	Tuesday, August 14, 2012
Registration/add/drop (Leland)9:00-11:30 a.m., .....	Wednesday, August 15, 2012
Faculty workday .....	Wednesday, August 15, 2012
Classes begin .....	Thursday, August 16, 2012
Add/drop period .....	Thursday, Friday, Monday, August 16, 17, 20, 2012
College closes at 5:00 PM for the Labor Day holiday .....	Saturday, September 1, 2012
* Labor Day Holiday .....	Monday, September 3, 2012
Classes resume .....	Tuesday, September 4, 2012
Fall break for students and faculty .....	Thursday, Friday, October 11-12, 2012
Classes resume .....	Monday, October 15, 2012
Last day to officially withdraw with a grade of "W" .....	Wednesday, October 31, 2012
Priority registration for Spring Semester 2013 .....	Monday, October 22 - Friday, November 30, 2012
* Veteran's Day Holiday (observed) .....	Monday, November 12, 2012
Classes resume .....	Tuesday, November 13, 2012
Thanksgiving holidays for students and faculty .....	Wednesday, Thursday, Friday, November 21-23, 2012
* Thanksgiving holidays .....	Thursday, Friday, November 22-23, 2012
Classes resume .....	Monday, November 26, 2012
Last day of classes .....	Thursday, December 13, 2012
Grades due by 3 p.m. ....	Friday, December 14, 2012
Holiday mini-mester .....	TBD
Christmas holidays for administration .....	Thursday, December 20, 2012 - Tuesday, January 1, 2013
Tuesday, December 11, 2012 will be a Monday class.	

## Spring Semester 2013 (16 weeks)

* New Year's Day Holiday .....	Tuesday, January 1, 2013
College reopens .....	Wednesday, January 2, 2013
Faculty workday .....	Wednesday, January 2, 2013
Registration/add/drop (Supply) .....	Thursday, January 3, 2013
Registration/add/drop (Leland) 9:00-11:30 a.m., .....	Friday, January 4, 2013
Classes begin .....	Monday, January 7, 2013
Add/drop period .....	Monday, Tuesday, January 7-8, 2013
College closes at 5:00 PM for the Dr. Martin Luther King, Jr. Holiday.....	Saturday, January 19, 2013
* Dr. Martin Luther King, Jr. Birthday Holiday .....	Monday, January 21, 2013
Classes resume .....	Tuesday, January 22, 2013
Spring Break for students and faculty .....	Monday – Friday, March 11-15, 2013
Classes resume .....	Monday, March 18, 2013
Last day to officially withdraw with a grade of "W" .....	Wednesday, March 27, 2013
* Good Friday Holiday .....	Friday, March 29, 2013
Classes resume .....	Monday, April 1, 2013
Priority registration for Summer Session 2013 .....	Monday, March 25 - Thursday, April 4, 2013
Priority registration for Fall Semester 2013.....	Tuesday, April 16 - Tuesday, April 30, 2013
Last day of classes .....	Tuesday, May 7, 2013
Grades due by 5 p.m. ....	Wednesday, May 8, 2013
Graduation at 3 p.m.....	Friday, May 10, 2013
Tuesday, May 7, 2013 will be a Friday class.	

## Summer Session 2013 (8 weeks, no Friday classes)

Registration/add/drop .....	Monday, May 20, 2013
Add/drop period .....	Tuesday, Wednesday, Thursday, May 21-23, 2013
Classes begin .....	Wednesday, May 22, 2013
* Memorial Day Holiday .....	Monday, May 27, 2013
Classes resume .....	Tuesday, May 28, 2013
Last day to officially withdraw and receive a grade of "W" .....	Monday, July 1, 2013
* Fourth of July Holiday .....	Thursday, July 4, 2013
Classes resume .....	Friday, July 5, 2013
Last day of classes .....	Thursday, July 18, 2013
Grades due by 3 p.m. ....	Friday, July 19, 2013
Wednesday, July 17, 2013 will be a Monday class.	

For summer terms with alternate dates, the last day to withdraw with a grade of "W" is the date on which 65% of the course is completed.

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

\* The College is officially closed on these dates.

Approved by the Board of Trustees  
on 03/15/12

## INTRODUCTION

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

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

On October 5, 1979, the Board of Trustees, with the approval of the Brunswick County Board of Commissioners, voted unanimously to change the name of the institution to Brunswick Technical College. The College received its initial accreditation from the Southern Association of Colleges and Schools in 1983 and was reaffirmed in 2009.

## MISSION STATEMENT

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.

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

## COLLEGE GOALS

**Goal 1:** To educate, qualify, and prepare students to be successful in professional and 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*

## COMPETENCIES REQUIRED OF ASSOCIATE DEGREE STUDENTS

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

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

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

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

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

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

## BRUNSWICK COMMUNITY COLLEGE FOUNDATION

The Foundation of Brunswick Community College raises money for scholarships and assists students with scholarship opportunities to pursue their education and build careers. Additionally, the Foundation creates awareness for the College and raises capital through fund-raising events while building relationships within the business community.

# BRUNSWICK COMMUNITY COLLEGE

For more information about the Brunswick Community College Foundation, please contact Susan Lawing at lawings@brunswickcc.edu or call 910.755.8517

## CAMPUS LOCATIONS

Brunswick Community College is located in Supply 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.

Classes are also held at other locations throughout the County.

## THE SEMESTER SYSTEM

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

## 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 ENVIRONMENT

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

## EMERGENCY CLOSINGS

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

Exceptions include:

1. When Brunswick County Public Schools (BCPS) closes early due to inclement weather or other emergency, Early College High School (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.

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

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM 2012 SUMMARY REPORT ON PERFORMANCE MEASURES FOR FISCAL YEAR 2010-11

North Carolina General Statute 115D-31.3(f) requires colleges to publish its performance on 8 measures annually on the Internet and in its printed catalog. The table below indicates how Brunswick Community College rated on each measure for 2010-11.

MEASURE	STANDARD	BCC RESULTS
Progress of Basic Skills Students	75%	*See Below
Passing Rates on Licensure/ Certification Exams for First-Time Test Takers	Aggregate = 80%	89%
Performance of College Transfer Students	83%	93%
Passing Rates in Developmental Courses	75%	72%
Success Rate of Developmental Students in Subsequent College-Level Courses	80%	82%
Student Satisfaction of Completers and Non-Completers	90%	93%
Curriculum Student Retention, Graduation & Transfer	65%	66%
Business/Industry Satisfaction With Services Provided	90%	93%

\*BCC result is not reported by NCCCS

For the most current Performance Measures, visit the Institutional Effectiveness page at [www.brunswickcc.edu](http://www.brunswickcc.edu).



**ADMISSION TO THE COLLEGE**

**GENERAL ADMISSION PROCEDURES**

Brunswick Community College adheres to the “open door” admission policy of the North Carolina Community College System. The College will admit any person who is a legal resident of the United States and who is a high school graduate, a GED recipient, or 18 years of age.

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 Brunswick Community College Catalog and Student Handbook and other publications of the College ([www.brunswickcc.edu](http://www.brunswickcc.edu)).

**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 in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. The following options are available at Brunswick Community College:

1. Core 44 College Transfer Pathway. This option provides core courses required for transfer to a four-year institution. Students must be high school juniors or seniors and meet academic standards set by the State Board of Community Colleges. Details may be obtained from the Center for Advanced Studies at 910.755.7355.
2. Career and Technical Education Pathway. This option provides courses leading to a certificate, diploma, or degree in technical programs. Students must be high school juniors or seniors and meet academic standards set by the State Board of Community Colleges. Details may be obtained from the Center for Advanced Studies at 910.755.7355.
3. 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. Details may be obtained from the BCECHS office at 910.754.8565.

**ADMISSION OF UNDOCUMENTED IMMIGRANTS**

A person who is an undocumented immigrant may be admitted to the College as permitted by State Law and the NC Administrative Code, employing procedures consistent with guidelines from the State Board of Community Colleges/System Office.

**APPLICATION FOR ADMISSION**

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

Application forms may be obtained in person, online at [cfnc.org](http://cfnc.org), or by contacting:

**Brunswick Community College  
Student Services**  
P.O. Box 30  
Supply, NC 28462-0030  
910.755.7320  
or 1.800.754.1050, Ext. 320  
[www.brunswickcc.edu](http://www.brunswickcc.edu)

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

Applicants for all programs should complete the following steps:

1. Submit a completed application form;
2. Have official copies of all secondary, GED, and post secondary educational transcripts mailed to Student Services (faxed copies not accepted; all official documents become the property of the college);
3. Complete placement assessment (if applicable);
4. Meet with an Admissions Counselor to confirm application and program information.

**PLACEMENT TESTING**

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

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

2. Applicants who have taken an NCCCS approved placement test at another institution within five (5) years of application and have had those scores sent from the previous institution to the Admissions Office prior to the student's first registration;
3. Applicants who hold a post-secondary degree;
4. Applicants whose transcript or report from the test publisher confirms a score of 500 on the appropriate portion(s) of the SAT, or a score of 20 on the appropriate portion(s) of the ACT;
5. Applicants requesting to be classified as "special." However, all prerequisites for courses must be met.

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

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

## PROVISIONAL ACCEPTANCE

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

## SPECIAL STUDENTS

Students who seek admission for course credit in order to meet special educational needs, but do not desire to complete an associate degree, diploma, or certificate are classified as Special Students. The special student is required to submit an application but is not required to meet regular admissions requirements. Special students are also required to meet academic prerequisites to gain admission to certain courses. Transcripts must be presented to document previous college coursework required to meet course prerequisites. After the student has completed 15 credit hours, the college recommends that the student complete all requirements for acceptance into a program of study which includes faculty advising support. Special credit students are not eligible for financial aid.

## INTERNATIONAL STUDENTS

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

## TRANSFER ADMISSION POLICY

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

Transfer applicants must submit official transcripts of courses completed at all institutions of higher education previously attended no later than the end of the first semester of enrollment. Only courses successfully completed (no grade below "C") at the other postsecondary institutions accredited by a regional accrediting agency will be accepted in transfer. All courses accepted in transfer must be equivalent to required courses or be appropriate elective courses for the student's program as it appears in the current catalog. Placement scores will be accepted if the testing occurred within five years prior to the BCC admission.

Students are awarded advanced standing based on credits acquired through the Advanced Placement (AP) Examination Program, College Level Examination Program (CLEP), institutional proficiency exams, military training courses, or the Articulated Curriculum Agreement between Brunswick County Schools and Brunswick Community College. 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*

## TRANSFER ADMISSION PROCEDURES

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

It is the student's responsibility to have all transcripts sent to Student Services. Once a transcript is submitted to Student Services, the evaluation of the transcript is conducted. College credit is evaluated based on the statement of the transfer and award of credit issued by the American Council on Education (ACE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council on Post Secondary Accreditation (COPA). The transferred course must have a minimum grade of "C" or better, or its equivalent, including

“Pass” on a Pass/Fail system, and have equivalent credit hours. These courses will be compared with the student’s program to determine appropriate credit. Once complete, electronic copies of the Transcript Evaluation are sent to the student’s permanent file.

**READMISSION**

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

If a student has not been enrolled at BCC in the previous three years, they must complete the “Readmission Application”. If the student has been out longer than three years, they must complete the “Admission Application”.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through Student Services. Approval for readmission for the same curriculum or an alternate selection will be based on the recommendations of the Lead Instructor or Dean to which the applicant is reapplying and the applicant’s career objectives. To promote the student’s success, the college may recommend measures such as course load restrictions, etc., upon readmission.

Students who have been suspended for disciplinary reasons must reapply through the Associate Vice President of Student Services and Enrollment Management.

Any break in enrollment that is not consistent with the curriculum plan will result in the student being assigned the current catalog as catalog of record for graduation.

**ADMISSION TO PROGRAMS WITH ADDITIONAL REQUIREMENTS**

**GOALS LEARNING COMMUNITIES**

GOALS (Growing on All Levels Successfully) Learning Communities offer first-year students a unique opportunity to receive personalized advising and mentoring from GOALS faculty members as well as form supportive social connections with their peers. This year-long, interdisciplinary program is intended to assist students in realizing their goals as students, individuals, and community members. For information on eligibility and the application process, please contact BCC Admissions at 910.755.7320 or admissions@brunswickcc.edu.

**BASIC LAW ENFORCEMENT TRAINING**

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

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

**NURSING AND ALLIED HEALTH PROGRAMS**

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

**REGISTRATION AND STUDENT RECORDS ACADEMIC REGULATIONS**

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

**STUDENT RESPONSIBILITY FOR PROGRAM REQUIREMENTS**

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

**CLASSIFICATION**

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

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

Students in associate degree programs who have completed less than one half 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 faculty advisor. Each student is responsible for being familiar with the requirements of the program of study, which the student is pursuing, and for keeping account of his/her progress toward completion of graduation requirements.

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

The course loads for Associate in Applied Science and professional/technical diplomas and certificates are outlined by semester in the program section of this catalog.

Requests for course loads exceeding the specified semester load must be approved by the Vice President of Academic and Student Affairs.

## **REGISTRATION**

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

## **ADDING OR DROPPING COURSES**

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

## **AUDIT POLICY**

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

Students neither receive credit for an audited course nor have credit hours count in the computation of grade point average. An audited 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 audited courses are the same as for credit courses.

Registering for "audit" status requires special processing. The student's advisor will initiate the audit request form and facilitate the approval process prior to presenting the completed form to the Registrar's Office for the final step of processing.

## **DISTANCE LEARNING**

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

## **INDEPENDENT STUDY**

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

## **PROFICIENCY EXAMINATION**

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 for record). Credit by Proficiency usually does not transfer. Students seeking transfer credit proficiency should take the corresponding College Level Examination Program (CLEP) test.

Proficiency Examinations are normally administered during the pre-registration periods. The Academic Services department determines the exact examination schedule. A student must first meet with his/her advisor to determine which courses are eligible for Proficiency Examination credit. An Application for Proficiency must be completed, signed by the course instructor, the advisor, the 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. A maximum of 25 percent of a student's program of study may be awarded on this basis.

**AWARDING OF CREDIT BASED ON AP/CLEP EXAMINATION SCORES**

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

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

**GRADING POLICY**

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

*Adopted by the Board of Trustees, October 25, 1997*

**GRADE POINT AVERAGE**

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

The point scale is as follows:

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

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

1. List your courses and grades for the semester.
2. List the semester hour credit for each course, then add up the semester credit hours.

3. List quality points earned for the grade received in each course.
4. Multiply credit hours in each course by the quality points earned by each grade received.
5. Add up the results.
6. Divide the total number of quality points by the total number of credit hours to get your grade point average (GPA).

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

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

**NOTE**

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

**GRADE OF "I" (INCOMPLETE)**

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

<b>Grading System</b>		
<b>Courses Numbered 100-299 (In program of study for graduation)</b>		
Grade	Description	Quality Points
A (93-100)	<b>Excellent</b>	4
B (85-92)	<b>Good</b>	3
C (77-84)	<b>Average</b>	2
D (70-76)	<b>Poor</b>	1
F (Below 70)	<b>Failure</b>	0
I	<b>Incomplete</b> - For the semester in which this grade is assigned, credit hours attempted do not count in the computation of grade point average. If a passing grade is not achieved during the next semester, the grade of "I" becomes an "F" and is computed in the grade point average.	NA (Not Applicable)
W	<b>Withdrawn</b> - Student officially withdraws from the course. Credit hours attempted do not count in the computation of grade point average.	NA
WF	<b>Withdrawal Failing</b> - Assigned when the instructor withdraws a student from the course due to excessive absenteeism. Computed as "F" in grade point average.	0
AU	<b>Audit</b> - Audit students are automatically assigned an "AU" grade. Credit hours do not count in the computation of grade point average.	NA
CR	<b>Credit by proficiency exam</b> - Counts as hours earned for graduation but is not included in the computation of grade point average.	NA
NS	<b>No Show</b> - Indicates that the student registered for the course but never entered the class. Credit hours do not count in the computation of grade point average.	NA
TR or XT	<b>Transfer Credit</b> - Counts as hours earned for graduation but is not included in the computation of grade point average.	NA
<b>Courses Numbered 010-095 (Developmental ACA, Developmental English and Developmental Math)</b>		
<i>These courses earn no quality points and are not computed in the grade point average.</i>		
P	<b>Pass</b> - Student has mastered course competencies.	
R	<b>Re-enroll</b> - Student has mastered some course competencies but not all. Student must re-enroll to master remaining competencies.	
EA	<b>Excessive Absenteeism</b> - Student must re-enroll in the course due to a lack of the ability to evaluate his/her mastery of the course competencies due to excessive absenteeism.	
I	<b>Incomplete</b> - For the semester in which this grade is assigned, the course has not been completed and student may not enter any courses requiring this course as a pre-requisite. If a passing grade is not achieved during the next semester, the grade of "I" becomes a grade of "R" and the student must re-enroll in the course.	
W	<b>Withdrawn</b> - Assigned when a student officially withdraws from the course. Credit Hours attempted do not count in the computation of grade point average.	
AU	<b>Audit</b>	
CR	<b>Credit by proficiency exam</b> - Student may enroll in next higher course in sequence.	
NS	<b>No Show</b> - indicates that the student registered for the course but never entered the class.	
TR or XT	<b>Transfer Credit</b> - Credit for an equivalent developmental course taken at another institution.	

**ACADEMIC PROGRESS**

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

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

**ACADEMIC RECOGNITION**

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

**Dean's List**

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

**Honor Roll**

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

**ATTENDANCE POLICY**

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

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 65 percent point of the 16 week semester (or equivalent days for courses of other duration), he or she may receive a grade of "WF." The instructor may issue an Administrative Withdrawal from the course resulting in a grade of "WF" or the student may receive a grade of "F."

Students who receive an "Excessive Absenteeism Notice"

are advised to contact their instructors immediately to review the conditions for continuing or withdrawing from the course.

*Approved by Board of Trustees July 13, 1994  
Amended October 25, 1997*

**CLASS SIZE AND  
COURSE REPETITION POLICY**

**Class Size**

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

**Course Repetition**

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

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

**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. For example, an adult learner at BCC is expected to:

- be courteous to fellow students, faculty, staff members, and the public.
- be honest in academic work and in one's interactions with members of the campus community.

- obey local, state, and federal laws.
- keep confidential all passwords, PINs, and usernames.
- 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 of their academic endeavors.

BCC students will refrain from acts of academic dishonesty such as cheating, fabrication, lying, bribery, assuming another's identity, and/or use of any device not specifically allowed by the instructor in class. This also includes, but is not limited to, inappropriate collaboration, the 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 the BCC 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 needs to be cited, they should ask their instructors 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.
- 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 that 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 that the learning environment is not compromised:

1. **Attendance:** Students are expected to be in class. They should not enter late or leave early. Students attend online classes through active participation and submitting assignments in the course.
2. **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 teacher to re-teach material missed due to an absence.
3. **Verbal disruption:** Students should not engage in side conversations in class.
4. **Use of class time:** Students should not use class time to work on unrelated activities. This includes homework for other courses or personal activities.
5. **Internet:** Students may use the Internet only 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 the BCC Computer Usage policy and directives.
6. **Attentiveness:** Students should be alert in class. Therefore, they should avoid placing their heads on desks, hiding behind hats or hoods, or sleeping.
7. **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.
8. **Profanity and offensive language:** Profanity or offensive language is not permitted in class.
9. **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 text messages, send or receive telephone calls, surf the net, or listen to music during class.
10. **Guests:** Unregistered friends or children are not allowed in class. Also, children are not to be left unattended anywhere on campus.
11. **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 tobacco products is limited to the designated smoking areas (gazebos outside of each building).



12. 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 will 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.

### **PROBATION**

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

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

A student who has been on academic probation for a total of two semesters will be subject to suspension. However, students are not generally suspended from the College for unsatisfactory progress but rather may be encouraged to reduce their course load or repeat courses on which they have received "F's". They may also choose another program of study or register for developmental or special studies to strengthen their educational background and increase the likelihood of making satisfactory progress.

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

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

### **REQUEST FOR RECALCULATION OF CUMULATIVE GRADE POINT AVERAGE**

A currently enrolled student may request to have any grade of "F" removed from the calculation of the cumulative grade point average provided that the course(s) is not in the student's current program of study and was completed at least five years prior to the date of the request. The written request must include the (1) student's name, (2) College ID

or social security number, (3) current and former program(s) of study, (4) courses to be deleted from the cumulative grade point average calculation, and (5) the reason for the request. The written request is to be submitted to the Associate Vice President of Student Services and Enrollment Management.

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.

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

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

### **GRADE APPEAL PROCEDURE**

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

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

**EXCEPTION:** In a situation where the grade in question involves a dispute between a student and a Dean, the appeal may move directly to #3.

3. If the matter is still not resolved, the student must inform the instructor and Department Head/ Program Director/Dean that the case is being

presented to the Vice President for Academic and Student Affairs for review.

4. A final review will be made by the Vice President for 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 for Academic and Student Affairs. If declared invalid, the Vice President for Academic and Student Affairs may take the following action:
  - a. Ask the student be given a comprehensive examination by the department involved to establish a grade of record.
  - b. Assign an "incomplete" (with the Vice President for Academic 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 for Academic and Student Affairs only in unusual circumstances. When a student appeals a grade assigned by an instructor no longer employed by the institution, step one above does not apply.

## WITHDRAWAL POLICY

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

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 a 16 week semester (or equivalent days for courses of other duration), will receive a "W" with no effect to GPA.

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

If the student presents written documentation of extenuating circumstances which make it impossible for the student to continue in the course after the 65-percent point, a grade of "W" may be awarded by the Associate Vice President of Student Services and Enrollment Management.

Notice: Any student receiving financial aid, who stops attending all of his/her courses prior to the 65% point of the semester may owe back to the College a portion of the aid received that semester. Contact the Financial Aid Office to

determine the your financial obligation.

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

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

## PROGRAM CHANGES

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

When a student changes from one curriculum to another, any course taken in the first curriculum that is applicable to the new curriculum will be transferred to the new curriculum with the grade earned in that course. These course grades will be used in the calculation of the cumulative GPA.

## DEGREES, DIPLOMAS, AND CERTIFICATES

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

## GRADUATION ELIGIBILITY

To be eligible for graduation in an associate degree, diploma, or certificate program, students must have taken at least one fourth of the course requirements specified in their programs at BCC, and maintain a minimum of a 2.00 GPA in his/her program of study.

## EDUCATIONAL RECORDS

The Federal 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 Office of Student Services, in writing, stating that he/she does not want such information released.

### *Disclosure of Educational Records*

Brunswick Community College will disclose information from a student's education records only with the written consent of the student, except in the following allowable instances:

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

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

- Performing a task that is specified in his or her position description or contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student's family, such as childcare, job placement, or financial aid.
  - Maintaining the safety and security of the campus.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
  3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State and federally supported education programs.

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

### ***Records of Requests for Disclosure***

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

### ***Inspection of Education Records***

Students have the right to review their education records retained at the college. Appointments for this review may be made by calling Student Services 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:

1. A student must ask the Associate Vice President of Student Services and 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 or her privacy rights.
2. Brunswick Community College may comply with the request, or it may decide not to comply. If it decides not to comply, Brunswick Community College will notify the student of the decision

and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, Brunswick Community College will arrange a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the institution. The student shall be afforded full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.
4. Brunswick Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
5. If Brunswick Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
6. If Brunswick Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Brunswick Community College discloses the contested portion of the record, it must also disclose the statement.

### ***Social Security Number Protection Policy***

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

### ***Policy Statement***

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

No office or individual at the College shall:

1. Publicly display a Social Security Number or other identifying information (driver's license number, personal identification number, or email address);
2. Require an individual to use or to transmit a Social Security Number over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted;
3. Use an individual's Social Security Number in an email or an attachment to an email;
4. Print or use an individual's Social Security Number in or on any documents or information mailed or otherwise sent to an individual if it is visible on or, without manipulation, from the outside of the envelope or mailer;
5. Include the Social Security Number in a document mailed to a person or agency, without written permission from the individual, unless it is required by law;
6. Post grades, assignments or other information using a Social Security Number.

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

1. Admission application forms (SSN is used to verify accuracy of student records)
2. Financial Aid FAFSA and ISIR documents

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

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

### ***Document Disposal***

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

**STUDENT FOLLOW-UP**

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

**TUITION, FEES AND EXPENSES**

Brunswick Community College, a member of the North Carolina Community College System, offers educational opportunities at low cost to the student. Tuition and fees are payable at the beginning of each semester. 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.

Charges will be made for all classes taken up to a maximum of 16 credit hours. A student is still considered full-time for purposes of reporting and activity fees if registered for 12 or more semester hours of 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.

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

A table of tuition and fees is located at the end of this section. This information is also available on the college website ([www.brunswickcc.edu](http://www.brunswickcc.edu)).

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

**ACTIVITY FEE**

Students who register for a course load of four hours or more are required to pay a student activity fee. These fees provide financial support for student activities including Spring Fling, Fall Festival, special projects, diversity activities, and athletics. The activity fee is nonrefundable except when a class is cancelled.

The activity fee for a student registered for 7 or more hours

is \$32.50. Students registering for 4-6 hours have an activity fee of \$20.00, and any student registered for 3 or fewer hours is not charged an activity fee.

**INSURANCE**

Accident insurance is required for all students at a nominal rate of \$1.50. 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. The technology fee for students registered for 7 or more hours is \$16.00. The fee for students registered for fewer than 7 hours is \$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 \$600 per semester.

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

**RESIDENCE STATUS FOR TUITION PURPOSES**

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

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes*. Each enrolled student is responsible for knowing

the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies for public review are located in Student Services and in the Library.

## **TUITION FOR NON-RESIDENTS**

Any student whose legal residence is outside the State of North Carolina, or students who are living with relatives in the community (whose parents or guardians live outside the State) and who do not qualify as residents, for tuition purposes under General Statute 116-143.1, shall pay tuition at out-of-state rates as established by the North Carolina Community College System. Tuition for non-residents is listed in the table at the end of this section.

## **CURRICULUM TUITION REFUND POLICY**

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

1. A refund shall not be made except under the following circumstances:
  - a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
  - b. A 75 percent refund shall be made if the student officially drops the class(es) prior to or on the official 10 percent point of the semester.
  - c. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially drops the class prior to the first class meeting. A 75 percent refund shall be made if the student officially drops the class prior to or on the 10 percent point of the class.
  - d. A 100 percent refund shall be made if the student officially drops 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 drops a contact hour class on or before the tenth calendar day of the class.
2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a semester or term, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for the semester may be refunded to the estate of the deceased.
4. For a class(es) which the college collects receipts

which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.

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

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

REMINDER: Since a curriculum student is charged 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.

## **OFFICIAL WITHDRAWAL FROM THE COLLEGE**

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

## **UNPAID FINANCIAL OBLIGATIONS**

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

## **RETURNED CHECKS**

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

**Tuition**

Semester Hours	North Carolina Resident*	Non North Carolina Resident*
1 Hour	\$69.00	\$201.00
2 Hours	138.00	522.00
3 Hours	207.00	783.00
4 Hours	276.00	1044.00
5 Hours	345.00	1305.00
6 Hours	414.00	1566.00
7 Hours	483.00	1827.00
8 Hours	552.00	2088.00
9 Hours	621.00	2349.00
10 Hours	690.00	2610.00
11 Hours	759.00	2871.00
12 Hours	828.00	3132.00
13 Hours	897.00	3393.50
14 Hours	966.00	3654.00
15 Hours	1035.00	3915.00
16 Hours or more	1104.00	4176.00

*There is no charge for tuition to NC residents who are sixty-five (65) years of age or older for up to six (6) credit hours per semester; however, they must pay the insurance fee and the technology fee.*

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

**Student Activity Fees Schedule**

Activity fees are charged for fall and spring semesters only. No activity fee is charged for summer session.

Semester hours	Activity Fee
7 hours or more	\$32.50
4-6 hours	\$20.00
1-3 hours	No Activity Fee

**Technology Fee**

Effective Spring Semester 2003, all curriculum students will be charged a Technology Fee.

The Technology Fee is used to defray the costs of operating the open computer labs. Fees collected are used to purchase consumables (such as paper, toner cartridges, etc.), equipment upgrades, and software.

Semester Hours	Technology Fee
7 hours and more	\$16.00
6 hours or less	\$ 8.00

**Student Accident Insurance**

Student Accident Insurance fee provides partial coverage for accidents occurring at school or during an off-campus, school sponsored activity. The insurance fee is \$1.50 per semester and is charged to all students.

## FINANCIAL AID

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

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

Students needing financial assistance should contact their high school guidance counselor or contact the Brunswick Community College Financial Aid Office at 910.755.7322 or [www.brunswickcc.edu](http://www.brunswickcc.edu) for more information.

Enrollment status categories are as follows:

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

## PROGRAM ELIGIBILITY

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

Accounting  
Aquaculture Technology  
Associate in Arts  
Associate in General Education  
Associate in Fine Arts  
Associate in Science  
Associate Degree Nursing  
Basic Law Enforcement Training Certificate  
Biotechnology  
Business Administration  
+Business Administration/Small Business Entrepreneur  
Computer Information Technology  
Computer Programming  
Cosmetology  
Cosmetology Instructor Certificate  
Early Childhood Education  
+Early Childhood Education/Administration Certificate  
Early Childhood Education/Special Education  
Electronics Engineering Technology  
+Esthetics Instructor Certificate  
Esthetics Technology Certificate  
General Occupational Technology  
Health Information Technology  
Healthcare Business Informatics  
Horticulture Technology

+Horticulture Technology/Landscape Specialty Certificate  
+Horticulture Technology/Nursery Specialty Certificate  
+Infant and Toddler Care Certificate  
+Manicuring Instructor Certificate  
+Manicuring/Nail Technology Certificate  
+Nursing Assistant Certificate  
Office Administration  
+Phlebotomy Certificate  
Practical Nursing  
Pre-Major Biology and Biology Education  
Pre-Major Business Administration, Accounting, Economics, Finance, and Marketing  
Pre-Major Criminal Justice  
Pre-Major Elementary Education  
Pre-Major Nursing  
Surveying Technology  
Turfgrass Management Technology  
+Welding Technology Certificate  
Welding Technology Diploma

(+) Ineligible for Title IV Federal Financial Aid Programs

## APPLYING FOR FINANCIAL AID

Applicants must file a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), designating Brunswick Community College as a recipient of the needs analysis. BCC's Title IV school code number is 015285. (The forms should be completed as soon after January 1 as possible.) Students who wish to apply for scholarships must do so on the Universal Scholarship Application available through Student Services.

## VERIFICATION

Students selected for verification may be required to submit the following documentation: transcript of current tax return from the IRS (1.800.829.1040), W2s, verification worksheet, and worksheet A and B. Other documentation depending on the situation may be required.

## AWARDS/NOTIFICATION/DEADLINES

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

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

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

1. Students must maintain a cumulative 2.0 GPA.
2. Students must pass 67% of all academic courses attempted during the semester.
3. Students must meet the 150% maximum time frame requirements allowed in which to complete current program.



4. Students who withdraw from courses who have received financial aid may owe a refund to the source of the award.
  5. In order to receive financial aid, a student must make satisfactory progress, regardless of whether he or she has previously received financial aid.
  6. Eligible students may receive financial aid during the time necessary to complete the student's first baccalaureate degree.
  7. Students who return to BCC after an absence of one semester or more will have their academic status carried forward.
  8. Eligible students may receive Federal Pell Grants or State Grants during the time necessary to complete the first baccalaureate degree. In the FY 2012 budget bill, Congress changed the length of time a student may receive Pell Grant support. Effective July 1, 2012, all students are subject to a lifetime maximum of 12 semesters or its equivalent. The Department of Education (ED) has determined that this equivalency be measured according to the cumulative percentage of scheduled awards received by the student; the student's lifetime limit is thus 600 percent. For example, a student who has attended full-time for a full year will have received 100 percent of his scheduled award for that year. If this student receives payments for half-time attendance for the next full academic year (e.g., two semesters or three quarters), he will have received 50 percent of his scheduled award. At the end of the two years, this student's "lifetime eligibility used" (LEU) is 150 percent.
2. At the beginning of each semester, students are required to have each of their instructors sign an attendance form (provided by the Financial Aid Office) stating that the student attended each class at least once.
  3. 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 their charges.
  4. Completed FAFSAs with all required documentation received by the priority date (see below) will have eligible funding applied to accounts by the required payment dates. Students providing late or incomplete submissions will be required to pay tuition, fees, and book charges and be reimbursed eligible funds.

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

### **REINSTATEMENT OF AID**

A student who becomes ineligible for financial aid has the opportunity to appeal the decision. The student must contact the Financial Aid Office in writing within ten days of the termination, notifying the school of his or her intent to appeal the termination. The Financial Aid Office will provide the student with an Appeal for Waiver of Unsatisfactory Progress form. The student must complete the form to its entirety and submit all required documentation within 10 days of submission of intent. The appeal will be reviewed by the Financial Aid Office/Committee for consideration. The student will be notified of the decision by letter.

### **REPAYMENT POLICY**

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

### **NON-DISCRIMINATION POLICY**

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

### **CONFLICT OF INTEREST**

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

The law eliminated any grandfathering for this provision. Thus, all students are affected as of July 1, 2012.

Once all past Pell Grant usage is totaled, any student who's LEU equals or exceeds 600 percent may not receive additional Pell Grant funds

Students, who fail to meet either the qualitative or quantitative standard, or both, will receive a warning notice. Students on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

Students who fail to meet either standard for a second consecutive semester will receive a probation (suspension) notice. No financial aid will be awarded to a student on probation until the student corrects the academic progress deficiencies.

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

### **OTHER REQUIREMENTS**

1. Students must be formally admitted to an eligible program of study at BCC and have all required documents submitted to the Financial Aid Office.

**WITHDRAWALS FROM THE COLLEGE**

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

**GRANTS****FEDERAL PELL GRANT**

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

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

FSEOG Supplemental Grants are awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOG awards. Student must complete the Free Application for Federal Student Aid (FAFSA) to be considered.

**FEDERAL WORK STUDY**

Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses. Student must complete the Free Application for Federal Student Aid (FAFSA) to be considered.

**NORTH CAROLINA COMMUNITY COLLEGE GRANT**

This is a need based grant to help meet the educational costs of North Carolina residents attending a community college. This is a need based grant and student must be enrolled at least half-time. The student must complete the Free Application for Federal Student Aid (FAFSA) to be considered,

**NORTH CAROLINA EDUCATION LOTTERY SCHOLARSHIP**

The Education Lottery Scholarship program was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located with the State of North Carolina. This is a need based grant and student must be enrolled at least half-time. Student must complete the Free Application for Federal Student Aid (FAFSA) to be considered.

**OTHER SOURCES OF AID****WORKFORCE INVESTMENT ACT (WIA)**

The Workforce Investment Act is a federal workforce development program, which provides training, education and employment services using a one-stop delivery system. In Brunswick County, these services are provided by the JobLink Career Center, which is located at the Department of the Employment Security Commission Office in Shallotte. Call 800.768.5627 for more information.

**DEPARTMENT OF VETERANS AFFAIRS**

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

**VETERANS SERVICES**

The College cooperates with the U.S. Department of Veterans Affairs and the North Carolina Department of Veterans Affairs to assist veterans in securing their educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible spouses, widows, and children of disabled or deceased veterans also are provided assistance. For information, students should visit [www.gibill.va.gov](http://www.gibill.va.gov).

When a veteran or dependent enrolls in an approved course, he or she must pursue the curriculum listed in the College Catalog and maintain satisfactory academic progress (2.0 GPA), attendance, and conduct for continuing eligibility for payments.

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

If a student is not in compliance, the certification process will stop until the student has reestablished a 2.0 cumulative GPA. Upon this requirement being met, the student will notify the Director of Financial Aid/Veterans Affairs. All certifications are subject to the basic eligibility criteria of the Department of Veterans Affairs.

Department of Veterans Affairs payments are based on an individual's classification according to his/her credit hours per semester.

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

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

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### **VOCATIONAL REHABILITATION**

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

### **SCHOLARSHIPS**

Student scholarships are established through donations to the Foundation of Brunswick Community College. Criteria for scholarships is specified by the donor in collaboration with the Foundation staff, ensuring efficient use of the donation to assist as many students as possible. Contact Student Services, located in Building A, for a Universal Scholarship application.

### **TAX PAYER RELIEF ACT OF 1997**

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

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

### **CHILD CARE ASSISTANCE PROJECT**

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

If accepted for participation in the project, the student will select a child care provider of his/her choice. For additional information, contact the Child Care Coordinator at 910.755.7338.

## **STUDENT RESOURCES**

### **ACADEMIC CENTER FOR EXCELLENCE**

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

The ACE administers make-up tests for campus courses and collaborates with distance learning instructors from a number of institutions in the proctoring of tests and assignments for local residents participating in distance courses. Fees may apply for non-students. Please contact the ACE, 910.755.7334. The ACE is located on the second floor of Building A, across from the college reception desk.

### **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 an online at [www.brunswickccbooks.com](http://www.brunswickccbooks.com).

### **DEVELOPMENTAL EDUCATION**

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

### **ID/LIBRARY CARDS**

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

### **LIBRARY**

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

Currently the library collection of books and audiovisual

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

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

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

Brunswick County residents age sixteen and over are welcome to use the College library. Library hours are typically 8 a.m. to 8 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. Contact the library staff with your questions at 910.755.7331 or stop by for a visit.

### **MINORITY MALE MENTORING PROGRAM**

The purpose of the Minority Male Mentoring Program (3MP) is to improve the persistence of minority males toward successfully completing their education goals. This program provides activities, services, and resources to promote personal development and academic success. Among these activities are tutoring, seminars, and individual planning meetings. Strategies are tailored to meet the individual needs of each student. Additional information is available in Student Services or by telephone 910.755.7320.

### **COUNSELING SERVICES**

Counseling services are provided by trained personnel. These services are available to students from pre-admission through graduation. Counselors can assist students with personal concerns, educational planning, problem solving, goal setting, study habits, career 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 the Brunswick Beacon at <http://www.brunswickbeacon.com/classified/>.

## HEALTH SERVICES AND STANDARDS

The College does not provide medicine, hospitalization, or surgical services. The College does not assume responsibility for injuries incurred by students when taking part in intramural sports, physical activity courses, classes, or student activities. Medical services are available at Brunswick Novant Medical Center and J.A. Doshier 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 Associate Vice President of Student Services and 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, 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 for 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 Disability Services Coordinator at 910.755.7338.

### ***Americans with Disabilities Act Policy & Non-Discrimination Policy***

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

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

### ***Accommodation Requests***

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

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

3. Confidentiality. The College will make every effort to maintain as confidential all accommodation requests and information it receives about your disability. College instructors and other personnel have been instructed to inform only those persons who need to know of a request for accommodations and of the circumstances surrounding that request.
4. Processing Accommodation Requests. All requests for accommodation will be forwarded to the College's ADA/Section 504 Coordinator for Student Matters, who will consult with the Vice President of Academic and Student Affairs, the Vice President for Operations, and the President of the College in making accommodation determinations.

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

Disability Services Coordinator  
Brunswick Community College  
P. O. Box 30  
Supply, North Carolina 28462  
910.755.7320 Phone  
910.754.9609 Fax

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

You will receive a written notice of any denial of an accommodation detailing the reasons for the College's determination.

7. Approval of an Accommodation Request. If the College determines that it is able to provide a requested accommodation, you will be contacted by the College's 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 Vice President of Academic and Student Affairs, the Associate Vice President of Student Services and Enrollment Management, or the Director of Human Resources. The Director of Human Resources is the designated Title IX Coordinator for Brunswick Community College.

## 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 last name and the last four digits of the student's Colleague ID. Passwords are auto-generated using MMDDYY birthday format. This login and password is useable on any BCC campus or remote center computer.

Faculty and Staff usernames and passwords are created for new employees and available from IT Helpdesk 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

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 AND NETWORK USAGE POLICY

#### **Purpose**

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

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

business and academic purposes in serving the interests of the College in the course of normal operations.

#### **General Use and Ownership**

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

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

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

**There should be no expectation of privacy in the material sent or received when using the College network, College computer systems, or third-party vendor applications provided by the College (e.g., Google email services).**

By activating your College computer account, you agree to receive via email College security breach notifications covered by the N.C. Identity Theft Protection Act and other official College communication. For security, legal or policy compliance, quality of service, and network maintenance purposes, authorized individuals within ITS may monitor equipment, systems, and network traffic. General content review will not be undertaken, although monitoring of content may occur for the reasons stated above and in resolving extensive bandwidth issues.

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

#### **Unacceptable Use**

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

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

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

## 1. Prohibited System and Network Activities

The following activities are strictly prohibited, with noted exceptions:

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

- m. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the network

## 2. Prohibited E-mail and Communications Activities

The following activities are strictly prohibited, with no exceptions:

- a. Forwarding restricted College e-mail to unauthorized recipients.
- b. Sending unsolicited mass e-mail messages without proper authorization from the Director of Marketing and Public Relations, posting unsolicited and inappropriate list/web/newsgroup messages, including the sending of "spam" (junk e-mail) or other commercial advertising material to individuals.
- c. Any form of harassment via means such as e-mail, instant messaging, telephone or paging, whether 35 through language, frequency, or size of messages.
- d. Unauthorized use/deliberate disguising of the sender or forging of e-mail header information. Alteration of content of an e-mail message originating from another sender with intent to deceive.
- e. Hosting an e-mail transport/relay service outside of supported and authorized ITS systems.
- f. Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or otherwise misuse e-mail resources.
- g. Creating or forwarding "chain letters" or "pyramid schemes" prohibited by law.
- h. Activities in violation of the Electronic Records Retention Policy.

## 3. Enforcement

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

### Review

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

*Approved by the Board of Trustees June 9, 2010*



**WIRELESS COMMUNICATION POLICY****Purpose**

The Brunswick Community College's 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 ensure the integrity of the campus wireless network and mitigate security risks.

**Policy****1. The Wireless Spectrum**

- a. BCC regulates and manages all unlicensed radio frequencies on campus.
- b. 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.
- c. Wireless equipment transmissions within the 2.4 GHz and 5.0 GHz bands conform to current IEEE 802.11 wireless LAN specifications.
- d. ITS may restrict the use of any potentially interfering wireless radio device in College-owned buildings and all outdoor spaces on the BCC campus.
- e. Faculty who believe they have special wireless needs should contact ITS.

**2. Wireless Network Operation and Security**

- a. The enterprise wireless infrastructure is managed campus-wide by ITS as part of the College's telecommunications network through

- the implementation of CISCO equipment.
- b. ITS will provide spectrum tuning, and general device management per access area according to wireless access device management standards.
- c. 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.
- d. Wireless users must be authenticated with unique user credentials.
- e. 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.
- f. Only authorized access points will be permitted. Unauthorized access points will be disabled.
- g. Unauthorized traffic interception and/or bridging between the wired and wireless network is prohibited.
- h. 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.
- i. No wireless spectrum interference or disruption of other authorized communications is permitted.

**3. 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.

*Approved by the Board of Trustees June 9, 2010*

**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 complete the Student Technologies Orientation located at <http://moodle.brunswickcc.edu>. Click on the link to begin the orientation.

### **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 once you have taken an online course at BCC, you will find a familiar layout for other online courses. Students taking online courses should have a computer and Internet access at home; however, students may use the computers on campus to complete their work. NOTE: 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 course meetings and web based instruction. For example, a course that traditionally meets twice a week may meet once a week and have assignments, reading materials, etc. on the web.

## **COURSE SUPPLEMENTS**

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

**DEPARTMENT OF PUBLIC SAFETY/POLICE****WEAPONS ON CAMPUS****POLICE DEPARTMENT**

The Brunswick Community College Police Department is a fully sanctioned law enforcement agency. All BCC police officers are sworn and have full powers of arrest pursuant to North Carolina General Statute 115D-21.1 The BCC police officers have jurisdiction beyond the boundaries of the campuses through a mutual aid agreement with the Brunswick County Sheriff. BCC police officers may go anywhere in the county to investigate crimes that occurred on campus and to make arrests or serve warrants issued for such crimes. They may also make arrests or issue citations for crimes committed in their presence anywhere in the County. They may be reached for non emergency calls at 910.755.7330. In the event of an emergency, using a campus phone, dial 911 to reach an officer.

**CAMPUS WATCH**

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

**REPORTING CRIME ON CAMPUS**

All criminal acts occurring on campus should be reported to a BCC police officer. An officer may be reached by dialing 910.755.7330, or in the case of an emergency, dial 911 from any campus phone. The receptionist has direct radio contact with the BCC Police. The BCC Police Department 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 [www.brunswickcc.edu/public-safety](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 the Campus Police or other authority. A list of evacuation areas can be found in the Emergency Action Plan located online at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**LOST AND FOUND**

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

**PETS ON CAMPUS**

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

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

**SEXUAL ASSAULT DEFINITIONS AND POLICY**

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

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

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

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

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

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

2. Reporting Procedures  
All sexual assaults occurring on campus should be reported to the Campus Police. The BCC Police may request the assistance of the Sheriff's Department.

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

# BRUNSWICK COMMUNITY COLLEGE

## Campus Disciplinary Actions in Cases of Alleged Sexual Assault:

1. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
2. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

### COUNSELING AND OTHER SERVICES AVAILABLE TO SURVIVORS

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

### 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.

Offense Reported	2007	2008	2009	Hate Crimes
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Sexual Assault (forcible)	0	0	0	0
Sexual Assault (non-forcible)	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violations	0	0	1	0
Drug Abuse Violations	1	0	3	0
Weapons Violations	0	0	1	0
Arson	0	0	0	0

### TRAFFIC AND PARKING REGULATIONS

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

All students are required to register their vehicles and to display a current parking permit. Student parking permits may be obtained at Student Services or the BCC Police Office. For more information, please visit [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

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 approved by the BCC Board of Trustees on March 31, 2011, pursuant to N.C.G.S. 115D-21, found online at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

### EMERGENCY NOTIFICATION SYSTEM

An Emergency Notification System is available to alert BCC students, faculty, and staff to emergency conditions at the college. The alert will be sent via email and/or text messaging. The service is free; however, subscribers may incur messaging costs from their telephone provider. Full information is available in Student Services or the BCC Police Office. This notification system is part of the College's compliance with the Clery Act. For more information, please visit: [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

## AWARDING DUAL ASSOCIATE DEGREES OR DIPLOMA

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

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

### CATALOG OF RECORD

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

*(Effective July 1, 1991)*

### GRADUATION REQUIREMENTS

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

1. File an application for graduation with the Registrar's Office;
2. Pass all courses required in the student's chosen curriculum;
3. Earn a minimum cumulative grade point average of 2.0 on all courses in the curriculum taken at the College;
4. Satisfactorily complete at least one-fourth of the course requirements specified in the curriculum at Brunswick Community College;
5. Pay all financial obligations owed to the College; and,
6. Pay required fees to cover graduation expenses.
7. In addition to the above requirements, cosmetology students must have successfully completed at least 1200 hours of a cosmetology curriculum in an approved cosmetic arts school.

### GRADUATION WITH HONORS

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

## BCC GUARANTEE TO EMPLOYERS

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

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

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

A graduate who is referred to BCC for additional 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 Board of Trustees  
June 20, 2001*

## ADVANCED PLACEMENT PROGRAM

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

Advanced Placement Examination	Minimum Scores	BCC Course Equivalent	Semester Credit Hours
Art History	3	ART 114	3
Biology	3 4 or higher	BIO 111 BIO 111 and BIO 112	4 8
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 and MAT 272	8
Chemistry	3 4 or higher	CHM 151 CHM 151 and CHM 152	4 8
Computer Science A	3	CIS 115	3
English Language and Composition	3 4 or higher	ENG 111 ENG 111 and ENG 112	3 6
English Literature and Composition	3	ENG 111 and 131	6
European History	3	HIS 121 and 122	6
French Language	3 4 or higher	FRE 111 and 112 FRE 111, FRE 112, and FRE 211	6 9
Government and Politics: Comparative	3	POL 210	3
Government and Politics: United States	3	POL 120	3
Macroeconomics	3	ECO 252	3
Microeconomics	3	ECO 251	3
Music Theory	3 4 on MT, 4 on A or N subscore 5 on all subscores	MUS 111 MUS 121 MUS 121 and MUS 122	3 4 8
Physics C Mechanics	3	PHY 251	4
Electricity and Magnetism	3	PHY 252	4
Psychology	3	PSY 150	3
Spanish Language	3 4 or higher	SPA 111 and SPA 112 SPA 111, SPA 112, and SPA 211	6 9
Statistics	3	MAT 151	3
United States History	3	HIS 131 and 132	6
World History	3	HIS 115	3

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

<b>CLEP Examination</b>	<b>Minimum Scores</b>	<b>BCC Course Equivalent</b>	<b>Semester Credit Hours</b>
American Government	55	POL 120	3
American Literature	50	ENG 231 and 232	6
Analyzing and Interpreting Literature	50	ENG 131	3
Biology	50	BIO 110	4
Calculus	50	MAT 271	4
Chemistry	50	CHM 131 and CHM 131A	4
College Composition	50	ENG 111 and 112	6
English Literature	50	ENG 241 and 242	6
Financial Accounting	50	ACC 120	3
French Language, Level I	53	FRE 111 and FRE 112	6
Freshman College Composition	50	ENG 111	3
History of the United States I	50	HIS 131	3
History of the United States II	50	HIS 132	3
Human Growth and Development	55	PSY 241	3
Information Systems and Computer Applications	50	CIS 110	3
Introduction to Psychology	50	PSY 150	3
Introductory Sociology	55	SOC 210	3
Principles of MacroEconomics	50	ECO 252	3
Principles of MicroEconomics	50	ECO 251	3
Spanish Language, Level I	50	SPA 111 and 112	6
Spanish Language, Level II	63	SPA 111 and 112 and SPA 211 and 212	12
Western Civilization I: Ancient Near East to 1648	50	HIS 121	3
Western Civilization II: 1648 to the Present	50	HIS 122	3

**CURRICULUM ARTICULATION AGREEMENT  
BRUNSWICK COUNTY SCHOOLS AND BRUNSWICK COMMUNITY COLLEGE**

*Effective August 2012 –*

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

1. Grade of **B (85)** or higher in the high school course and
2. A score of **93** or higher on the standardized CTE post assessment.  
(Courses with an asterisk (\*) require a score of 83 or higher.)

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

**Consortium: Brunswick County Schools/Brunswick Community College**

<b>HIGH SCHOOL COURSES</b>		<b>COMMUNITY COLLEGE COURSES</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Course Number</b>	<b>Course Title</b>
6414	Multimedia and Webpage Design	WEB 110	Internet/Web Fundamentals
6417	Microsoft Word, Power Point and Publisher	OST 136	Word Processing (OST 131 & OST 134 must be passed with a C or higher OR students must take proficiency test to receive credit for OST 136.)
6621	Marketing	MKT 120	Principles of Marketing
6626	Strategic Marketing	MKT 120	Principles of Marketing
6670 and 6671	Sports Marketing I and Sports Marketing II	MKT 120	Principles of Marketing
6831	Agricultural Mechanics I	WLD 112	Basic Welding Processes
6832	Agricultural Mechanics II	WLD 110	Cutting Processes



**GENERAL INFORMATION**

6841 and 6842	*Horticulture I and *Horticulture II	HOR 162	Applied Plant Science
6841 and 6843 or 6882	*Horticulture I and *Horticulture II: Turfgrass or *Horticulture II: Landscape	TRF 152	Landscape Maintenance
7111 and 7112	Early Childhood Education I and Early Childhood Education II	EDU 119	Intro to Early Childhood Education
7240	Health Science I	MED 121 and MED 122	Medical Terminology I and Medical Terminology II (Students must place out of ENG 095 to receive credit for MED 121 & MED 122.)
7243	Nursing Fundamentals	NAS 101	Nursing Assistant I (Students must place out of ENG 075 to receive credit for NAS 101.)
74092C	Aquaculture III	AQU 111	Aquaculture I
7980 (Cisco)	Network Engineering Technology I – (Cisco)	NET 110	Networking Concepts
7991	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.)
7992	Computer Engineering Technology II	CTS 220	Adv Hard/Software Support (CIS 110 must be passed with a C or higher to receive credit for CTS 220.)
8726	Personal Finance	BUS 125	Personal Finance

Approved by  
Brunswick Community College Board of Trustees  
May 17, 2012

## ASSOCIATE IN APPLIED SCIENCE/ PROFESSIONAL & TECHNICAL PROGRAMS

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

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

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

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

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

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

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

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

## CAREER AND COLLEGE PROMISE

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. *All previous high school transition programs (Huskins, Concurrent Enrollment, Academically Gifted, and Learn and Earn Online) have been eliminated and replaced by Career and College Promise.*

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.

### The Core 44 College Transfer Pathways include:

- Business and Economics
- Engineering and Mathematics
- Humanities and Social Science
- Life and Health Sciences

### The Career and Technical Education Pathways include:

Aquaculture Technology  
 Business Administration  
 Computer Information Technology  
 Computer Programming  
 Cosmetology  
 Early Childhood Education  
 Horticulture Technology  
 Welding Technology

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

**TRANSFER CORE DIPLOMA IN ARTS &  
 TRANSFER CORE DIPLOMA IN SCIENCE**

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

**INSTRUCTIONAL SERVICE AGREEMENTS  
 (ISAs)**

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

Brunswick Community College participates in collaborative programs with Bladen Community College (BCC), Fayetteville Technical Community College (FTCC), and Pitt Community College (PCC).

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

**DEVELOPMENTAL EDUCATION**

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

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

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

The Cooperative Innovative High Schools Pathway supports the partnership with Brunswick County Early College High School (BCECHS). Enrolling in their freshmen year, BCECHS is designed to introduce students to campus and academic life while enrolled in high school and college courses. The innovative school offers a five-year program through which students have the opportunity to earn both their high school diploma and to successfully complete two years of transferable college credit.

**COLLEGE TRANSFER PROGRAMS**

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

**Associate in Arts**

*Associate in Arts Pre-majors*  
 Business Administration, Accounting,

Economics,  
 Finance, and Marketing  
 Criminal Justice  
 Elementary Education  
 Nursing

**Associate in Fine Arts**

**Associate in Science**

*Associate in Science Pre-major*  
 Biology and Biology Education

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

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

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

The courses include a developmental study skills course - ACA 085, a course designed to promote success in developmental English and math as well as curriculum level

ENG 095 and math courses -- DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080. Depending on the student's skill level, he or she may be required to complete a single course or several courses.

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

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

**CAREER AND COLLEGE PROMISE**

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. Brunswick Community College offers Core 44 College Transfer, Career and Technical Education, and Cooperative Innovative High Schools Program pathways.

**CORE 44 COLLEGE TRANSFER PATHWAY**

1. The Career and College Promise College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses; and;
  - c. 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 Core 44 College Transfer Pathway.
3. 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:
  - a. Have a cumulative weighted GPA of 3.5;
  - b. Have completed two years of high school English with a grade of 'C' or higher;
  - c. Have completed high school Algebra II (or a higher level math class) with a grade of 'C' or higher;
  - d. Obtain the written approval of the high school principal or his/her designee; and,
  - e. Obtain the written approval of the community college president or his/her designee.
4. 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 higher.
5. A student must enroll in one Core 44 College Transfer program of study and may not substitute courses in one program for courses in another.

6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a Core 44 College Transfer while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core.
8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a Core 44 College Transfer program of study and a Career Technical Education program of study.
9. The pathways are:

**BUSINESS AND ECONOMICS (P1012B)**

**English Composition (6 SHC)**

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3

**Humanities/Fine Arts (3 SHC)**

ENG 131	Introduction to Literature	3-0-0-0-3
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**Social/Behavioral Sciences (9 SHC)**

ECO 251	Principles of Microeconomics	3-0-0-0-3
HIS 121	Western Civilization I	3-0-0-0-3
SOC 210	Introduction to Sociology	3-0-0-0-3

**Natural Sciences/Mathematics (7 SHC)**

BIO 111	General Biology I	3-3-0-0-4
MAT 171	Precalculus Algebra	3-0-0-0-3

**Other Required General Education Courses (6 SHC)**

CIS 110	Introduction to Computers	2-2-0-0-3
COM 231	Public Speaking	3-0-0-0-3

**Other Major Hours (2 SHC)**

ACA 122	College Transfer Success	1-0-0-0-1
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1

**TOTAL CREDITS 33**

**ENGINEERING AND MATHEMATICS (P1042B)**

**English Composition (6 SHC)**

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3

**Humanities/Fine Arts (3 SHC)**

ENG 131	Introduction to Literature	3-0-0-0-3
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# BRUNSWICK COMMUNITY COLLEGE

## Social/Behavioral Sciences (6 SHC)

ECO 251	Principles of Microeconomics	3-0-0-0-3
HIS 121	Western Civilization I	3-0-0-0-3

## Natural Sciences/Mathematics (14 SHC)

Natural Sciences (4 SHC)		
CHM 151	General Chemistry I	3-3-0-0-4

## Mathematics (10 SHC)

MAT 171	Precalculus Algebra	3-0-0-0-3
MAT 172	Precalculus Trigonometry	3-0-0-0-3
MAT 271	Calculus I	3-2-0-0-4

## Other Major Hours (3 SHC)

ACA 122	College Transfer Success	1-0-0-0-1
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1
MAT 172A	Precalculus Trigonometry Lab	0-2-0-0-1

**TOTAL CREDITS 32**

## HUMANITIES AND SOCIAL SCIENCE (P1012A)

### English Composition (6 SHC)

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3

### Humanities/Fine Arts (6 SHC)

ART 131	Art Appreciation	3-0-0-0-3
ENG 131	Introduction to Literature	3-0-0-0-3

### Social/Behavioral Sciences (6 SHC)

HIS 121	Western Civilization I	3-0-0-0-3
PSY 150	General Psychology	3-0-0-0-3

### Natural Sciences/Mathematics (7 SHC)

BIO 111	General Biology I	3-3-0-0-4
MAT 171	Precalculus Algebra	3-0-0-0-3

### Other Required General Education Courses (6 SHC)

COM 231	Public Speaking	3-0-0-0-3
SPA 111	Elementary Spanish I	3-0-0-0-3

### Other Major Hours (2 SHC)

ACA 122	College Transfer Success	1-0-0-0-1
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1

**TOTAL CREDITS 33**

## LIFE AND HEALTH SCIENCES (P1042A)

### English Composition (6 SHC)

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3

### Humanities/Fine Arts (3 SHC)

ENG 131	Introduction to Literature	3-0-0-0-3
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### Social/Behavioral Sciences (3 SHC)

HIS 121	Western Civilization I	3-0-0-0-3
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## Natural Sciences/Mathematics (19 SHC)

BIO 111	General Biology I	3-3-0-0-4
BIO 112	General Biology II	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CHM 152	General Chemistry II	3-3-0-0-4
MAT 171	Precalculus Algebra	3-0-0-0-3

## Other Major Hours (2 SHC)

ACA 122	College Transfer Success	1-0-0-0-1
MAT 171A	Precalculus Algebra Lab	0-2-0-0-1

**TOTAL CREDITS 33**

## Career Technical Education Pathway

1. The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. 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
  - c. Meet the prerequisites for the career pathway.
3. High school counselors should consider students' PLAN scores in making pathway recommendations.
4. 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.
5. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 in college coursework after completing two courses.
6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
7. The pathways are:

**AQUACULTURE TECHNOLOGY DIPLOMA  
(D15120P)**

**English Composition (6 SHC)**

ENG 111	Expository Writing	3-0-0-0-3
ENG 112	Argument-Based Research	3-0-0-0-3

**Core Courses (22 SHC)**

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
BIO 111	General Biology I	3-3-0-0-4
BUS 110	Introduction to Business	3-0-0-0-3
CHM 151	General Chemistry I	3-3-0-0-4
COE 112	Co-op Work Experience I	0-0-0-20-2

**Other Major Courses (8 SHC)**

AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 162	Aquaculture Practicum II	0-3-0-0-1
AQU 220	Aquaculture Facilities	3-0-0-0-3
AQU 251	Hatchery Management I	3-0-0-0-3

**Other Major Hours (1 SHC)**

ACA 115	Success & Study Skills	0-2-0-0-1
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**TOTAL CREDITS 37**

**COMPUTER PROGRAMMING (C25130P)**

**Core Courses (12 SHC)**

CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Intro to Prog & Logic	2-3-0-0-3
CSC 139	Visual BASIC Programming	2-3-0-0-3
CSC 151	JAVA Programming	2-3-0-0-3

**TOTAL CREDITS 12**

**COSMETOLOGY DIPLOMA (D55140P)**

**English Composition (6 SHC)**

ENG 111	Expository Writing	3-0-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3

**Core Courses (34 SHC)**

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 SHC)**

COS 118	Salon IV	0-21-0-0-7
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**Other Major Hours (1 SHC)**

ACA 115	Success & Study Skills	0-2-0-0-1
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**TOTAL CREDITS 48**

**BUSINESS ADMINISTRATION CERTIFICATE  
(C25120P)**

**Core Courses (12 SHC)**

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 CREDITS 12**

**COMPUTER INFORMATION TECHNOLOGY  
CERTIFICATE (C25260P)**

**Core Courses (18 SHC)**

BUS 110	Introduction to Business	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
CTS 120	Hardware/Software Support	2-3-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
SEC 110	Security Concepts	3-0-0-0-3

**TOTAL CREDITS 18**

**COSMETOLOGY CERTIFICATE (C55140P)**

**Core Courses (32 SHC)**

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 SHC)**

COS 224	Trichology and Chemistry	1-3-0-0-2
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**TOTAL CREDITS 34**

**EARLY CHILDHOOD EDUCATION  
CERTIFICATE (C55220P)**

**Core Courses (16 SHC)**

EDU 119	Intro to Early Child Education	4-0-0-0-4
EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 145	Child Development II	3-0-0-0-3
EDU 153	Health, Safety, and Nutrition	3-0-0-0-3

**TOTAL CREDITS 16**

**WELDING TECHNOLOGY CERTIFICATE  
(C50420P)**

**Core Courses (18 SHC)**

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 CREDITS 18**

**HORTICULTURE TECHNOLOGY  
CERTIFICATE (C15240P)**

**Core Courses (15 SHC)**

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
HOR 168	Plant Propagation	2-2-0-0-3

**TOTAL CREDITS 15**

**WELDING TECHNOLOGY DIPLOMA  
(D50420P)**

**General Education (6 SHC)**

ENG 111	Expository Writing	3-0-0-0-3
MAT 110	Mathematical Measurement	2-2-0-0-3

**Core Courses (18 SHC)**

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 SHC)**

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 Major Hours (1 SHC)**

ACA 115	Success & Study Skills	0-2-0-0-1
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**TOTAL CREDITS 48**

**COOPERATIVE INNOVATIVE  
HIGH SCHOOL PROGRAMS**

1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.
2. 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.

Brunswick County Early College High School (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.

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 may graduate in 4 or 5 years with a North Carolina High School Diploma and an associate's degree or transferable credits from BCC.



**COLLEGE TRANSFER PROGRAMS**

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

**ASSOCIATE IN ARTS (AA) (A10100)  
ASSOCIATE IN SCIENCE (AS) (A10400)  
TRANSFER CORE DIPLOMA IN ARTS (D10100)  
TRANSFER CORE DIPLOMA IN SCIENCE (D10400)**

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

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

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

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

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

**ASSOCIATE IN FINE ARTS (AFA)**

The Associate in Fine Arts (AFA) degree is designed primarily for students who plan to transfer to complete a bachelor's degree in fine arts. The AFA degree shall be

**MAKING PLANS TO TRANSFER**

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

**TRANSFERRING TO UNC SYSTEM UNIVERSITIES**

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

**TRANSFER OF INDIVIDUAL COURSES**

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

**TRANSFER OF GENERAL EDUCATION CORE**

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

**TRANSFER OF AA AND AS DEGREES**

BCC graduates of the AA and AS programs will normally receive 64 semester hours of academic credit upon admission to a UNC system university and have junior

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

### **TRANSFER OF AFA DEGREE**

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

### **TRANSFER ASSURED ADMISSIONS POLICY**

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

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

### **ARTICULATION AGREEMENTS WITH TRANSFER UNIVERSITIES**

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

## **COURSES THAT MEET GRADUATION REQUIREMENTS**

An alphabetical list of course descriptions is provided in the back of the catalog. College transferable courses are identified by a code corresponding to the area satisfied by the course. Refer to page 82 for a breakdown of the different categories of courses covered by the Comprehensive Articulation Agreement. All required courses within the Associate in Arts, Associate in Science and Associate in Fine Arts are approved for transfer to 16 universities of the University of North Carolina system, with the exception of ACA 085 and ACA 115. Receiving institutions under the Comprehensive Articulation Agreement require a minimum grade of “C” in all college transfer coursework.

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

COLLEGE TRANSFER PROGRAMS

**ASSOCIATE IN ARTS (A10100) & ASSOCIATE IN SCIENCE (A10400)**

**General Education Core Courses (44 SHC)**

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

**A. English Composition (6 SHC)**

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

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

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

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

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

**\*American Sign Language**

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

**Dance**

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

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

**\*French**

FRE 111	Elementary French I	3-0-0-0-3
FRE 112	Elementary French II	3-0-0-0-3
FRE 211	Intermediate French I	3-0-0-0-3

**Humanities**

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

**Literature**

ENG 131	Introduction to Literature	3-0-0-0-3
ENG 231	American Literature I	3-0-0-0-3

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

**Music**

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

**Philosophy**

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

**Religion**

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

**\*Spanish**

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

**Speech/Communication**

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

*\*Students who transfer to the UNCW, or another UNC System university, must meet that institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

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

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

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

**Anthropology**

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

**Economics**

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

**Geography**

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

**History**

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

**Political Science**

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

**Psychology**

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

**Sociology**

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

**D. Natural Sciences - AA (8 SHC) AS (8 SHC)**

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

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

**Biology**

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

**Chemistry**

CHM 131	Introduction to Chemistry	3-0-0-0-3
CHM 131A	Introduction to Chemistry Lab	0-3-0-0-1
CHM 132	Organic and Biochemistry	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CHM 152	General Chemistry II	3-3-0-0-4
CHM 251	Organic Chemistry I	3-3-0-0-4
CHM 252	Organic Chemistry II	3-3-0-0-4

**Geology**

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

**Physics**

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

**E. Mathematics - AA (6 SHC) AS (12 SHC)**

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

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

**Computer Science**

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

**Mathematics**

MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 151	Statistics I	3-0-0-0-3

\*\*\*MAT 151 cannot be used as AA math requirement\*\*\*

MAT 155	Statistical Analysis	3-0-0-0-3
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\*\*\*MAT 155 cannot be used as AA math requirement\*\*\*

MAT 161	College Algebra	3-0-0-0-3
MAT 171	Precalculus Algebra	3-0-0-0-3
MAT 172	Precalculus Trigonometry	3-0-0-0-3
MAT 263	Brief Calculus	3-0-0-0-3
MAT 271	Calculus I	3-2-0-0-4
MAT 272	Calculus II	3-2-0-0-4
MAT 273	Calculus III	3-2-0-0-4

*Mathematics Labs--Labs must be taken in conjunction with MAT 140, 151, 155, 161, 171, 172, and 263.*

*Math lab courses have been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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

**F. Other Required Hours (20-21 SHC)**

**All Students:** One college orientation/study skills course is required. Students whose placement test scores reflect the need for developmental English will be enrolled in ACA 085 or 115. These courses will not transfer to UNC system institutions. Students who place into ENG 111 may take ACA 122, which is a college transferrable course.

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

**Associate in Science:** A minimum of 14 SHC selected from among college transfer courses in mathematics, natural sciences, or computer science is required (refer to sections D & E).

The remaining hours (6 SHC) may be selected from among other general education pre-major or elective courses (listed below), excluding ENG 112 and 114.

**MAT 140/140A and MAT 161/161A cannot be taken as "elective courses" in the A.S. curriculum.**

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

**ACA (Study Skills) Course - REQUIRED**

ACA 085	Improving Study Skills	0-2-0-0-1
ACA 115	Success & Study Skills	0-2-0-0-1
ACA 118	College Study Skills	1-2-0-0-2
ACA 122	College Transfer Success	1-0-0-0-1

**Accounting**

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

**\*American Sign Language**

ASL 181	ASL Lab I	0-2-0-0-1
ASL 182	ASL Lab II	0-2-0-0-1

**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
ART 271	Computer Art II	0-6-0-0-3
ART 275	Introduction to Commercial Art	0-6-0-0-3
ART 289	Museum Study	2-2-0-0-3

**Biology**

BIO 143	Field Biology Minicourse	1-2-0-0-2
BIO 146	Regional Natural History	3-3-0-0-4
BIO 155	Nutrition	3-0-0-0-3
BIO 163	Basic Anatomy & Physiology	4-2-0-0-5

BIO 168	Anatomy and Physiology I	3-3-0-0-4
BIO 169	Anatomy and Physiology II	3-3-0-0-4
BIO 175	General Microbiology	2-2-0-0-3
BIO 243	Marine Biology	3-3-0-0-4
BIO 271	Pathophysiology	3-0-0-0-3
BIO 275	Microbiology	3-3-0-0-4
BIO 280	Biotechnology	2-3-0-0-3

**Business**

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

**Chemistry**

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

**Computer Science**

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

**Criminal Justice**

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

**Drama**

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

EDU 216	Foundations of Education	4-0-0-0-4
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**English**

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

GEL 220	Marine Geology	3-2-0-0-4
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**\*Health and Physical Education**

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

**History**

HIS 116	Current World Problems	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 230	Leadership Development	3-0-0-0-3
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**ASSOCIATE IN SCIENCE**

**Mathematics**

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

**Music**

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

**Political Science**

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

**Psychology**

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

**\*Spanish**

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

*\*Students who transfer to the UNCW, or another UNC System university, must meet that institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

**TOTAL CREDITS FOR AA or AS PROGRAMS 64-65**

**PREPARING FOR UNIVERSITY MAJORS AND CAREERS**

**ASSOCIATE IN ARTS**

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

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

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

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

**PRE-MAJOR PROGRAMS**

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

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

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

**PRE-MAJOR IN BUSINESS ADMINISTRATION, ACCOUNTING, ECONOMICS, FINANCE, AND MARKETING (A1010B)**

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

**A. English Composition (6 SHC):**

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

**B. Humanities/Fine Arts (12 SHC):**

Four courses from three discipline areas are required:

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

**C. Social/Behavioral Sciences (12 SHC):**

Four courses from three discipline areas are required:

- ECO 251
- One history course
- Two additional Social/Behavioral Sciences courses: POL 120, PSY 150, and SOC 210 are recommended.

**D. Natural Sciences/Mathematics (14-16 SHC):**

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

**E. Other Required Hours (21 SHC):**

The following six courses are required:

- ACA 085, ACA 115, ACA 118, or ACA 122
- ACC 120
- ACC 121
- CIS 110
- ECO 252
- MAT 151/151A or MAT 155/155A
- MAT 161A or MAT 171A
- Three additional hours of approved college transfer courses are required.

**PRE-MAJOR IN BIOLOGY AND BIOLOGY EDUCATION (A1040A)**

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

**A. English Composition (6 SHC):**

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

**B. Humanities/Fine Arts (9 SHC):**

Three courses from three discipline areas are required:

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

**C. Social/Behavioral Sciences (9 SHC):**

Three courses from three discipline areas are required:

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

**D. Natural Sciences/Mathematics (22 SHC):**

Natural Sciences (16 SHC): The following courses are required:

- BIO 111
- CHM 151
- CHM 152
- One of the following courses is required: BIO 112, BIO 120, or BIO 130

Mathematics (6 SHC): A minimum of two courses is required:

- MAT 171 (or higher)
- CIS 110 or CIS 115

**E. Other Required Hours (19 SHC):**

- ACA 085 or ACA 122
- MAT 171A
- 14 SHC of college transfer courses in mathematics, natural sciences, or computer science.
- Four hours of approved biology college transfer courses are recommended.
- Four additional hours of approved college transfer courses are required.
- One of the following sequences is recommended: PHY 151 and 152, or PHY 251 and 252

**PRE-MAJOR IN CRIMINAL JUSTICE (A1010D)**

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

**A. English Composition (6 SHC):**

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

**B. Humanities/Fine Arts (12 SHC):**

Four courses from three discipline areas are required:

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

**C. Social/Behavioral Sciences (12 SHC):**

Four courses from three discipline areas are required:

- One history course
- POL 120 and PSY 150
- SOC 210

**D. Natural Sciences/Mathematics (22 SHC):**

Natural Sciences (8 SHC): Two courses from biological and physical sciences disciplines, including accompanying laboratory work, are required.

Mathematics (6-8 SHC): Two courses is required:

- MAT 161
- MAT 151 or MAT 155

**E. Other Required Hours (21 SHC):**

- ACA 085, ACA 115 or ACA 122
- The following three courses are required:
- CJC 111
- CJC 121
- CJC 141
- MAT 161A and MAT 151A, or MAT 155A
- 11 additional hours of approved college transfer courses

- SOC 210 or SOC 225

- One additional course from the following discipline areas is required: anthropology, economics, geography, history, political science, psychology, and sociology.

**D. Natural Sciences/Mathematics (14 SHC):**

Natural Sciences (8 SHC): Two courses are required:

- BIO 110 or BIO 111
- CHM 131/131A, CHM 151, PHY 110/110A or PHY 151

Mathematics (6 SHC): Two courses are required:

- MAT 140 or MAT 161 (or higher)
- CIS 110

**E. Other Required Hours (21 SHC):**

- ACA 085, ACA 115 and ACA 122
- MAT 140A or MAT 161A
- 20 hours of approved college transfer courses are required.

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

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

**PRE-MAJOR IN ELEMENTARY EDUCATION (A1010R)**

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

**A. English Composition (6 SHC):**

Two courses are required: ENG 111 and ENG 112

**B. Humanities/Fine Arts (12 SHC):**

Four courses from three discipline areas are required:

- One literature course: ENG 131, ENG 231, ENG 232 or ENG 233
- One art or music course: ART 111, ART 114, ART 115, or MUS 110
- COM 231
- One additional course from the following discipline areas is required: art, dance, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.

**C. Social/Behavioral Sciences (12 SHC):**

Four courses from three discipline areas are required:

- One history course: HIS 115, HIS 121 or HIS 122
- PSY 150

**PRE-MAJOR IN NURSING (A1010I)**

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

**A. English Composition (6 SHC):**

Two courses are required: ENG 111 and 112

**B. Humanities/Fine Arts (12 SHC):**

Four courses from three discipline areas are required:

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

**C. Social/Behavioral Sciences (12 SHC):**

Four courses from three discipline areas are required:

- One history course
- PSY 150 and PSY 241
- SOC 210



**D. Natural Sciences/Mathematics (14 SHC):**

Natural Sciences (8 SHC): Two courses are required:

- One chemistry sequence: CHM 131/131A and CHM 132 or CHM 151 and CHM 152

Mathematics (6 SHC): Two courses are required:

- MAT 161 (or higher)
- MAT 151 or MAT 155

**E. Other Required Hours (21 SHC):**

The following Courses are Required:

- ACA 085, ACA 115 and ACA 122
- CIS 110
- BIO 168 and BIO 169
- BIO 175 or BIO 275
- MAT 151A, MAT 161A (or higher)
- PSY 281
- SOC 213

**CAREERS IN SCIENCE, TECHNOLOGY,  
AND HEALTH CARE**

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

**Chemistry**

CHM 151, 152, 251, 252; MAT 171, 172, 271, 272; PHY 251, 252

*Environmental Chemistry:* Courses above; BIO111, 112, 140/140A

*Marine Chemistry:* Courses above; BIO 111, 112, 140/140A, GEL 220

**Clinical Laboratory Science**

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

**Engineering**

BIO 140/140A; CHM 151, 152; ECO 251 or 252; MAT 171, 172, 271, 272; PHY 251, 252

**Environmental Studies**

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

**Marine Biology**

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

**Pre-Dentistry**

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

**Pre-Medicine**

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

**Pre-Physical Therapy**

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

**Pre-Veterinary Medicine**

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

**ASSOCIATE IN FINE ARTS (AFA) (A10200)**

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

**General Education Core Courses (28 SHC)**

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

**A. English Composition (6 SHC)**

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

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

**B. Humanities/Fine Arts (6 SHC)**

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

**Speech/Communication**

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

**Literature**

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

**C. Social/Behavioral Sciences (9 SHC)**

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

**Anthropology**

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

**Economics**

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

**Geography**

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

**History (Must Have at least one History Course)**

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

**Political Science**

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

**Psychology**

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

**Sociology**

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

**D. Natural Sciences (4 SHC)**

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

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

**E. Mathematics (3 SHC)**

Select one course in introductory mathematics.

**Mathematics**

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

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

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

**F. Other Required Hours (6 SHC)**

One college orientation/study skills course is required. Students whose placement test scores reflect the need for developmental English will be enrolled in ACA 085 or 115. These courses will not transfer to UNC system institutions. Students who place into ENG 111 may take ACA 122, which is a college transferrable course.

**ACA (Study Skills) Course**

ACA 085	Improving Study Skills	0-2-0-0-1
ACA 115	Success & Study Skills	0-2-0-0-1
ACA 122	College Transfer Success	1-0-0-0-1

**Physical Education**

PED 110	Fit and Well for Life	1-2-0-0-2
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**Computer Science**

CIS 110	Intro to Computers	2-2-0-0-3
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**G. Major Core Hours (31 SHC)**

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

**Art**

ART 111	Art Appreciation	3-0-0-0-3
ART 114	Art History Survey I	3-0-0-0-3
ART 115	Art History Survey II	3-0-0-0-3
ART 121	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
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**Drama**

DRA 111	Theatre Appreciation	3-0-0-0-3
DRA 112	Literature of the Theatre	3-0-0-0-3
DRA 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 65**

## AN OUTLINE OF GRADUATION REQUIREMENTS

### ASSOCIATE IN ARTS (AA) TOTAL = 64-65 SHC

#### **General Education Core (44 SHC)**

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

#### **Other Required Hours (21 SHC)**

Orientation (1 SHC)  
 General education, pre-major, and  
 elective courses (20 SHC)

### ASSOCIATE IN SCIENCE (AS) TOTAL = 64-65 SHC

#### **General Education Core (44 SHC)**

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

#### **Other Required Hours (21 SHC)**

Orientation (1 SHC)  
 College transfer courses in mathematics, natural  
 sciences, or computer science (14 SHC)  
 General education, pre-major, and  
 elective courses (6 SHC)

### ASSOCIATE IN FINE ARTS (AFA) TOTAL = 65 SHC

#### **General Education Core (28 SHC)**

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

#### **Other Required Hours (37 SHC)**

Orientation (1 SHC)  
 General education, pre-major, and elective  
 courses (36 SHC)

## COURSES THAT ARE REGULARLY SCHEDULED FALL AND SPRING SEMESTERS

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

However, certain courses are normally offered only one semester each year and may be part of a two or three course sequence. For instance, MAT 271 and PHY 151 will only be offered in the fall semester and MAT 272 and PHY 152 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.

**PROFESSIONAL & TECHNICAL PROGRAMS**

**ACCOUNTING (25100)  
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 coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

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

**ACCOUNTING (A25100)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 18**

**FALL SEMESTER**

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

**Semester Total: 20**

**SPRING SEMESTER**

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

**Semester Total: 17**

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**TOTAL CREDITS FOR PROGRAM 72**

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

**ACCOUNTING (D25100)  
DIPLOMA**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
ACC 120	Prin of Financial Acct	3-2-0-0-4
BUS 115	Business Law I	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
ENG 111	Expository Writing	<u>3-0-0-0-3</u>

**Semester Total: 14**

**SPRING SEMESTER**

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

**Semester Total: 18**

**FALL SEMESTER**

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

**Semester Total: 14**

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**TOTAL CREDITS FOR PROGRAM 46**

**ACCOUNTING (C25100)  
CERTIFICATE**

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

**Semester Total: 16**

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**TOTAL CREDITS FOR PROGRAM 16**

**AQUACULTURE TECHNOLOGY (15120)  
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 coursework and practical experience in fish, shellfish, and aquatic plant production and management.

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

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

**AQUACULTURE TECHNOLOGY (A15120)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
ENG 111	Expository Writing	<u>3-0-0-0-3</u>

**Semester Total: 16**

**SPRING SEMESTER**

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

**Semester Total: 18**

**SUMMER SEMESTER**

AQU 163	Aquaculture Practicum III	<u>0-3-0-0-1</u>
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**Semester Total: 1**

**FALL SEMESTER**

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

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 20**

**SUMMER SEMESTER**

COE 112	Co-op Work Experience I	<u>0-0-0-20-2</u>
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**Semester Total: 2**

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**TOTAL CREDITS FOR PROGRAM 74**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**AQUACULTURE TECHNOLOGY (D15120)  
DIPLOMA**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 164	Aquaculture Practicum IV	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
ENG 111	Expository Writing	<u>3-0-0-0-3</u>

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 18**

**SUMMER SEMESTER**

COE 112	Co-op Work Experience I	<u>0-0-0-20-2</u>
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**Semester Total: 2**

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**TOTAL CREDITS FOR PROGRAM 37**

**AQUACULTURE TECHNOLOGY (C15120)  
CERTIFICATE**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
AQU 164	Aquaculture Practicum IV	<u>0-3-0-0-1</u>
<b>Semester Total: 6</b>		

**SPRING SEMESTER**

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
AQU 165	Aquaculture Practicum V	0-3-0-0-1
AQU 166	Aquaculture Practicum VI	<u>0-3-0-0-1</u>
<b>Semester Total: 6</b>		

**TOTAL CREDITS FOR PROGRAM 12**

**AQUACULTURE TECHNOLOGY (C15120A)  
ADVANCED CERTIFICATE**

AQU 210	Limnology & Water Quality	3-0-0-0-3
AQU 220	Aquaculture Facilities	3-0-0-0-3
AQU 230	Fish Genetics & Breeding	3-0-0-0-3
AQU 240	Fish Nutrition & Diseases	3-0-0-0-3
AQU 251	Hatchery Management I	<u>3-0-0-0-3</u>
<b>Semester Total: 15</b>		

**TOTAL CREDITS FOR PROGRAM 15**

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

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CIS 110	Introduction to Computers	<u>2-2-0-0-3</u>
<b>Semester Total: 16</b>		

**SPRING SEMESTER**

AQU 112	Aquaculture II	3-0-0-0-3
AQU 162	Aquaculture Practicum II	0-3-0-0-1
BIO 112	General Biology II	3-3-0-0-4
BUS 110	Introduction to Business	3-0-0-0-3
CHM 152	General Chemistry II	3-3-0-0-4
ENG 111	Expository Writing	<u>3-0-0-0-3</u>
<b>Semester Total: 18</b>		

**SUMMER SEMESTER**

AQU 163	Aquaculture Practicum III	0-3-0-0-1
Social/Behavioral Sciences Elective		<u>3-0-0-0-3</u>
<b>Semester Total: 4</b>		

**FALL SEMESTER**

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

**SPRING SEMESTER**

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

**SUMMER SEMESTER**

COE 112	Co-op Work Experience I	<u>0-0-0-20-2</u>
<b>Semester Total: 2</b>		

**TOTAL CREDITS FOR PROGRAM 74**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

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

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
AQU 111	Aquaculture I	3-0-0-0-3
AQU 161	Aquaculture Practicum I	0-3-0-0-1
BIO 111	General Biology I	3-3-0-0-4
CHM 151	General Chemistry I	3-3-0-0-4
CIS 110	Introduction to Computers	<u>2-2-0-0-3</u>
<b>Semester Total: 16</b>		

**SPRING SEMESTER**

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

**SUMMER SEMESTER**

AQU 163	Aquaculture Practicum III	0-3-0-0-1
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	<u>0-2-0-0-1</u>
<b>Semester Total: 5</b>		

**FALL SEMESTER**

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

**Semester Total: 18**

**SPRING SEMESTER**

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

**Semester Total: 17**

**SUMMER SEMESTER**

COE 112	Co-op Work Experience I	0-0-0-20-2
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**Semester Total: 2**

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**TOTAL CREDITS FOR PROGRAM 74**

**NOTE:** Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**AQUACULTURE/MARICULTURE ARTICULATION AGREEMENT BETWEEN UNCW AND BCC**

BCC students who complete the Associate of Applied Science degree (AAS) in Aquaculture Technology (A15120) or the Aquaculture/Biotechnology Option (A15120B) 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 as a junior year student.

Please see the Aquaculture program director for further information and advising.

**ASSOCIATE DEGREE NURSING (A45110)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Associate Degree Nursing curriculum provides knowledge skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

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

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

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 DEGREE NURSING (A45110)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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

**Semester Total: 18**

**SPRING SEMESTER**

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

**Semester Total: 17**

**SUMMER SEMESTER**

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**

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

**Semester Total: 16**

**SPRING SEMESTER**

ENG 112	Argument-Based Research	3-0-0-0-3
	or	
ENG 114	Prof. Research & Reporting	3-0-0-0-3
NUR 213	Complex Health Concepts	4-3-15-0-10
	Humanities/Fine Arts Elective	3-0-0-0-3

**Semester Total: 16**

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**TOTAL CREDITS FOR PROGRAM 76**

**NOTE:** Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

Additional Student Information for class entering Fall 2013:

- CHM 131 will be accepted in lieu of CHM 151.
- BIO 275 will be accepted in lieu of BIO 175

Students entering the program in August of 2014 will be required to:

- Successfully complete BIO 275 with a grade of "C" or better. (CIS 110 will no longer be required)

**ASSOCIATE IN GENERAL EDUCATION  
(A10300)**

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

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).

**A. English Composition (6 SHC):**

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

**B. Humanities/Fine Arts (3 SHC):**

Select courses from the following discipline areas: ART, DAN, DRA, ENG (literature), FRE, HUM, MUS, PHI, REL, and SPA

**C. Social/Behavioral Sciences (3 SHC):**

Select courses from the following discipline areas: ANT, ECO, GEO, HIS, POL, PSY, and SOC.

**D. Natural Sciences/Mathematics (3-4 SHC):**

Mathematics or Sciences  
Select one course from the following discipline areas: BIO, CHM, GEL, PHY or MAT

**E. ACA 115 (1 SHC)****F. CIS 110 (3 SHC)****G. Electives (45 SHC):**

Select forty-five (45) additional hours from courses in the current catalog with a maximum of 6 SHC in PED.  
**Courses must be numbered 110-199 or 210-299.**

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**MINIMUM TOTAL CREDITS FOR PROGRAM 64-65**

**BASIC LAW ENFORCEMENT TRAINING  
(C55120) CERTIFICATE**

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

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

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

CJC 100 Basic Law Enforcement Trn 9-30-0-0-19  
**Semester Total: 19**

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**TOTAL CREDITS FOR PROGRAM 19**

**BIOTECHNOLOGY (20100)  
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.

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

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



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

**FALL SEMESTER**

ACA115	Success & Study Skills	0-2-0-0-1
BIO 111	General Biology I	3-3-0-0-4
BTC 181	Basic Lab Techniques	3-3-0-0-4
CHM 131	Introduction to Chemistry	3-0-0-0-3
CHM 131A	Intro to Chemistry Lab	0-3-0-0-1
<u>or</u>		
CHM 151	General Chemistry	3-3-0-0-4
MAT 151	Statistics	3-0-0-0-3
MAT 151A	Statistics Lab	<u>0-2-0-0-1</u>

**Semester Total: 17**

**SPRING SEMESTER**

BIO 112	General Biology II	3-3-0-0-4
BIO 175	General Microbiology	2-2-0-0-3
BIO 280	Biotechnology	2-3-0-0-3
BTC 250	Principles of Genetics	3-0-0-0-3
BTC 281	Bioprocess Techniques	2-6-0-0-4
CHM 132	Organic and Biochemistry	<u>3-3-0-0-4</u>

**Semester Total: 21**

**FALL SEMESTER**

AQU 215	Algae Culture	2-3-0-0-3
BTC 270	Recombinant DNA Tech	3-3-0-0-4
CIS 110	Intro to Computers	2-2-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
Social/Behavioral Sciences Elective		<u>3-0-0-0-3</u>

**Semester Total: 16**

**SPRING SEMESTER**

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

**Semester Total: 19**

**TOTAL CREDITS FOR PROGRAM 73**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**SPRING SEMESTER**

BIO 112	General Biology II	3-3-0-0-4
BIO 175	General Microbiology	2-2-0-0-3
BIO 280	Biotechnology	2-3-0-0-3
BTC 250	Principles of Genetics	3-0-0-0-3
BTC 281	Bioprocess Techniques	2-6-0-0-4
CHM 132	Organic and Biochemistry	<u>3-3-0-0-4</u>

**Semester Total: 21**

**FALL SEMESTER**

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
ENG 114	Prof Research & Reporting	3-0-0-0-3
Humanities/Fine Arts Elective		<u>3-0-0-0-3</u>

**Semester Total: 16**

**SPRING SEMESTER**

BIO 140	Environmental Biology	3-0-0-0-3
BIO 140A	Environmental Biology Lab	0-3-0-0-1

or

BIO 163	Basic Anat & Physiology	4-2-0-0-5
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or

BIO 168	Anatomy and Physiology I	3-3-0-0-4
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or

BTC 260	Marine Biotechnology	3-3-0-0-4
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or

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

MAT 161	College Algebra	3-0-0-0-3
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MAT 161A	College Algebra Lab	0-2-0-0-1
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or

MAT 171	Precalculus Algebra	3-0-0-0-3
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MAT 171A	Precalculus Algebra Lab	0-2-0-0-1
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BTC 286	Immunological Techniques	3-3-0-0-4
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BTC 288	Biotech Lab Experience	0-6-0-0-2
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COM 231	Public Speaking	3-0-0-0-3
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Social/Behavioral Sciences Elective		<u>3-0-0-0-3</u>
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**Semester Total: 16-17**

**TOTAL CREDITS FOR PROGRAM 73-74**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**BIOTECHNOLOGY (A20100)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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 131	Introduction to Chemistry	3-0-0-0-3
CHM 131A	Introduction to Chemistry Lab	0-3-0-0-1
<u>or</u>		
CHM 151	General Chemistry I	3-3-0-0-4
ENG 111	Expository Writing	3-0-0-0-3
MAT 151	Statistics	3-0-0-0-3
MAT 151A	Statistics Lab	<u>0-2-0-0-1</u>

**Semester Total: 20**

**BUSINESS ADMINISTRATION (25120)  
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.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts

## BRUNSWICK COMMUNITY COLLEGE

are developed through the study of computer applications, communication, team building, and decision making.

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

### BUSINESS ADMINISTRATION (A25120) ASSOCIATE IN APPLIED SCIENCE DEGREE

#### FALL SEMESTER

ACA 115	Success & Study Skills	0-2-0-0-1
BUS 115	Business Law I	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MKT 120	Principles of Marketing	3-0-0-0-3
OST 131	Keyboarding	<u>1-2-0-0-2</u>

**Semester Total: 16**

#### SPRING SEMESTER

BUS 121	Business Math	2-2-0-0-3
BUS 137	Principles of Management	3-0-0-0-3
CIS 110	Introduction to Computers	2-2-0-0-3
COM 110	Introduction to Communication	3-0-0-0-3
<u>or</u>		
COM 231	Public Speaking	3-0-0-0-3
OST 284	Emerging Technologies	1-2-0-0-2
Humanities/Fine Arts Elective		<u>3-0-0-0-3</u>

**Semester Total: 17**

#### SUMMER SEMESTER (or any other semester)

**Choose 6 hours from the following:**

BUS 110	Introduction to Business	3-0-0-0-3
BUS 153	Human Resource Management	3-0-0-0-3
LOG 110	Introduction to Logistics	<u>3-0-0-0-3</u>

**Semester Total: 6**

#### FALL SEMESTER

ACC 120	Principles of Financial Acct	3-2-0-0-4
BUS 280	REAL Small Business	4-0-0-0-4
ECO 251	Principles of Microeconomics	3-0-0-0-3
<u>or</u>		
ECO 252	Principles of Macroeconomics	3-0-0-0-3
Social/Behavioral Sciences Elective		<u>3-0-0-0-3</u>

**Semester Total: 14**

#### SPRING SEMESTER

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

**Semester Total: 16**

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**TOTAL CREDITS FOR PROGRAM 69**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**ECO 151, ECO 251, and ECO 252 are not electives in the Business Administration program.**

### BUSINESS ADMINISTRATION (C25120) CERTIFICATE

BUS 115	Business Law I	3-0-0-0-3
BUS 137	Principles of Management	3-0-0-0-3
BUS 153	Human Resource Management	3-0-0-0-3
MKT 120	Principles of Marketing	<u>3-0-0-0-3</u>

**Semester Total: 12**

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**TOTAL CREDITS FOR PROGRAM 12**

### SMALL BUSINESS ENTREPRENEUR (C25120SB) CERTIFICATE

BUS 110	Introduction to Business	3-0-0-0-3
BUS 115	Business Law I	3-0-0-0-3
BUS 153	Human Resource Management	3-0-0-0-3
BUS 280	REAL Small Business	<u>4-0-0-0-4</u>

**Semester Total: 13**

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**TOTAL CREDITS FOR PROGRAM 13**

### COMPUTER INFORMATION TECHNOLOGY (25260) ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

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

**COMPUTER INFORMATION TECHNOLOGY  
(A25260) ASSOCIATE IN APPLIED  
SCIENCE DEGREE**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
CIS 115	Intro to Prog & Logic	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
NET 110	Networking Concepts	2-2-0-0-3
OST 131	Keyboarding	<u>1-2-0-0-2</u>

**Semester Total: 19**

**SPRING SEMESTER**

BUS 110	Introduction to Business	3-0-0-0-3
COM 110	Introduction to Communication	3-0-0-0-3
<i>or</i>		
COM 231	Public Speaking	3-0-0-0-3
CTS 120	Hardware/Software Support	2-3-0-0-3
CTS 130	Spreadsheet	2-2-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
SEC 110	Security Concepts	3-0-0-0-3
Humanities/Fine Arts Elective		<u>3-0-0-0-3</u>

**Semester Total: 21**

**FALL SEMESTER**

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

**Semester Total: 19**

**SPRING SEMESTER**

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

**Semester Total: 15**

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**TOTAL CREDITS FOR PROGRAM 74**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**COMPUTER PROGRAMMING (25130)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

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

Students will solve business computer problems through programming techniques and procedures, using appropriate

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

languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

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

**COMPUTER PROGRAMMING (A25130)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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

**Semester Total: 20**

**SPRING SEMESTER**

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

**Semester Total: 21**

**FALL SEMESTER**

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

**Semester Total: 19**

**SPRING SEMESTER**

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

**Semester Total: 16**

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**TOTAL CREDITS FOR PROGRAM 76**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**COSMETOLOGY (55140)  
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.

**COSMETOLOGY (A55140)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	0-24-0-0-8
ENG 111	Expository Writing	<u>3-0-0-0-3</u>

**Semester Total: 16**

**SPRING SEMESTER**

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

**Semester Total: 18**

**SUMMER SEMESTER**

COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	<u>0-12-0-0-4</u>

**Semester Total: 8**

**FALL SEMESTER**

BUS 115	Business Law	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	<u>3-0-0-0-3</u>

**Semester Total: 19**

**SPRING SEMESTER**

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

**Semester Total: 14**

**TOTAL CREDITS FOR PROGRAM 75**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**COSMETOLOGY (D55140)  
DIPLOMA**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	<u>0-24-0-0-8</u>

**Semester Total: 13**

**SPRING SEMESTER**

COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	<u>0-24-0-0-8</u>

**Semester Total: 12**

**SUMMER SEMESTER**

COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	0-12-0-0-4
ENG 111	Expository Writing	<u>3-0-0-0-3</u>

**Semester Total: 11**

**FALL SEMESTER**

COS 117	Cosmetology Concepts IV	2-0-0-0-2
COS 118	Salon IV	0-21-0-0-7
ENG 114	Prof Research & Reporting	<u>3-0-0-0-3</u>

**Semester Total: 12**

**TOTAL CREDITS FOR PROGRAM 48**

**COSMETOLOGY (C55140)  
CERTIFICATE**

**FALL SEMESTER**

COS 111	Cosmetology Concepts I	4-0-0-0-4
COS 112	Salon I	<u>0-24-0-0-8</u>

**Semester Total: 12**

**SPRING SEMESTER**

COS 113	Cosmetology Concepts II	4-0-0-0-4
COS 114	Salon II	0-24-0-0-8
COS 224	Trichology and Chemistry	<u>1-3-0-0-2</u>

**Semester Total: 14**

**SUMMER SEMESTER**

COS 115	Cosmetology Concepts III	4-0-0-0-4
COS 116	Salon III	<u>0-12-0-0-4</u>

**Semester Total: 8**

**TOTAL CREDITS FOR PROGRAM 34**

**COSMETOLOGY INSTRUCTOR (C55160)  
CERTIFICATE**

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

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.*

**FALL SEMESTER**

COS 271	Instructor Concepts I	5-0-0-0-5
COS 272	Instructor Practicum I	<u>0-21-0-0-7</u>

**Semester Total: 12**

**SPRING SEMESTER**

COS 273	Instructor Concepts II	5-0-0-0-5
COS 274	Instructor Practicum II	<u>0-21-0-0-7</u>

**Semester Total: 12**

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**TOTAL CREDITS FOR PROGRAM 24**

**EARLY CHILDHOOD EDUCATION (55220)  
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, social/emotional, and creative development of young children.

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

**EARLY CHILDHOOD EDUCATION (A55220)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 19**

**FALL SEMESTER**

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

**Semester Total: 20**

**SPRING SEMESTER**

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

**Semester Total: 20**

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**TOTAL CREDITS FOR PROGRAM 76**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

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

**FALL SEMESTER**

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

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 19**

**FALL SEMESTER**

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

**Semester Total: 20**

**SPRING SEMESTER**

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

**Semester Total: 20**

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**TOTAL CREDITS FOR PROGRAM 76**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**EARLY CHILDHOOD EDUCATION (D55220)  
DIPLOMA**

**FALL SEMESTER**

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

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 17**

**FALL SEMESTER**

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

**Semester Total: 11**

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**TOTAL CREDITS FOR PROGRAM 45**

**EARLY CHILDHOOD EDUCATION  
SPECIAL EDUCATION OPTION (D55220S)  
DIPLOMA**

**FALL SEMESTER**

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

**Semester Total: 17**

**SPRING SEMESTER**

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

**Semester Total: 17**

**FALL SEMESTER**

EDU 248	Developmental Delays	2-2-0-0-3
EDU 221	Children with Exceptional	3-0-0-0-3
EDU 247	Sensory & Physical Disabilities	<u>3-0-0-0-3</u>

**Semester Total: 9**

**SPRING SEMESTER**

EDU 284	Early Childhood Capstone Prac	<u>1-0-0-9-4</u>
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**Semester Total: 4**

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**TOTAL CREDITS FOR PROGRAM 47**

**EARLY CHILDHOOD EDUCATION (C55220)  
CERTIFICATE**

ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 131	Child, Family, & Commun	3-0-0-0-3
EDU 144	Child Development I	3-0-0-0-3
EDU 145	Child Development II	3-0-0-0-3
EDU 153	Health, Safety, & Nutrit	<u>3-0-0-0-3</u>

**Semester Total: 17**

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**TOTAL CREDITS FOR PROGRAM 17**

**ELECTRONICS ENGINEERING  
TECHNOLOGY (40200)  
ASSOCIATE IN APPLIED SCIENCE  
DEGREE/CERTIFICATE**

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

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

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

**EARLY CHILDHOOD EDUCATION (C55220A)  
ADMINISTRATION CERTIFICATE**

ACA 115	Success & Study Skills	0-2-0-0-1
EDU 119	Intro to Early Child Educ	4-0-0-0-4
EDU 144	Child Development I	3-0-0-0-3
EDU 153	Health, Safety, & Nutrit	3-0-0-0-3
EDU 261	Early Childhood Admin I	3-0-0-0-3
EDU 262	Early Childhood Admin II	<u>3-0-0-0-3</u>

**Semester Total: 17**

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**TOTAL CREDITS FOR PROGRAM 17**

**ELECTRONICS ENGINEERING  
TECHNOLOGY (A40200)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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

**Semester Total: 15**

**SPRING SEMESTER**

DFT 151	CAD I	2-3-0-0-3
ELC 128	Intro to PLC	2-3-0-0-3
ELN 131	Semiconductor Appl	3-3-0-0-4
ELN 133	Digital Electronics	3-3-0-0-4
MAT 110	Mathematical Measurements	<u>2-2-0-0-3</u>

**Semester Total: 17**

**FALL SEMESTER**

CSC 134	C++ Programming	2-3-0-0-3
EGR 131	Intro to Electronics Tech	1-2-0-0-2
ELN 132	Linear IC Applications	3-3-0-0-4
ENG 114	Prof Research & Reporting	3-0-0-0-3
MAT 121	Algebra/Trigonometry I	2-2-0-0-3
	Social/Behavioral Sciences Elective	<u>3-0-0-0-3</u>

**Semester Total: 18**

**EARLY CHILDHOOD EDUCATION  
ARTICULATION AGREEMENTS**

Brunswick Community College (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.

Brunswick Community College (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.

Brunswick Community College (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.

**SPRING SEMESTER**

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

**Semester Total: 17**

**TOTAL CREDITS FOR PROGRAM 67**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**ELECTRONICS ENGINEERING  
TECHNOLOGY (C40200)  
CERTIFICATE**

**FALL SEMESTER**

ELC 131	DC/AC Circuit Analysis	4-3-0-0-5
ELN 133	Digital Electronics	<u>3-3-0-0-4</u>

**Semester Total: 9**

**SPRING SEMESTER**

ELN 131	Semiconductor Applications	3-3-0-0-4
MAT 110	Mathematical Measurements	<u>2-2-0-0-3</u>

**Semester Total: 7**

**TOTAL CREDITS FOR PROGRAM 16**

**ESTHETICS INSTRUCTOR (C55270)  
CERTIFICATE**

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

Coursework includes all phases of esthetics theory laboratory instruction.

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

**FIRST SEMESTER**

COS 253	Esthetics Instruct. Concepts I	<u>6-15-0-0-11</u>
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**Semester Total: 11**

**SECOND SEMESTER**

COS 254	Esthetics Instruct. Concepts II	<u>6-15-0-0-11</u>
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**Semester Total: 11**

**TOTAL CREDITS FOR PROGRAM 22**

**ESTHETICS TECHNOLOGY (C55230)  
CERTIFICATE**

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

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

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

**FIRST SEMESTER**

COS 119	Esthetics Concepts I	2-0-0-0-2
COS 120	Esthetics Salon I	<u>0-18-0-0-6</u>

**Semester Total: 8**

**SECOND SEMESTER**

COS 125	Esthetics Concepts II	2-0-0-0-2
COS 126	Esthetics Salon II	<u>0-18-0-0-6</u>

**Semester Total: 8**

**TOTAL CREDITS FOR PROGRAM 16**

**GENERAL OCCUPATIONAL TECHNOLOGY  
(D55280) DIPLOMA**

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

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

ACA 115	Success & Study Skills	0-2-0-0-1
COM 110	Introduction to Communication	3-0-0-0-3
	or	
COM 231	Public Speaking	3-0-0-0-3
ENG 111	Expository Writing	3-0-0-0-3

**\*Electives to be chosen from the core courses in the student's intended major 33**

**TOTAL CREDITS FOR PROGRAM 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.

**HEALTH INFORMATION TECHNOLOGY  
(45360) ASSOCIATE IN APPLIED SCIENCE  
DEGREE/DIPLOMA**

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

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

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

**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.

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.

**HEALTH INFORMATION  
TECHNOLOGY (A45360)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
BIO 168	Anatomy and Physiology I	3-3-0-0-4
CIS 110	Introduction to Computers	2-2-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
HIT 110	Fundamentals of HIM	3-0-0-0-3
MED 121	Medical Terminology I	<u>3-0-0-0-3</u>

**Semester Total: 17**

**SPRING SEMESTER**

BIO 169	Anatomy and Physiology II	3-3-0-0-4
HIT 112	Health Law and Ethics	3-0-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MED 122	Medical Terminology II	<u>3-0-0-0-3</u>

**Semester Total: 17**

**SUMMER SEMESTER**

HIT 124	Prof Practice Exp II	0-0-0-3-1
HIT 226	Principles of Disease	3-0-0-0-3
Social/Behavioral Sciences Elective		3-0-0-0-3
Humanities/Fine Arts Elective		<u>3-0-0-0-3</u>

**Semester Total: 10**

**FALL SEMESTER**

DBA 110	Database Concepts	2-3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-0-3
HIT 210	Healthcare Statistics	2-2-0-0-3
HIT 211	ICD Coding	2-6-0-0-4
HIT 216	Quality Management	1-3-0-0-2
HIT 220	Health Informatics & EHRs	<u>1-2-0-0-2</u>

**Semester Total: 17**

**SPRING SEMESTER**

HIT 122	Prof Practice Exp I	0-0-0-3-1
HIT 214	CPT/Other Coding Systems	1-3-0-0-2
HIT 215	Reimbursement Methodology	1-2-0-0-2
HIT 218	Management Principles in HIT	3-0-0-0-3
HIT 221	Lifecycle of EHR	2-2-0-0-3
HIT 222	Prof Practice Exp III	0-0-0-6-2
HIT 280	Professional Issues	<u>2-0-0-0-2</u>

**Semester Total: 15**

**TOTAL CREDITS FOR PROGRAM 76**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**HEALTH INFORMATION TECHNOLOGY  
(D45360) DIPLOMA**

**FALL SEMESTER**

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	<u>3-0-0-0-3</u>

**Semester Total: 14**

**SPRING SEMESTER**

BIO 169	Anatomy and Physiology II	3-3-0-0-4
HIT 112	Health Law and Ethics	3-0-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-0-3
MED 122	Medical Terminology II	<u>3-0-0-0-3</u>

**Semester Total: 13**

**SUMMER SEMESTER**

HIT 124	Prof Practice Exp II	0-0-0-3-1
HIT 226	Principles of Disease	<u>3-0-0-0-3</u>

**Semester Total: 4**

# BRUNSWICK COMMUNITY COLLEGE

## FALL SEMESTER

ENG 111	Expository Writing	3-0-0-0-3
HIT 211	ICD Coding	<u>2-6-0-0-4</u>

**Semester Total: 7**

## SPRING SEMESTER

ENG 114	Prof Research & Reporting	3-0-0-0-3
HIT 214	CPT/Other Coding Systems	1-3-0-0-2
HIT 215	Reimbursement Methodology	1-2-0-0-2
HIT 222	Prof Practice Exp III	<u>0-0-0-6-2</u>

**Semester Total: 9**

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**TOTAL CREDITS FOR PROGRAM 47**

## SPRING SEMESTER

ENG 114	Prof Research & Reporting	3-0-0-0-3
HBI 113	Survey of Med 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		<u>3-0-0-0-3</u>

**Semester Total: 18**

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**TOTAL CREDITS FOR PROGRAM 71**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

## HEALTHCARE BUSINESS INFORMATICS (A25510) ASSOCIATE IN 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.

### FALL SEMESTER

ACA 115	Success & Study Skills	0-2-0-0-1
CIS 110	Introduction to Computers	2-2-0-0-3
LOG 110	Introduction to Logistics	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
MED 121	Medical Terminology I	3-0-0-0-3
OST 149	Medical Legal Issues	<u>3-0-0-0-3</u>

**Semester Total: 17**

### SPRING SEMESTER

CIS 115	Intro to Prog & Logic	2-3-0-0-3
DBA 110	Database Concepts	2-2-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
MED 122	Medical Terminology II	3-0-0-0-3
NOS 110	Operating System Concepts	2-3-0-0-3
SEC 110	Security Concepts	<u>3-0-0-0-3</u>

**Semester Total: 18**

### FALL SEMESTER

CTS 120	Hardware/Software Support	2-3-0-0-3
CTS 285	Systems Analysis & Design	3-0-0-0-3
HBI 110	Issues and Trends in HBI	3-0-0-0-3
HBI 250	Data Mgmt & Utilization	2-2-0-0-3
NET 110	Networking Concepts	2-2-0-0-3
NOS 130	Windows Single User	<u>2-2-0-0-3</u>

**Semester Total: 18**

## HORTICULTURE TECHNOLOGY (15240) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA/CERTIFICATES

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

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

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

### GENERAL EDUCATION REQUIREMENTS (to be taken in any semester, pending requisite requirements)

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

**Semester Total: 20**

### FALL SEMESTER

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

**Semester Total: 10**

**SPRING SEMESTER**

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

**Semester Total: 12**

**SUMMER SEMESTER**

COE 112	Co-op Work Experience I	0-0-0-20-2
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**Semester Total: 2**

**FALL SEMESTER**

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

**Semester Total: 15**

**SPRING SEMESTER**

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

**Semester Total: 12**

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**TOTAL CREDITS FOR PROGRAM 71**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**HORTICULTURE TECHNOLOGY (D15240)  
DIPLOMA**

**GENERAL EDUCATION REQUIREMENTS (to be taken in any semester, pending requisite requirements)**

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

**Semester Total: 7**

**FALL SEMESTER**

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

**Semester Total: 16**

**SPRING SEMESTER**

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

**Semester Total: 15**

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**TOTAL CREDITS FOR PROGRAM 38**

**HORTICULTURE TECHNOLOGY (C15240LS)  
LANDSCAPE SPECIALTY CERTIFICATE**

**COMPLETE 12 SHC FROM:**

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

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**TOTAL CREDITS FOR PROGRAM 12**

**HORTICULTURE TECHNOLOGY (C15240NS)  
NURSERY SPECIALTY CERTIFICATE**

**COMPLETE 12 SHC FROM:**

HOR 124	Nursery Operations	2-3-0-0-3
HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 152	Horticultural Practices	0-3-0-0-1
HOR 160	Plant Materials I	2-2-0-0-3
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 168	Plant Propagation	2-2-0-0-3
HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 260	Plant Materials II	2-2-0-0-3
HOR 273	Hort. Management & Marketing	3-0-0-0-3

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**TOTAL CREDITS FOR PROGRAM 12**

**INFANT/TODDLER CARE (C55290)  
CERTIFICATE**

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

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 an implementation of appropriate curriculum; and other related topics.

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Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

### FALL SEMESTER

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

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**TOTAL CREDITS FOR PROGRAM 17**

### MANICURING INSTRUCTOR (C55380) CERTIFICATE

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

Coursework includes all phases of manicuring theory laboratory instruction.

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

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

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**TOTAL CREDITS FOR PROGRAM 13**

### MANICURING/NAIL TECHNOLOGY (C55400) CERTIFICATE

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

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

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

### First Semester

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

**Semester Total: 6**

### Second Semester

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

**Semester Total: 6**

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**TOTAL CREDITS FOR PROGRAM 12**

### NURSING ASSISTANT (C45480) CERTIFICATE

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

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

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

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

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**TOTAL CREDITS FOR PROGRAM 14**

### OFFICE ADMINISTRATION (25370) ASSOCIATE IN APPLIED SCIENCE DEGREE/DIPLOMA/CERTIFICATE

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

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

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

**OFFICE ADMINISTRATION (A25370)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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

**Semester Total: 19**

**SPRING SEMESTER**

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

**Semester Total: 18**

**FALL SEMESTER**

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

**Semester Total: 19**

**SPRING SEMESTER**

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

**Semester Total: 18**

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**TOTAL CREDITS FOR PROGRAM 74**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**OFFICE ADMINISTRATION (D25370)  
DIPLOMA**

**FALL SEMESTER**

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

**Semester Total: 18**

**SPRING SEMESTER**

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

**Semester Total: 19**

**SUMMER SEMESTER**

OST 136	Word Processing	2-2-0-0-3
OST 184	Records Management	2-2-0-0-3
OST 289	Administrative Office Mgt	<u>2-2-0-0-3</u>

**Semester Total: 9**

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**TOTAL CREDITS FOR PROGRAM 46**

**OFFICE ADMINISTRATION (C25370)  
CERTIFICATE**

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

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**TOTAL CREDITS FOR PROGRAM 17**

**PHLEBOTOMY (C45600)  
CERTIFICATE**

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Coursework includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

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

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**TOTAL CREDITS FOR PROGRAM 12**

**PRACTICAL NURSING (D45660)  
DIPLOMA**

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

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

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

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

**SUMMER SEMESTER**

#BIO 163	Basic Anatomy & Physiology	4-2-0-0-5
ENG 111	Expository Writing	3-0-0-0-3
#PSY 110	Life Span Development	<u>3-0-0-0-3</u>
		<b>Semester Total: 11</b>

**FALL SEMESTER**

NUR 101	Practical Nursing I	7-6-6-0-11
NUR 102AB	Practical Nursing II	5-0-12-0-9
NUR 102BB	Practical Nursing II	3-0-0-0-3
%NUR 117	Pharmacology	<u>1-3-0-0-2</u>
		<b>Semester Total: 25</b>

**SPRING SEMESTER**

NUR 103	Practical Nursing III	6-0-12-0-10
NUR 118	Nutrition/Diet Therapy	<u>2-0-0-0-2</u>
		<b>Semester Total: 12</b>

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**TOTAL CREDITS FOR PROGRAM 48**

# Must not be more than 5 years old at the start of the program.

% Must not be more 1 year old at the start of the program.

**SURVEYING TECHNOLOGY (40380)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

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

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

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

**SURVEYING TECHNOLOGY (A40380)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
EGR 115	Intro to Technology	2-3-0-0-3
ENG 111	Expository Writing	3-0-0-0-3
Humanities/Fine Arts Elective		<u>3-0-0-0-3</u>
		<b>Semester Total: 10</b>

**SPRING SEMESTER**

COM 110	Intro to Communication	3-0-0-0-3
or		
COM 231	Public Speaking	3-0-0-0-3
CIS 110	Intro to Computers	2-2-0-0-3
DFT 151	CAD I	2-3-0-0-3
MAT 110	Mathematical Measurements	<u>2-2-0-0-3</u>
		<b>Semester Total: 12</b>

**FALL SEMESTER**

MAT 121	Algebra/Trigonometry I	2-2-0-0-3
SRV 110	Surveying I	2-6-0-0-4
Social/Behavioral Sciences Elective		<u>3-0-0-0-3</u>
		<b>Semester Total: 10</b>

**SPRING SEMESTER**

CIV 110	Statics/Strength of Mater	2-6-0-0-4
SRV 111	Surveying II	2-6-0-0-4
SRV 260	Field and Office Practice	<u>1-3-0-0-2</u>
		<b>Semester Total: 10</b>

**FALL SEMESTER**

SRV 210	Surveying III	2-6-0-0-4
SRV 211	Intro to Hydrology	2-2-0-0-3
SRV 220	Surveying Law	<u>2-2-0-0-3</u>
		<b>Semester Total: 10</b>

**SPRING SEMESTER**

CIV 125	Civil/Surveying CAD	1-6-0-0-3
SRV 230	Subdivision Planning	1-6-0-0-3
SRV 240	Topo/Site Surveying	<u>2-6-0-0-4</u>
		<b>Semester Total: 10</b>

**FALL SEMESTER**

GIS 110	Survey of GIS/GPS	1-0-0-0-1
SRV 250	Adv Surveying	2-6-0-0-4

**Select 3 SHC from the following:**

CIV 212	Environmental Planning or	2-3-0-0-3
CIV 230	Construction Estimating or	2-3-0-0-3
CIV 240	Project Management or	2-3-0-0-3
COE 111	Co-op Work Experience I and	0-0-0-10-1
COE 112	Co-op Work Experience I	<u>0-0-0-20-2</u>
		<b>Semester Total: 8</b>

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**TOTAL CREDITS FOR PROGRAM 70**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**TURFGRASS MANAGEMENT  
TECHNOLOGY (15420)  
ASSOCIATE IN APPLIED SCIENCE  
DEGREE/DIPLOMA/CERTIFICATE**

The Turfgrass Management Technology curriculum is designed to provide skills necessary to perform duties related to management of golf courses, sports fields, lawn care, irrigation design, and sod production.

Coursework includes turfgrass management, irrigation, ornamental horticulture, soil science, entomology, plant pathology, as well as courses in communications, computers, and the social sciences.

Graduates should qualify for employment at golf courses, local, state, and national parks, sports complexes, highway vegetation and turf maintenance companies, and private and public gardens. Graduates should be prepared to take the North Carolina Pesticide Applicator's Examination.

**TURFGRASS MANAGEMENT  
TECHNOLOGY (A15420)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**GENERAL EDUCATION REQUIREMENTS (to be taken in any semester, pending requisite requirements)**

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

**Semester Total: 20**

**FALL SEMESTER**

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

**Semester Total: 10**

**SPRING SEMESTER**

HOR 134	Greenhouse Operations	2-2-0-0-3
HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
HOR 168	Plant Propagation	<u>2-2-0-0-3</u>

**Semester Total: 12**

**SUMMER SEMESTER**

COE 112	Co-op Work Experience I	<u>0-0-0-20-2</u>
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**Semester Total: 2**

**FALL SEMESTER**

HOR 112	Landscape Design I	2-3-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 152	Landscape Maintenance	2-2-0-0-3
TRF 230	Turfgrass Mgmt Apps	1-2-0-0-2
TRF 240	Turfgrass Pest Control	<u>2-2-0-0-3</u>

**Semester Total: 14**

**SPRING SEMESTER**

HOR 257	Arboriculture Practices	1-3-0-0-2
HOR 273	Hor Mgmt & Marketing	3-0-0-0-3
TRF 210	Turfgrass Eqmt Mgmt	1-4-0-0-3
TRF 260	Adv Turfgrass Mgmt	<u>3-2-0-0-4</u>

**Semester Total: 12**

**TOTAL CREDITS FOR PROGRAM 70**

**NOTE:** Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives are listed at the end of the catalog section of "PROGRAMS OF STUDY."

**Students planning to transfer to the UNCW, or any other UNC system school, must substitute MAT 171 and MAT 171A for MAT 140 and MAT140A.**

**TURFGRASS MANAGEMENT  
TECHNOLOGY  
(D15420) DIPLOMA**

**GENERAL EDUCATION REQUIREMENTS (to be taken in any semester, pending requisite requirements)**

ENG 111	Expository Writing	3-0-0-0-3
MAT 140	Survey of Mathematics	3-0-0-0-3
MAT 140A	Survey of Mathematics Lab	0-2-0-0-1
Humanities/Fine Arts Elective		<u>3-0-0-0-3</u>

**Semester Total: 10**

**FALL SEMESTER**

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 110	Intro Turfgrass Culture & ID	3-2-0-0-4
TRF 152	Landscape Maintenance	<u>2-2-0-0-3</u>

**Semester Total: 16**

**SPRING SEMESTER**

HOR 164	Hort Pest Management	2-2-0-0-3
HOR 166	Soils & Fertilizers	2-2-0-0-3
TRF 210	Turfgrass Eqmt Mgmt	1-4-0-0-3
TRF 260	Adv Turfgrass Mgmt	<u>3-2-0-0-4</u>

**Semester Total: 13**

**TOTAL CREDITS FOR PROGRAM 39**

**TURFGRASS MANAGEMENT  
TECHNOLOGY  
(C15420) CERTIFICATE**

HOR 160	Plant Materials I	2-2-0-0-3
HOR 162	Applied Plant Science	2-2-0-0-3
HOR 215	Landscape Irrigation	2-2-0-0-3
TRF 110	Intro Turfgrass Cult & ID	<u>3-2-0-0-4</u>

**TOTAL CREDITS FOR PROGRAM 13**

**WELDING TECHNOLOGY (50420)  
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 metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

**WELDING TECHNOLOGY  
DIPLOMA (D50420)**

**FALL SEMESTER**

ACA 115	Success & Study Skills	0-2-0-0-1
ENG 111	Expository Writing	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	<u>2-6-0-0-4</u>

**Semester Total: 13**

**SPRING SEMESTER**

DFT 151	CAD I	2-3-0-0-3
MAT 110	Mathematical Measurements	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	<u>2-2-0-0-3</u>

**Semester Total: 15**

**FALL SEMESTER**

WLD 117	Industrial SMAW	1-4-0-0-3
WLD 122	GMAW (MIG) Plate/Pipe	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	<u>2-2-0-0-3</u>

**Semester Total: 15**

**TOTAL CREDITS FOR PROGRAM 43**

**WELDING TECHNOLOGY  
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	<u>2-6-0-0-4</u>

**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	<u>2-2-0-0-3</u>

**Semester Total: 9**

**TOTAL CREDITS FOR PROGRAM 18**



**ELECTIVE COURSES  
ASSOCIATE IN APPLIED SCIENCE PROGRAMS**

**HUMANITIES/FINE ARTS ELECTIVES**

<b>Art</b>		
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
<b>Dance</b>		
DAN 110	Dance Appreciation	3-0-0-0-3
<b>Drama</b>		
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
<b>Humanities</b>		
HUM 115	Critical Thinking	3-0-0-0-3
HUM 160	Introduction to Film	2-2-0-0-3
<b>*Literature</b>		
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
<b>Music</b>		
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
<b>Philosophy</b>		
PHI 210	History of Philosophy	3-0-0-0-3
PHI 215	Philosophical Issues	3-0-0-0-3
PHI 240	Intro to Ethics	3-0-0-0-3
<b>Religion</b>		
REL 110	World Religions	3-0-0-0-3
REL 211	Intro to Old Testament	3-0-0-0-3
REL 212	Intro to New Testament	3-0-0-0-3
REL 221	Religion in America	3-0-0-0-3

\*ENG 112 or ENG 114 is a corequisite for ENG 125 and ENG 131 and is a prerequisite to all other Literature courses.

**SOCIAL/BEHAVIORAL SCIENCES  
ELECTIVES**

<b>Anthropology</b>		
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
<b>**Economics</b>		
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
<b>Geography</b>		
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
<b>History</b>		
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
<b>Political Science</b>		
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
<b>Psychology</b>		
PSY 110	Life Span Development	3-0-0-0-3
PSY 150	General Psychology	3-0-0-0-3
<b>Sociology</b>		
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 NUMBERING SYSTEM

Course designations consist of a three-letter course prefix followed by a three-digit number. The course number is followed by the title of the course. Course titles are followed by a sequence of five numbers (formatted as 0-0-0-0-0):

1. class lecture hours per week
2. lab hours per week
3. clinical or shop hours per week
4. work experience hours per week, and
5. semester-hour credits (SHC) earned when the course is successfully completed.

Developmental education courses have numbers between 010-095. Examples: ENG 085, DMA 050. All associate degree, diploma, and certificate curriculum courses have numbers between 100-299. Examples: AQU 111, COS 271, ENG 112, NUR 101, SOC 210.

### Comprehensive Articulation Agreement (CAA) Courses

College Transfer courses are identified in course descriptions with the statements: "This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement." or "This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement." These courses, listed in the "College Transfer Programs" section of this catalog, are approved for transfer to the 16 universities of The University of North Carolina System.

### Prerequisites and Corequisites

Many courses have prerequisites--other courses that must be completed prior to enrollment. For example, a student must complete PSY 150 before enrolling in PSY 241; ACC 120 is a prerequisite for BUS 225.

Many courses have developmental English, mathematics, or reading course prerequisites: for example, ENG 095 before ENG 111; DMA 010, 020, 030, 040, and 050 before MAT 140/140A; ENG 095 before HIS 131. To gain admission to the curriculum courses, students must either pass the appropriate developmental prerequisites or make appropriate scores on the ASSET or COMPASS placement inventory that measures skills in English, mathematics, and reading.

Most College Transfer courses have as minimum prerequisites, ENG 095 or appropriate ASSET or COMPASS placement scores. Science, accounting, computer science, and economics courses have math course prerequisites.

Corequisites are courses that are generally taken at the same time as other related courses--for example, BIO 140 with BIO 140A and CHM 131 with CHM 131A. MAT 140 and MAT 140A must be taken together.

State mandated prerequisites cannot be waived. If the occasion arises in which a local prerequisite should be waived prior to a student registering for a course, the program director, Dean, and Vice President for Academic 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.

### Note: 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 and PHY 151 will only typically be offered in the fall semester and MAT 272 and PHY 152 will only typically be offered in the spring semester. Thus, students need to plan ahead. All classes are subject to minimum enrollment requirements and availability of instructors.

## ACADEMIC RELATED (ACA)

### ACA 085 Improving Study Skills 0-2-0-0-1

**Prerequisites:** None

**Corequisites:** None

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes.

### 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 1-0-0-0-1

**Prerequisites:** ENG 095

**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## ACCOUNTING (ACC)

**ACC 120 Prin of Financial Acct 3-2-0-0-4**

**Prerequisites:** ENG 095 and MAT 070 or

DMA 010, 020, 030, 040 and 050

**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ACC 121 Prin of Managerial Acct 3-2-0-0-4**

**Prerequisites:** ACC 120

**Corequisites:** None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ACC 122 Prin of Financial Acct II 3-0-0-0-3**

**Prerequisites:** ACC 120

**Corequisites:** None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

**ACC 130 Business Income Taxes 2-2-0-0-3**

**Prerequisites:** ACC 120

**Corequisites:** None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

**ACC 150 Acct Software Appl 1-2-0-0-2**

**Prerequisites:** ACC 120

**Corequisites:** None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a

computer accounting package to solve accounting problems.

**ACC 180 Practices in Bookkeeping 3-0-0-0-3**

**Prerequisites:** ACC 120

**Corequisites:** None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

**ACC 215 Ethics in Accounting 3-0-0-0-3**

**Prerequisites:** ACC 121

**Corequisites:** None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

**ACC 220 Intermediate Accounting I 3-2-0-0-4**

**Prerequisites:** ACC 120 and ACC 122

**Corequisites:** None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Accounting 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.

## AMERICAN SIGN LANGUAGE (ASL)

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

**Prerequisites:** None

**Corequisites:** ASL 181

This course introduces the fundamental elements of American Sign Language. 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ASL 112 Elementary ASL 2 3-0-0-0-3**  
**Prerequisites:** ASL 111  
**Corequisites:** ASL 182

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ASL 181 ASL Lab I 0-2-0-0-1**  
**Prerequisites:** None  
**Corequisites:** ASL 111

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ASL 182 ASL Lab 2 0-2-0-0-1**  
**Prerequisites:** None  
**Corequisites:** ASL 112

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## **ANTHROPOLOGY (ANT)**

**ANT 210 General Anthropology 3-0-0-0-3**  
**Prerequisites:** ENG 095  
**Corequisites:** None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the*

*Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ANT 220 Cultural Anthropology 3-0-0-0-3**  
**Prerequisites:** ENG 095  
**Corequisites:** None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ANT 221 Comparative Cultures 3-0-0-0-3**  
**Prerequisites:** ENG 095  
**Corequisites:** None

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## **AQUACULTURE (AQU)**

**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:** ENG 095 and MAT 070 or

DMA 010, 020, 030, 040 and 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 112**Corequisites:** None

This course introduces techniques used in the culture of a variety of species of freshwater and marine invertebrates. Topics include culture of aquatic invertebrates for a variety of purposes: as live food for larval fish, for human consumption, and for the pharmaceutical industry. Upon completion, students should be able to discuss propagation techniques for a variety of invertebrate species used in diverse applications.

**AQU 260 Aquariology 2-3-0-0-3****Prerequisites:** BIO 110 and AQU 111**Corequisites:** None

This course provides students with a broad background in the diseases, nutrition, genetics and breeding of aquarium and ornamental fishes. Topics include major viral, bacterial and fungal diseases, basic nutritional requirements, and genetics and breeding practices for major aquarium and ornamental fish species. Upon completion, students should be able to recognize disease symptoms, develop a feeding program, and develop a breeding program for a variety of ornamental fishes.

**ART (ART)****ART 111 Art Appreciation 3-0-0-0-3****Prerequisites:** None**Corequisites:** ENG 095

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 114 Art History Survey I 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement*

*general education core requirement in humanities/fine arts.*

**ART 115 Art History Survey II 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 121 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 131 Drawing I 0-6-0-0-3****Prerequisites:** None**Corequisites:** None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic forms and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 171 Computer Art I 0-6-0-0-3****Prerequisites:** MAT 060 or DMA 010, 020 and 030**Corequisites:** None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 240 Painting I 0-6-0-0-3****Prerequisites:** None**Corequisites:** None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development

of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 264 Digital Photography I 1-4-0-0-3**

**Prerequisites:** MAT 060 or DMA 010, 020 and 030

**Corequisites:** None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 265 Digital Photography II 1-4-0-0-3**

**Prerequisites:** ART 264

**Corequisites:** None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 271 Computer Art II 0-6-0-0-3**

**Prerequisites:** ART 171

**Corequisites:** None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 275 Intro to Commercial Art 0-6-0-0-3**

**Prerequisites:** MAT 060 or DMA 010, 020 and 030

**Corequisites:** None

This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 289 Museum Study 2-2-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research. *This course has been*

*approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## BIOLOGY (BIO)

**BIO 110 Principles of Biology 3-3-0-0-4**

**Prerequisites:** ENG 085

**Corequisites:** None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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

**Prerequisites:** ENG 095 and MAT 060 or DMA 010, 020, 030, 040 and 050

**Corequisites:** None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 112 General Biology II 3-3-0-0-4**

**Prerequisites:** BIO 111

**Corequisites:** None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 120 Introductory Botany 3-3-0-0-4**

**Prerequisites:** BIO 110 or BIO 111

**Corequisites:** None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 130 Introductory Zoology 3-3-0-0-4**  
**Prerequisites:** BIO 110 or BIO 111  
**Corequisites:** None  
 This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 140 Environmental Biology 3-0-0-0-3**  
**Prerequisites:** ENG 095 and MAT 060 or DMA 010, 020 and 030  
**Corequisites:** BIO 140A  
 This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 140A Environmental Biology Lab 0-3-0-0-1**  
**Prerequisites:** ENG 095 and MAT 060 or DMA 010, 020, 030  
**Corequisites:** BIO 140  
 This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 143 Field Biology Minicourse 1-2-0-0-2**  
**Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 146 Regional Natural History 3-3-0-0-4**  
**Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 155 Nutrition 3-0-0-0-3**  
**Prerequisites:** ENG 085  
**Corequisites:** None  
 This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 163 Basic Anat. & Physiology 4-2-0-0-5**  
**Prerequisites:** ENG 085  
**Corequisites:** None  
 This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 168 Anatomy and Physiology I 3-3-0-0-4**  
**Prerequisites:** ENG 095  
**Corequisites:** None  
 This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*



**BIO 169 Anatomy and Physiology II 3-3-0-0-4**

**Prerequisites:** BIO 168

**Corequisites:** None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 175 General Microbiology 2-2-0-0-3**

**Prerequisites:** BIO 110, BIO 111, BIO 163 or BIO 168

**Corequisites:** None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 243 Marine Biology 3-3-0-0-4**

**Prerequisites:** BIO 110 or BIO 111

**Corequisites:** None

This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 271 Pathophysiology 3-0-0-0-3**

**Prerequisites:** BIO 163 or BIO 169

**Corequisites:** None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 275 Microbiology 3-3-0-0-4**

**Prerequisites:** BIO 110, BIO 111, BIO 163 or BIO 168 and MAT 070 or DMA 010, 020, 030, 040 and 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## BIOTECHNOLOGY (BTC)

**BTC 181 Basic Lab Techniques 3-3-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

**BTC 250 Principles of Genetics 3-0-0-0-3**

**Prerequisites:** BIO 111

**Corequisites:** None

This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

**BTC 260 Marine Biotechnology 3-3-0-0-4**

**Prerequisites:** BIO 112 and CHM 132

**Corequisites:** None

This course is designed to introduce biotechnology as it pertains to the marine environment: its unique characteristics, its promise, and the challenges it presents for industry. Topics include bioremediation, drug discovery and development, genomics, proteomics, biomaterials, bioengineering, mariculture and public policy. Upon completion, students should be able to research, develop, and market a marine bioproduct.

**BTC 270 Recombinant DNA Tech 3-3-0-0-4****Prerequisites:** BTC 250 or BIO 250 and BTC 181**Corequisites:** None

This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.

**BTC 281 Bioprocess Techniques 2-6-0-0-4****Prerequisites:** BTC 181**Corequisites:** None

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, 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 Biotech Lab Experience 0-6-0-0-2****Prerequisites:** BTC 270 and BTC 281 or BTC 285**Corequisites:** BTC 286

This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

**BUSINESS (BUS)****BUS 110 Introduction to Business 3-0-0-0-3****Prerequisites:** None**Corequisites:** ENG 095

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BUS 115 Business Law I 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BUS 121 Business Math 2-2-0-0-3****Prerequisites:** MAT 060 or DMA 010, 020 and 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:** ENG 095

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BUS 153 Human Resource Mgmt 3-0-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS 225 Business Finance 2-2-0-0-3**

**Prerequisites:** ACC 120

**Corequisites:** None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 240 Business Ethics 3-0-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 260 Business Communication 3-0-0-0-3**

**Prerequisites:** ENG 111

**Corequisites:** None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

**BUS 280 REAL Small Business 4-0-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

## CHEMISTRY (CHM)

**CHM 131 Introduction to Chemistry 3-0-0-0-3**

**Prerequisites:** ENG 095 and MAT 070 or

DMA 010, 020, 030, 040 and 050

**Corequisites:** CHM 131A

This course introduces the fundamental concepts of

inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 131A Introduction to Chemistry Lab 0-3-0-0-1**

**Prerequisites:** ENG 095 and MAT 070 or

DMA 010, 020, 030, 040 and 050

**Corequisites:** CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 132 Organic and Biochemistry 3-3-0-0-4**

**Prerequisites:** CHM 131 and CHM 131A or CHM 151

**Corequisites:** None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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

**Prerequisites:** ENG 095 and MAT 070 or

DMA 010, 020, 030, 040 and 050

**Corequisites:** None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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

**Prerequisites:** CHM 151

**Corequisites:** None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be

able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## INFORMATION SYSTEMS (CIS)

**CIS 110 Introduction to Computers 2-2-0-0-3**

**Prerequisites:** ENG 085 and MAT 060 or DMA 010, 020 and 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

**CIS 115 Intro to Prog & Logic 2-3-0-0-3**

**Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 050

**Corequisites:** None

This course introduces computer programming

and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

**CIS 162 MM Presentation Software 2-2-0-0-3**

**Prerequisites:** CIS 110

**Corequisites:** None

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

## CIVIL ENGINEERING TECHNOLOGY (CIV)

**CIV 110 Statics/Strength of Mater 2-6-0-0-4**

**Prerequisites:** MAT 121, MAT 161, MAT 171, or MAT 175

**Corequisites:** None

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

**CIV 125 Civil/Surveying CAD 1-6-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

**CIV 212 Environmental Planning 2-3-0-0-3**

**Prerequisites:** CIV 211 or SRV 211

**Corequisites:** None

This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

**CIV 230 Construction Estimating 2-3-0-0-3**

**Prerequisites:** ARC 111, CIS 110, CIS 111, or EGR 115

**Corequisites:** None

This course covers quantity takeoffs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

**CIV 240 Project Management 2-3-0-0-3**

**Prerequisites:** EGR 115

**Corequisites:** None

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

## CRIMINAL JUSTICE (CJC)

**CJC 100 Basic Law Enforcement Trng 9-30-0-0-19**

**Prerequisites:** ENG 085 (Reading level only)

**Corequisites:** None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: Legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

**CJC 111 Intro to Criminal Justice 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, Students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CJC 121 Law Enforcement Operations 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues.

Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CJC 141 Corrections 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## COOPERATIVE EDUCATION (COE)

**COE 111 Co-op Work Experience I 0-0-0-10-1**

**Prerequisites:** Departmental Approval

**Corequisites:** None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

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

**Prerequisites:** Departmental Approval

**Corequisites:** None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

## COMMUNICATIONS (COM)

**COM 110 Introduction to Comm. 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of

contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

**COM 120 Intro Interpersonal Comm 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

**COM 231 Public Speaking 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

**COSMETOLOGY (COS)****COS 111 Cosmetology Concepts I 4-0-0-0-4****Prerequisites:** None**Corequisites:** COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

**COS 112 Salon I 0-24-0-0-8****Prerequisites:** None**Corequisites:** COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

**COS 113 Cosmetology Concepts II 4-0-0-0-4****Prerequisites:** COS 111 and COS 112**Corequisites:** COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 114 Salon II 0-24-0-0-8****Prerequisites:** COS 111 and COS 112**Corequisites:** COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 115 Cosmetology Concepts III 4-0-0-0-4****Prerequisites:** COS 111**Corequisites:** COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 116 Salon III 0-12-0-0-4****Prerequisites:** COS 112**Corequisites:** COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 117 Cosmetology Concepts IV 2-0-0-0-2****Prerequisites:** COS 113**Corequisites:** COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

**COS 118 Salon IV 0-21-0-0-7****Prerequisites:** COS 112**Corequisites:** COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate

competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

**COS 119 Esthetics Concepts I 2-0-0-0-2**

**Prerequisites:** None

**Corequisites:** COS 120

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

**COS 120 Esthetics Salon I 0-18-0-0-6**

**Prerequisites:** None

**Corequisites:** COS 119

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

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

**Prerequisites:** None

**Corequisites:** None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

**COS 125 Esthetics Concepts II 2-0-0-0-2**

**Prerequisites:** None

**Corequisites:** COS 126

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion, students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

**COS 126 Esthetics Salon II 0-18-0-0-6**

**Prerequisites:** None

**Corequisites:** COS 125

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

**COS 222 Manicure/Nail Tech II 4-6-0-0-6**

**Prerequisites:** COS 121

**Corequisites:** None

This course covers advanced techniques of nail

technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

**COS 223 Contemp Hair Coloring 1-3-0-0-2**

**Prerequisites:** COS 111, 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 251 Manicure Instr Concepts 8-0-0-0-8**

**Prerequisites:** NC cosmetologist or

**manicurist license**

**Corequisites:** None

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

**COS 252 Manicure Instr Practicum 0-15-0-0-5**

**Prerequisites:** NC cosmetologist or

**manicurist license**

**Corequisites:** COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate

competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

**COS 253 Esthetics Ins Concepts I 6-15-0-0-11**

**Prerequisites:** NC cosmetologist  
or esthetics license

**Corequisites:** None

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

**COS 254 Esthetic Ins Concepts II 6-15-0-0-11**

**Prerequisites:** COS 253

**Corequisites:** None

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing examination and meet program requirements.

**COS 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.

## COMPUTER SCIENCE (CSC)

**CSC 120 Computing Fundamentals I 3-2-0-0-4**

**Prerequisites:** MAT 080 or MAT 090 or  
DMA 010, 020, 030, 040, 050, 060,  
070 and 090

**Corequisites:** None

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CSC 130 Computing Fundamentals II 3-2-0-0-4**

**Prerequisites:** CSC 120

**Corequisites:** None

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*



**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CSC 139 Visual BASIC Prog 2-3-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CSC 151 JAVA Programming 2-3-0-0-3**

**Prerequisites:** CIS 110

**Corequisites:** None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CSC 234 Adv C++ Programming 2-3-0-0-3**

**Prerequisites:** CSC 134

**Corequisites:** None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

**CSC 239 Adv Visual BASIC Prog 2-3-0-0-3**

**Prerequisites:** CSC 139

**Corequisites:** None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate

environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CSC 289 Programming Capstone Proj1-4-0-0-3**

**Prerequisites:** CTS 285

**Corequisites:** None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

**COMPUTER INFORMATION TECHNOLOGY (CTS)**

**CTS 120 Hardware/Software Support 2-3-0-0-3**

**Prerequisites:** CIS 110

**Corequisites:** None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

**CTS 130 Spreadsheet 2-2-0-0-3**

**Prerequisites:** CIS 110 or OST 137

**Corequisites:** None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**CTS 220 Adv Hard/Software Support 2-3-0-0-3**

**Prerequisites:** CTS 120

**Corequisites:** None

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

**CTS 285 Systems Analysis & Design 3-0-0-0-3****Prerequisites:** CIS 115**Corequisites:** None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

**CTS 289 System Support Project 1-4-0-0-3****Prerequisites:** CTS 285**Corequisites:** None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

**DANCE (DAN)****DAN 110 Dance Appreciation 3-0-0-0-3****Prerequisites:** None**Corequisites:** None

This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DATABASE MANAGEMENT TECHNOLOGY (DBA)****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 MATHEMATICS, SEE "MAT"

**DMA 010 Operations w/ Integers 0.75-0.5-0-0-1****Prerequisites:** None**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**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 Proportion/Ratios Rates/Percents 0.75-0.5-0-0-1****Prerequisites:** DMA 010 and DMA 020**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 and DMA 030 and 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 and Equations of Lines 0.75-0.5-0-0-1****Prerequisites:** DMA 010, DMA 020, DMA 030 and DMA 040 and 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 and Quadratic Applications 0.75-0.5-0-0-1**

**Prerequisites:** DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 and 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 and Equations 0.75-0.5-0-0-1**

**Prerequisites:** DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060 and ENG 075

**Corequisites:** None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

**DMA 080 Radical Expressions and Equations 0.75-0.5-0-0-1**

**Prerequisites:** DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070 and 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 an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

## 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.

## DRAMA/THEATRE (DRA)

**DRA 111 Theatre Appreciation 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DRA 112 Literature of the Theatre 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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

**Prerequisites:** ENG 085

**Corequisites:** ENG 095

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ECO 251 Prin of Microeconomics 3-0-0-0-3**

**Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 050

**Corequisites:** None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ECO 252 Prin of Macroeconomics 3-0-0-0-3**

**Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 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 socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**EDUCATION (EDU)**

**EDU 119 Intro to Early Child Educ 4-0-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

**EDU 131 Child, Family, & Comm. 3-0-0-0-3**

**Prerequisites:** ENG 085

**Corequisites:** None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain

appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 144 Child Development I 3-0-0-0-3**

**Prerequisites:** ENG 085

**Corequisites:** None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

**EDU 145 Child Development II 3-0-0-0-3**

**Prerequisites:** ENG 085, EDU 119 and EDU 144

**Corequisites:** None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

**EDU 146 Child Guidance 3-0-0-0-3**

**Prerequisites:** ENG 085 and EDU 119

**Corequisites:** None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

**EDU 151 Creative Activities 3-0-0-0-3**

**Prerequisites:** ENG 085 and EDU 119

**Corequisites:** EDU 151A

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and

environments.

**EDU 151A Creative Activities Lab 0-2-0-0-1**

**Prerequisites:** ENG 085 and EDU 119

**Corequisites:** EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 153 Health, Safety & Nutrition 3-0-0-0-3**

**Prerequisites:** ENG 085 and EDU 119

**Corequisites:** None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

**EDU 216 Foundations of Education 4-0-0-0-4**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement at select institutions only.*

**EDU 221 Children with Exceptional 3-0-0-0-3**

**Prerequisites:** ENG 095, EDU 144 and EDU 145

**Corequisites:** None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement at select institutions only.*

**EDU 222 Learn with Behav Disord 3-0-0-0-3**

**Prerequisites:** ENG 095, EDU 144 and EDU 145

**Corequisites:** None

This course provides a comprehensive study of learners

with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

**EDU 223 Specific Learning Disab. 3-0-0-0-3**

**Prerequisites:** ENG 095, EDU 144 and EDU 145

**Corequisites:** None

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

**EDU 234 Infants, Toddlers, & Twos 3-0-0-0-3**

**Prerequisites:** ENG 095 and EDU 119

**Corequisites:** None

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

**EDU 235 School-Age Dev & Program 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

**EDU 247 Sensory & Physical Disab. 3-0-0-0-3**

**Prerequisites:** ENG 095, EDU 144 and EDU 145

**Corequisites:** None

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

**EDU 248 Developmental Delays 3-0-0-0-3**

**Prerequisites:** ENG 095, EDU 144 and EDU 145

**Corequisites:** None

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

**EDU 251 Exploration Activities 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** EDU 251A

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

**EDU 251A Exploration Act Lab 0-2-0-0-1**

**Prerequisites:** ENG 095

**Corequisites:** EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

**EDU 259 Curriculum Planning 3-0-0-0-3**

**Prerequisites:** ENG 095 and EDU 119

**Corequisites:** None

This course is designed to focus on curriculum planning for three to five-year-olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

**EDU 261 Early Childhood Admin I 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

**EDU 262 Early Childhood Admin II 3-0-0-0-3**

**Prerequisites:** ENG 095 and EDU 261

**Corequisites:** EDU 119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

**EDU 271 Educational Technology 2-2-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

**EDU 280 Language & Literacy Exp 3-0-0-0-3**

**Prerequisites:** ENG 095 and EDU 119

**Corequisites:** EDU 280A

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

**EDU 280A Literacy Exp Lab 0-2-0-0-1**

**Prerequisites:** ENG 095

**Corequisites:** EDU 280

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

**EDU 284 Early Child Capstone Prac 1-0-0-9-4**

**Prerequisites:** ENG 095, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151

**Corequisites:** None

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and

environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and on-site faculty visits.

**EDU 288 Adv Issues/Early Child Ed 2-0-0-0-2**

**Prerequisites:** ENG 095

**Corequisites:** None

This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

## ENGINEERING (EGR)

**EGR 115 Intro to Technology 2-3-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

**EGR 131 Intro To Electronics Tech 1-2-0-0-2**

**Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 050

**Corequisites:** None

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

**EGR 285 Design Project 0-4-0-0-2**

**Prerequisites:** None

**Corequisites:** None

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

## ELECTRICITY (ELC)

**ELC 128 Intro 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 install PLCs and create simple programs.

**ELC 131 DC/AC Circuit Analysis 4-3-0-0-5**

**Prerequisites:** None

**Corequisites:** None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 135 Electrical Machines I 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

## ELECTRONICS (ELN)

**ELN 131 Semiconductor Apps 3-3-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

**ELN 132 Linear IC Applications 3-3-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

**ELN 133 Digital Electronics 3-3-0-0-4****Prerequisites:** None**Corequisites:** None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ELN 232 Intro to Microprocessors 3-3-0-0-4****Prerequisites:** None**Corequisites:** None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

**ELN 236 Fiber Optics and Lasers 3-2-0-0-4****Prerequisites:** None**Corequisites:** None

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

**ENGLISH (ENG)****ENG 075 Reading/Language Essent 5-0-0-0-5****Prerequisites:** Appropriate assessment score**Corequisites:** ACA 118

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

**ENG 085 Reading & Writing Found 5-0-0-0-5****Prerequisites:** ENG 075

or appropriate assessment score

**Corequisites:** None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and should be able to compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the*

*reading and writing prerequisite for ENG 111.***ENG 095 Reading & Comp Strategies 5-0-0-0-5****Prerequisites:** ENG 085

or appropriate assessment score

**Corequisites:** None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

**ENG 111 Expository Writing 3-0-0-0-3****Prerequisites:** ENG 095 or appropriate assessment score**Corequisites:** None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 112 Argument-Based Research 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 114 Prof Research & Reporting 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*



**ENG 125 Creative Writing I 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** ENG 112 or ENG 114

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. A class may focus on fiction writing or poetry writing. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ENG 131 Introduction to Literature 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** ENG 112 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 231 American Literature I 3-0-0-0-3****Prerequisites:** ENG 112 or ENG 114**Corequisites:** None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 232 American Literature II 3-0-0-0-3****Prerequisites:** ENG 112 or ENG 114**Corequisites:** None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 233 Major American Writers 3-0-0-0-3****Prerequisites:** ENG 112, ENG 113, or ENG 114**Corequisites:** None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 241 British Literature I 3-0-0-0-3****Prerequisites:** ENG 112 or ENG 114**Corequisites:** None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 242 British Literature II 3-0-0-0-3****Prerequisites:** ENG 112 or ENG 114**Corequisites:** None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**FRENCH (FRE)****FRE 111 Elementary French I 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** ENG 111

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**FRE 112 Elementary French II 3-0-0-0-3****Prerequisites:** ENG 111 and FRE 111**Corequisites:** None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**GEOLOGY (GEL)****GEL 111 Introductory Geology 3-2-0-0-4****Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**GEL 113 Historical Geology 3-2-0-0-4****Prerequisites:** GEL 111 or GEL 120**Corequisites:** None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**GEL 120 Physical Geology 3-2-0-0-4****Prerequisites:** ENG 095 and MAT 060 or DMA 010, 020 and 030**Corequisites:** MAT 060

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**GEL 220 Marine Geology 3-2-0-0-4****Prerequisites:** GEL 111 or GEL 120**Corequisites:** None

This course presents a detailed examination of coastal and sea floor geology. Emphasis is placed on coastal

and sea floor landforms and processes that shape these features. Upon completion, students should be able to describe the origin and evolution of both coastal and sea floor landforms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**GEL 230 Environmental Geology 3-2-0-0-4****Prerequisites:** GEL 111 or GEL 120**Corequisites:** None

This course provides insights into geological forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**GEOGRAPHY (GEO)****GEO 111 World Regional Geography 3-0-0-0-3****Prerequisites:** ENG 095 and MAT 060 or DMA 010, 020 and 030**Corequisites:** None

This course introduces the regional concept, which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**GEO 112 Cultural Geography 3-0-0-0-3****Prerequisites:** ENG 095 and MAT 060 or DMA 010, 020 and 030**Corequisites:** None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**GEO 130 General Physical Geography 3-0-0-0-3****Prerequisites:** ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 050**Corequisites:** None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and

erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

**GIS 110 Survey of GIS/GPS 1-0-0-0-1**  
**Prerequisites: None**  
**Corequisites: None**

This course introduces the methods and techniques used in the Geographic Information System (GIS) and Global Positioning Systems (GPS) profession. Emphasis is placed on problem solution sequences and advisement, counseling, and technical methodology, including technical computer usage and technical graphics. Upon completion, students should be able to identify major fields using GIS/GPS technologies and apply their methodologies toward problem resolution.

## 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 Med 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 Mgmt & 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.

## HISTORY (HIS)

**HIS 115 Intro to Global History 3-0-0-0-3**  
**Prerequisites: ENG 095**  
**Corequisites: None**

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 116 Current World Problems 3-0-0-0-3**  
**Prerequisites: ENG 095**  
**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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HIS 121 Western Civilization I 3-0-0-0-3**  
**Prerequisites: ENG 095**  
**Corequisites: None**

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 122 Western Civilization II 3-0-0-0-3**  
**Prerequisites: ENG 095**  
**Corequisites: None**

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and

cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 131 American History I 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 132 American History II 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 221 African-American History 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HIS 226 The Civil War 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HIS 236 North Carolina History 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HEALTH INFORMATION TECHNOLOGY (HIT)**

**HIT 110 Fundamentals of HIM 3-0-0-0-3**

**Prerequisites:** Enrollment in the HIT program,

**ENG 095 and MAT 070 or**

**DMA 010, 020, 030, 040 and 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 and Ethics 3-0-0-0-3**

**Prerequisites:** HIT 110

**Corequisites:** None

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

**HIT 114 Health Data Sys/Standards 2-3-0-0-3**

**Prerequisites:** HIT 110

**Corequisites:** None

This course covers 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 Prof Practice Exp I 0-0-0-3-1**  
**Prerequisites:** HIT 212 and HIT 216  
**Corequisites:** None  
 This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. This practical experience encompasses acute care advanced HIM functions.

**HIT 124 Prof Practice Exp II 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 140, HIT 114  
**Corequisites:** None  
 This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

**HIT 211 ICD Coding 2-6-0-0-4**  
**Prerequisites:** HIT 114, 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 Method. 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 Mgmt Principles in HIT 3-0-0-0-3**  
**Prerequisites:** HIT 114  
**Corequisites:** None  
 This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

**HIT 220 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 Prof Practice Exp 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.

**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. Upon completion, students should be able to read, plan, and draft a landscape design.

**HOR 114 Landscape Construction 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

**HOR 124 Nursery Operations 2-3-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

**HOR 134 Greenhouse Operations 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**HOR 152 Horticultural Practices 0-3-0-0-1**

**Prerequisites:** None

**Corequisites:** None

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

**HOR 160 Plant Materials I 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. Be prepared to pass the NC Certified Plant Professional Examination.

**HOR 162 Applied Plant Science 2-2-0-0-3**

**Prerequisites:** ENG 075 and MAT 060 or

**DMA 010, 020 and 030**

**Corequisites:** None

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

**HOR 164 Hort Pest Management 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide applications. Upon completion,

students should be able to meet the requirements for North Carolina Commercial Pesticide Grounds Applicators license.

**HOR 166 Soils & Fertilizers 2-2-0-0-3**

**Prerequisites:** ENG 075 and MAT 060 or DMA 010, 020 and 030

**Corequisites:** None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

**HOR 168 Plant Propagation 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

**HOR 213 Landscape Design II 2-2-0-0-3**

**Prerequisites:** HOR 112

**Corequisites:** None

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

**HOR 215 Landscape Irrigation 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

**HOR 257 Arboriculture Practices 1-3-0-0-2**

**Prerequisites:** HOR 160 or LSG 111

**Corequisites:** None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

**HOR 260 Plant Materials II 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and

utilization of plant materials.

**HOR 273 Hort Mgmt & Marketing 3-0-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

**HUMANITIES (HUM)**

**HUM 115 Critical Thinking 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**HUM 160 Introduction to Film 2-2-0-0-3**

**Prerequisites:** ENG 085

**Corequisites:** ENG 095

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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

**Prerequisites:** ENG 111

**Corequisites:** None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## 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.

## MATHEMATICS (MAT)

FOR DEVELOPMENTAL MATHEMATICS, SEE "DMA"

**MAT 110 Mathematical Measurements 2-2-0-0-3**

**Prerequisites:** Take One Set:

Set 1: DMA 010, 020, 030

Set 2: MAT 060\* and MAT 070

Set 3: MAT 060\* and MAT 080

Set 4: MAT 060 and MAT 090

Set 5: MAT 095

Set 6: MAT 120

Set 7: MAT 121

Set 8: MAT 161

Set 9: MAT 171

Set 10: MAT 175

**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 121 Algebra/Trigonometry I 2-2-0-0-3**

**Prerequisites:** MAT 070, MAT 080 or MAT 090 or

DMA 010, 020, 030, 040 and 050

**Corequisites:** None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

**MAT 140 Survey of Mathematics 3-0-0-0-3**

**Prerequisites:** ENG 085 and MAT 070 or

DMA 010, 020, 030, 040 and 050

**Corequisites:** MAT 140A

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 140A Survey of Mathematics Lab 0-2-0-0-1**

**Prerequisites:** ENG 085 and MAT 070 or

DMA 010, 02, 030, 040 and 050

**Corequisites:** MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 151 Statistics I 3-0-0-0-3**

**Prerequisites:** ENG 085 and MAT 080, MAT 090,

MAT 140, MAT 161 or MAT 171 or

DMA 010, 020, 030, 040, 050, 060,

070 and 080

**Corequisites:** MAT 151A

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

**MAT 151A Statistics I Lab 0-2-0-0-1**

**Prerequisites:** ENG 085 and MAT 080, MAT 090,

MAT 140, MAT 161 or MAT 171 or

DMA 010, 020, 030, 040, 050, 060,

070 and 080

**Corequisites:** MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*



**MAT 155 Statistical Analysis 3-0-0-0 3**

**Prerequisites:** MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or DMA 010, 020, 030, 040 050, 060, 070 and 080

**Corequisites:** None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

**MAT 155A Statistics Analysis Lab 0-2-0-0-1**

**Prerequisites:** MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or DMA 010, 020, 030, 040 050, 060, 070 and 080

**Corequisites:** MAT 155

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 161 College Algebra 3-0-0-0-3**

**Prerequisites:** ENG 085 and MAT 080 or MAT 090 or DMA 010, 020, 030, 040, 050, 060, 070 and 080

**Corequisites:** MAT 161A

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

**MAT 161A College Algebra Lab 0-2-0-0-1**

**Prerequisites:** ENG 085 and MAT 080 or MAT 090 or DMA 010, 020, 030, 040, 050, 060, 070 and 080

**Corequisites:** MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 171 Precalculus Algebra 3-0-0-0-3**

**Prerequisites:** ENG 085 and MAT 080 or MAT 090, MAT 161 or DMA 010, 020, 030, 040, 050, 060, 070 and 080

**Corequisites:** MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 171A Precalculus Algebra Lab 0-2-0-0-1**

**Prerequisites:** ENG 085 and MAT 080 or MAT 090, MAT 161 or DMA 010, 020, 030, 040, 050, 060, 070 and 080

**Corequisites:** MAT 171A

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 172 Precalculus Trigonometry 3-0-0-0-3**

**Prerequisites:** MAT 171

**Corequisites:** MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 172A Precalculus Trig Lab 0-2-0-0-1**

**Prerequisites:** MAT 171

**Corequisites:** MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 263 Brief Calculus 3-0-0-0-3**

**Prerequisites:** MAT 161 or MAT 171

**Corequisites:** MAT 263A

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and

biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 263A Brief Calculus Lab 0-2-0-0-1**

**Prerequisites:** MAT 161 or MAT 171

**Corequisites:** MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 271 Calculus I 3-2-0-0-4**

**Prerequisites:** MAT 172

**Corequisites:** None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 272 Calculus II 3-2-0-0-4**

**Prerequisites:** MAT 271

**Corequisites:** None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 273 Calculus III 3-2-0-0-4**

**Prerequisites:** MAT 272

**Corequisites:** None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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

**Prerequisites:** MAT 272

**Corequisites:** None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MEDICAL ASSISTING (MED)**

**MED 121 Medical Terminology I 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II 3-0-0-0-3**

**Prerequisites:** MED 121

**Corequisites:** None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MARKETING AND RETAILING (MKT)**

**MKT 120 Principles of Marketing 3-0-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

## MUSIC (MUS)

**MUS 110 Music Appreciation 3-0-0-0-3**

**Prerequisites:** None

**Corequisites:** ENG 095

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 111 Fundamentals of Music 3-0-0-0-3**

**Prerequisites:** ENG 070 and RED 070 or ENG 075

**Corequisites:** None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 112 Introduction to Jazz 3-0-0-0-3**

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 121 Music Theory I 3-2-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 122 Music Theory II 3-2-0-0-4**

**Prerequisites:** MUS 121

**Corequisites:** None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the

recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 131 Chorus I 0-2-0-0-1**

**Prerequisites:** None

**Corequisites:** None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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

**Prerequisites:** None

**Corequisites:** None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## NURSING ASSISTANT (NAS)

**NAS 101 Nursing Assistant I 3-4-3-0-6**

**Prerequisites:** ENG 075

**Corequisites:** None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

**NAS 102 Nursing Assistant II 3-2-6-0-6**

**Prerequisites:** ENG 085 and currently listed as NA I with State of North Carolina

**Corequisites:** NAS 103

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course. NAS 102 based on student availability.*

**NAS 103 Home Health Care 2-0-0-0-2****Prerequisites:** None**Corequisites:** NAS 102

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

## NETWORKING TECHNOLOGY (NET)

**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.

## NETWORK OPERATING SYSTEMS (NOS)

**NOS 110 Operating System Concepts 2-3-0-0-3****Prerequisites:** None**Corequisites:** None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

**NOS 120 Linux/UNIX Single User 2-2-0-0-3****Prerequisites:** NOS 110 or CET 211**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 or CET 211**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 Admin I 2-2-0-0-3****Prerequisites:** NOS 130**Corequisites:** None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

## NURSING (NUR)

**NUR 101 Practical Nursing I 7-6-6-0-11****Prerequisites:** Acceptance in the Practical Nursing program, BIO 163, ENG 111 and PSY 110**Corequisites:** None

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

**NUR 102AB Practical Nursing II 5-0-12-0-9****Prerequisites:** NUR 101**Corequisites:** NUR 102BB, NUR 117

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *The first of a two-part course introducing aforementioned concepts in which nine credits are available only if NUR 102BB is completed. This is a diploma-level course.*

**NUR 102BB Practical Nursing II 3-0-0-0-3****Prerequisites:** NUR 101**Corequisites:** NUR 102AB, NUR 117

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional

issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This completes the remaining three credit hours of NUR 102 in which twelve credit hours are earned. This is a diploma-level course.*

**NUR 103 Practical Nursing III 6-0-12-0-10**

**Prerequisites:** NUR 102

**Corequisites:** NUR 118

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

**NUR 111 Intro to Health Concepts 4-6-6-0-8**

**Prerequisites:** Acceptance into the ADN Program, ENG 095 and MAT 070 or DMA 010, 020, 030, 040 and 050

**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:** BIO 163 or BIO 168

**Corequisites:** None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, 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:** ENG 095

**Corequisites:** BIO 163 or BIO 168

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

**NUR 211 Health Care Concepts 3-0-6-0-5**

**Prerequisites:** NUR 111

**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 and 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.

## 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 Applicat 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

**OST 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 Admin Office Transcript I 2-2-0-0-3**

**Prerequisites:** OST 164 and OST 134 or OST 136

**Corequisites:** None

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

**OST 233 Office Publications Design 2-2-0-0-3**

**Prerequisites:** OST 136

**Corequisites:** None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 284 Emerging Technologies 1-2-0-0-2**

**Prerequisites:** None

**Corequisites:** None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

**OST 286 Professional Development 3-0-0-0-3****Prerequisites:** None**Corequisites:** None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

**OST 289 Administrative Office Mgt 2-2-0-0-3****Prerequisites:** OST 134 and OST 164 or

OST 136 and OST 164

**Corequisites:** None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

**PHLEBOTOMY (PBT)****PBT 100 Phlebotomy Technology 5-2-0-0-6****Prerequisites:** ENG 085**Corequisites:** PBT 101 and PSY 110

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. *This is a certificate-level course.*

**PBT 101 Phlebotomy Practicum 0-0-9-0-3****Prerequisites:** ENG 085**Corequisites:** PBT 100 and PSY 110

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. *This is a certificate-level course.*

**PHYSICAL EDUCATION (PED)****PED 110 Fit and Well for Life 1-2-0-0-2****Prerequisites:** ENG 085**Corequisites:** None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 117 Weight Training I 0-3-0-0-1****Prerequisites:** None**Corequisites:** None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 122 Yoga I 0-2-0-0-1****Prerequisites:** None**Corequisites:** None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 143 Volleyball-Beginning 0-2-0-0-1****Prerequisites:** None**Corequisites:** None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 145 Basketball-Beginning 0-2-0-0-1****Prerequisites:** None**Corequisites:** None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 152 Swimming-Beginning 0-2-0-0-1****Prerequisites:** None**Corequisites:** None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 153 Swimming-Intermediate 0-2-0-0-1****Prerequisites:** PED 152**Corequisites:** None

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 217 Pilates I 0-2-0-0-1****Prerequisites:** None**Corequisites:** None

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 259 Prev & Care Ath Injuries 1-2-0-0-2****Prerequisites:** None**Corequisites:** None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHI 215 Philosophical Issues 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHI 230 Introduction to Logic 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHI 240 Introduction to Ethics 3-0-0-0-3****Prerequisites:** ENG 111**Corequisites:** None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHYSICS (PHY)****PHY 110 Conceptual Physics 3-0-0-0-3****Prerequisites:** MAT 070 or

DMA 010, 020, 030, 040 and 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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 110A Conceptual Physics Lab 0-2-0-0-1**

**Prerequisites:** None

**Corequisites:** PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 131 Physics-Mechanics 3-2-0-0-4**

**Prerequisites:** MAT 121, MAT 161 or MAT 171

**Corequisites:** None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

**PHY 151 College Physics I 3-2-0-0-4**

**Prerequisites:** ENG 111 and MAT 161 or MAT 171

**Corequisites:** None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 152 College Physics II 3-2-0-0-4**

**Prerequisites:** PHY 151

**Corequisites:** None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/*

*mathematics.*

**PHY 251 General Physics I 3-3-0-0-4**

**Prerequisites:** ENG 111 and MAT 271

**Corequisites:** MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 252 General Physics II 3-3-0-0-4**

**Prerequisites:** MAT 272 and PHY 251

**Corequisites:** None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

## POLITICAL SCIENCE (POL)

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

**Prerequisites:** ENG 095

**Corequisites:** None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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

**Prerequisites:** ENG 095

**Corequisites:** None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various

problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**POL 210 Comparative Government 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**POL 220 International Relations 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions, such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## PSYCHOLOGY (PSY)

**PSY 110 Life Span Development 3-0-0-0-3****Prerequisites:** None**Corequisites:** None

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

**PSY 150 General Psychology 3-0-0-0-3****Prerequisites:** ENG 085**Corequisites:** ENG 095

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive*

*Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 211 Psychology of Adjustment 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PSY 237 Social Psychology 3-0-0-0-3****Prerequisites:** PSY 150 or SOC 210**Corequisites:** ENG 111

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 239 Psychology of Personality 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 241 Developmental Psychology 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** ENG 111

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 243 Child Psychology 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** ENG 111

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PSY 263 Educational Psychology 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** ENG 111

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PSY 275 Health Psychology 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** None

This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PSY 281 Abnormal Psychology 3-0-0-0-3****Prerequisites:** PSY 150**Corequisites:** ENG 111

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**RELIGION (REL)****REL 110 World Religions 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 211 Intro to Old Testament 3-0-0-0-3****Prerequisites:** ENG 085**Corequisites:** ENG 095

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 212 Intro to New Testament 3-0-0-0-3****Prerequisites:** ENG 085**Corequisites:** ENG 095

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 221 Religion in America 3-0-0-0-3****Prerequisites:** ENG 095**Corequisites:** ENG 111

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## INFORMATION SYSTEMS SECURITY (SEC)

### SEC 110 Security Concepts 3-0-0-0-3

**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.

## SOCIOLOGY (SOC)

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

**Prerequisites:** ENG 095

**Corequisites:** None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### SOC 213 Sociology of the Family 3-0-0-0-3

**Prerequisites:** ENG 095

**Corequisites:** None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### SOC 220 Social Problems 3-0-0-0-3

**Prerequisites:** ENG 095

**Corequisites:** None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement*

*general education core requirement in social/behavioral sciences.*

### SOC 225 Social Diversity 3-0-0-0-3

**Prerequisites:** ENG 095

**Corequisites:** None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### SOC 240 Social Psychology 3-0-0-0-3

**Prerequisites:** ENG 095

**Corequisites:** None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## SPANISH (SPA)

### SPA 111 Elementary Spanish I 3-0-0-0-3

**Prerequisites:** ENG 095

**Corequisites:** ENG 111

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### SPA 112 Elementary Spanish II 3-0-0-0-3

**Prerequisites:** ENG 111 and SPA 111

**Corequisites:** None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 181 Spanish Lab 1 0-2-0-0-1**  
**Prerequisites:** None  
**Corequisites:** None  
 This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**SPA 182 Spanish Lab 2 0-2-0-0-1**  
**Prerequisites:** SPA 181  
**Corequisites:** None  
 This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**SPA 211 Intermediate Spanish I 3-0-0-0-3**  
**Prerequisites:** SPA 112  
**Corequisites:** None  
 This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 212 Intermediate Spanish II 3-0-0-0-3**  
**Prerequisites:** SPA 211  
**Corequisites:** None  
 This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## SURVEYING (SRV)

**SRV 110 Surveying I 2-6-0-0-4**  
**Prerequisites:** None  
**Corequisites:** MAT 121, MAT 161, MAT 171, or MAT 175  
 This course introduces the theory and practice of

plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

**SRV 111 Surveying II 2-6-0-0-4**  
**Prerequisites:** SRV 110  
**Corequisites:** None  
 This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

**SRV 210 Surveying III 2-6-0-0-4**  
**Prerequisites:** SRV 110  
**Corequisites:** None  
 This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

**SRV 211 Introduction to Hydrology 2-2-0-0-3**  
**Prerequisites:** None  
**Corequisites:** None  
 This course introduces the basic engineering principles and characteristics of hydrology. Topics include stormwater runoff, pipes, open channel flow and erosion control methods. Upon completion, students should be able to analyze and size gravitational drainage structures.

**SRV 220 Surveying Law 2-2-0-0-3**  
**Prerequisites:** SRV 110  
**Corequisites:** None  
 This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

**SRV 230 Subdivision Planning 1-6-0-0-3**  
**Prerequisites:** SRV 111, SRV 210, and CIV 211 or SRV 211  
**Corequisites:** None  
 This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

**SRV 240 Topo/Site Surveying 2-6-0-0-4**

**Prerequisites:** SRV 110

**Corequisites:** None

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

**SRV 250 Advanced Surveying 2-6-0-0-4**

**Prerequisites:** SRV 111

**Corequisites:** None

This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

**SRV 260 Field & Office Practices 1-3-0-0-2**

**Prerequisites:** Completion of three semesters of the Surveying Technology program

**Corequisites:** None

This course covers surveying project management, estimating, and responsibilities of surveying personnel. Topics include record-keeping, starting and operating a surveying business, contracts, regulations, taxes, personnel management, and professional ethics. Upon completion, students should be able to understand the requirements of operating a professional land surveying business.

**TURFGRASS MANAGEMENT (TRF)**

**TRF 110 Intro Turfgrass Cult & ID 3-2-0-0-4**

**Prerequisites:** None

**Corequisites:** None

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

**TRF 152 Landscape Maintenance 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule. In addition, students will be prepared to take the NCLCRB State Examination for the Landscape Contractors license.

**TRF 210 Turfgrass Equip Mgmt 1-4-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment.

**TRF 230 Turfgrass Mgmt Apps 1-2-0-0-2**

**Prerequisites:** None

**Corequisites:** None

This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play.

**TRF 240 Turfgrass Pest Control 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course covers detection and identification of turfgrass pests with emphasis on methods of control or eradication. Topics include weeds, insects, diseases, and nematodes identification with an understanding of pesticides used, application procedures, and costs involved in control programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest control programs, and/or use integrated pest management.

**TRF 260 Adv Turfgrass Mgmt 3-2-0-0-4**

**Prerequisites:** TRF 110

**Corequisites:** None

This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management.

**WEB TECHNOLOGIES (WEB)**

**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. Pipe is also introduced for position welding. 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. Pipe is also introduced for position welding. 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. Pipe is also introduced in black iron and stainless for position welding.

### **WLD 122 GMAW (MIG) FCAW/Plate 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. Pipe is also introduced in black iron and stainless for position welding.

### **WLD 141 Symbols & Specifications 2-2-0-0-3**

**Prerequisites:** None

**Corequisites:** None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. All phases of basic blueprint reading are emphasized.

### **WLD 215 SMAW (Stick) Pipe 1-9-0-0-4**

**Prerequisites:** WLD 115 or WLD 116

**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 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.

**ECONOMIC & WORKFORCE  
DEVELOPMENT/CONTINUING EDUCATION**

**GENERAL INFORMATION**

An important function of the College is to provide numerous courses for continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Economic and Workforce Development/Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their fullest potential in our ever-changing world of knowledge, skills, and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

Economic and Workforce Development/Continuing Education programs are offered when there is an identified need and interest. Some courses are offered on a continuing basis while others are established in response to specific requests by individuals or groups. Course descriptions are not listed in this catalog. However, information about courses may be obtained by contacting the Economic and Workforce Development/Continuing Education Department or [www.brunswickcc.edu](http://www.brunswickcc.edu).

**ADMISSION TO ECONOMIC AND  
WORKFORCE DEVELOPMENT/CONTINUING  
EDUCATION COURSES**

Persons who wish to take courses for Continuing Education Unit (CEU) credit are admitted and enrolled at the first class meeting. The Economic and Workforce Development/Continuing Education Department periodically publishes class schedules. Further information may be obtained by contacting:

**Brunswick Community College  
Economic and Workforce Development/  
Continuing Education Department**  
P.O. Box 30  
Supply, NC 28462-0030  
Telephone 910.755.7300  
or 1.800.754.1050, Ext. 380  
[www.brunswickcc.edu/about-continuing-education](http://www.brunswickcc.edu/about-continuing-education)

**CLASS LOCATIONS**

Many Economic and Workforce Development/ Continuing Education classes are offered on the main campus of the college. However, to meet the increasing demand for adult extension classes, additional classes are held online and at locations off-campus. Classes are held in facilities in the surrounding communities of Southport, 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.

**REGISTRATION FEES**

A registration fee is required for all occupational extension and community service courses. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals.

Other costs in these classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged. Once per semester, North Carolina residents, 65 years of age or older, may be exempt from occupational extension course registration fees. Textbook, insurance, and/or course supply fees may still be required. Registration fees are subject to change contingent upon action by the North Carolina General Assembly.

**TUITION FEE REFUNDS FOR  
OCCUPATIONAL EXTENSION**

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

1. A student who officially withdraws from an occupational extension class(es) prior to the first class meeting will be eligible for a 100 percent Registration Fee refund. Also, a student is eligible for a 100 percent Registration Fee refund if an applicable class fails to "make" due to insufficient enrollment.
2. After the respective occupational extension class begins, a student is eligible for 75 percent refund of the registration fee upon the request of the student as long as the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.
3. A student who officially withdraws from a contact hour class prior to the first day of class will be eligible for a 100 percent Registration Fee refund.
4. If a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

**MINIMUM ENROLLMENT REQUIRED**

Normally, a course will be offered when a minimum number of students enroll. The college reserves the right to cancel any course when an insufficient number of students register.



## **CLASS HOURS**

The majority of occupational extension and community service courses are offered one or two days per week for one to four hours per day. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and the College.

## **CONTINUING EDUCATION UNITS (C.E.U.)**

The Continuing Education Unit (C.E.U.) is used as the basic instrument of measurement for an individual's participation in non-credit classes, courses, and programs. The C.E.U. is a measure. One (1) C.E.U. is defined as ten contact hours of participation in an organized continuing education class.

## **COURSE REPETITION**

There is a limit on the number of times a student may enroll in a particular continuing education class. The Economic and Workforce Development/ Continuing Education Course Repetition policy guides enrollment in selected types of classes.

Occupational extension courses may not be taken more than twice within a five-year period without the student paying the full cost of the course as determined by the North Carolina General Statutes. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

Students who are enrolled in Community Service courses, Adult Basic Education (ABE), Adult High School, General Educational Development (GED™), or Compensatory Education classes may continue in them as long as reasonable educational and/or social progress is being made according to the goals of the program.

## **WORKFORCE DEVELOPMENT COURSES**

The College offers many vocational, technical, and business courses through occupational extension. The primary objectives of these courses are to:

1. Provide adults additional skills and/or knowledge applicable to their present occupation;
2. Provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment and materials; and
3. Provide assistance to area businesses and industry in meeting their manpower needs through specialized courses.

Pre-licensing courses are designed to meet the instructional requirements to take the exam for Real Estate Provisional and Real Estate Brokerage, Marine Captain licensure, Building and Electrical Contractor, and Notary Public.

Personal Computer Training provides classes for business and industry, and those seeking job opportunities requiring

skills in software applications such as MS-Word, MS-Excel, MS-PowerPoint, Windows, Internet, and basic computer skills.

Public Safety and Health Programs offer training in OSHA-mandated safety courses, first aid, and CPR.

Occupational upgrading courses are available in the following areas:

- Business and Management courses are available for a wide variety of business organizations and for those in administrative, management, sales, banking, insurance, and secretarial occupations.
- Emergency Medical Training provides certification, recertification courses, and continuing education for all EMT levels and Medical Responder.
- Firemanship Training is offered in fire fighting techniques for members of municipal and volunteer
- Health Occupation programs have been established for persons seeking additional medical, allied health, and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.
- Law Enforcement In-Service courses have been designed for upgrading both experienced and recently employed police officers and law enforcement officials.
- Management and Supervisory Development courses are offered to improve supervisory and management techniques for beginning and experienced personnel.
- Technical courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.
- Vocational Upgrading courses are designed for persons working in skilled and semiskilled occupations.

## **CUSTOMIZED TRAINING**

One of the basic objectives of Brunswick Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, this College, in cooperation with the Industrial Services Division and NC Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

## **BRUNSWICK COMMUNITY COLLEGE**

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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.

### **CAREER READINESS CERTIFICATION**

Brunswick Community College's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy.

- For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be "job ready."
- For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.

The CRC is based upon WorkKeys, a nationally recognized, skills assessment tool developed by ACT, Inc.

### **SMALL BUSINESS CENTER**

The Small Business Center is designed to serve small business owners and employees with free, confidential one-on-one business counseling, a variety of related seminars, workshops, and specific courses geared to small business management.

The Center works cooperatively with the Chambers of Commerce, the Small Business Administration, SCORE, and many other agencies which provide information and assistance to small businesses.

The Center focuses activities to those companies with fifty or less employees, principally on those employing less than ten. The Small Business Center strives to enhance all aspects of economic development in southeastern North Carolina through its mission of increasing the success rate of entrepreneurs by assisting prospective and established small business persons to reach their full potential, utilizing all resources available throughout the network.

From its inception in 1986, the Brunswick Community College Small Business Center continues to serve its business community by working to identify and respond to its informational needs in a timely, efficient, and professional manner.

### **HUMAN RESOURCES DEVELOPMENT (HRD)**

The Human Resources Development Program is designed to recruit, train, and place in employment and/or training the unemployed and underemployed adults of North Carolina. Fee waivers are available for those who qualify.

HRD assists with career planning through various

assessments that inventory interests and abilities. In a classroom environment. HRD teaches job preparation skills such as completing applications, resume writing, interviewing skills, networking, and lifelong learning. Other HRD courses are tailored to meet specific skill needs such as computer basics, clerical refresher, etc.

### **COMMUNITY SERVICES**

The Community Services program offers individuals 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.

### **BRUNSWICK INSTITUTE OF LIFELONG LEARNING**

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 program is available to anyone and offers a wide variety of learning experience that will broaden your horizons and expand your abilities and interests throughout your life.

### **FOUNDATIONAL STUDIES**

#### **PLUS PROGRAM**

Basic Skills Plus will enable students to co-enroll in HRD and Nurse Aide 1 while completing their High School Diploma Equivalency. Students will experience learning communities, integrated teaching, contextualized instruction, and collaborative partnerships in the community. This accelerated program will allow students to earn their CPR certification, CRC certification, High School Equivalency, and Nurse Aide 1 certification in less than one year with minimal tuition/fees.

#### **FOUNDATIONAL SKILLS PROGRAM**

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. This diploma is the same as those offered through public school systems.

## HIGH SCHOOL DIPLOMA EQUIVALENCY (GED)

This program prepares adults to take the General Education Development Test (GED). The test assesses academics in the following areas:

- Language arts - Writing
- Language arts - Reading
- Social studies
- Science
- Mathematics

Once a student has passed all five sections of the GED Test, they are awarded the High School Diploma Equivalency, issued by the NC State Board of Community Colleges. There is no charge for the preparation classes; however, there is a onetime \$25.00 fee for the GED test. The instructors have several years of experience in the public and private sector. In addition, our classrooms are positive learning environments that utilize technology and collaborative learning.

## COMPENSATORY EDUCATION PROGRAM

The Brunswick Interagency Program (BIP) is a comprehensive educational/vocational program for Brunswick County's residents with developmental disabilities from age 17 and up.

Additional services are provided by Southeastern Center for Mental Health, Developmental Disabilities, and Substance Abuse Services, North Carolina Vocational Rehabilitation, and North Carolina Council on Developmental Disabilities.

Compensatory Education enables students to develop to their ultimate potential and to achieve some level of independence. Students will have access to a continuum of educational programs based on their individual needs. All students are assessed with the Comprehensive Adult Student Assessment System.

An Adult Day Vocational Program offers personal and community living skill development, compensatory education, and training in cognitive, communication, and motor skills. Use of leisure time, vocational evaluation and adjustment, and work activity training are included. The Brunswick Interagency Program offers innovative approaches to Supported Employment. Assessment services or community and on-site employment is available for students who wish to enter the work force. Long-term support is offered to guarantee a long and successful work experience, personal satisfaction, and gratification for the student.

Brunswick Interagency Program has two on-site case

workers, financial benefits, community-based services, outpatient services, medical/dental treatment, social activities, transportation, and residential placement.

## 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.

## BRUNSWICK EDUCATIONAL TRANSITION CENTER (BETC)

In an effort to assist Brunswick County residents whose native language is not English, Brunswick County Public Schools, Brunswick Community College, and the Mexican government joined forces to create the Brunswick Educational Transition Center in Supply.

## 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.

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**Hilda Pinnix-Ragland**..... Chair, State Board of Community Colleges

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Sylvia Webb.....	Custodian
Kate Westhausen .....	Administrative Assistant to the Dean of Arts and Sciences
Freddie White .....	Custodian
Tony Wicker .....	Maintenance Technician
Velma Williams .....	Customer Service Specialist
Elizabeth Wilson .....	Lead Teacher, ECEC
Jackie Wilson.....	Curriculum Management Specialist
Wendy Wuchae .....	SRO Police Officer
Frankie Young.....	Assistant Teacher, ECEC
Cheryl Yount .....	Police, Lieutenant
George Yu.....	Customized Training Coordinator

Cocurricular activities, which are recognized as a vital part of a full and meaningful educational experience, are organized by students in response to student interest and needs. In addition to student government events, intramural recreation activities, dances, cookouts, student clubs and organizations, field day competition, special social events, contests, and other events are held at the College.

## ATHLETICS

Brunswick Community College is a member of the National Junior College Athletic Association. The following are intercollegiate sports:

- Men's Baseball
- Men's Basketball
- Women's Basketball
- Women's Volleyball

Information regarding eligibility can be found in the NJCAA Handbook.

The intercollegiate athletics program seeks to support the mission of Brunswick Community College by providing opportunities for students to improve their lives and well being through participation in organized sports. The purpose of the athletic program is to promote and encourage in such a way that results will be consistent and supportive with the total educational purpose of Brunswick Community College. This will include academic success, physical and emotional well being, and social development.

It is the philosophy of the athletic program at Brunswick Community College that students can best be served in an environment which recognizes the contributions and importance of faculty and staff. Brunswick Community College believes in academics first and athletics second. Through feedback received from faculty, staff and students, Brunswick Community College can determine the effectiveness of the athletics program.

These teams compete against other community college, junior college, and four year junior varsity teams in North Carolina, South Carolina, Virginia and Florida. Team schedules may be obtained from the Office of Student Services.

### Policy

Brunswick Community College's intercollegiate athletic program contributes to the personal development of the students and is designed to promote total growth, including academic success, as well as physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study, taken solely and apart from other activities, may limit the achievements of the individual student later in life. Accordingly, the Trustees direct the President and her staff to pursue a viable Student Services program, which may include intercollegiate athletics, with limitations imposed by College resources and the students themselves. Ultimate responsibility for control of the athletic program rests with the President of the College.

The athletic program provides an opportunity for students to participate in some type of competitive sports activity as regularly as their interest, abilities, and time permit. Students wishing to participate on various athletic teams must be in good academic and disciplinary standing.

Recruiting, admissions, financial aid, and academic eligibility are the same for all students.

### Procedures

The athletic teams offered each year are based on student interest, financial resources, and the approval of administration. Student interest is determined by an annual survey and unsolicited requests for sports programs.

The College is a member of the National Junior College Athletic Association and complies with the Constitution and Bylaws as published in their handbook.

Intercollegiate athletics are coordinated by the Athletic Director. The members of the Board of Trustees are informed of student activities and intercollegiate athletics at their regularly scheduled meetings. The annual budget for athletics is a Special Funds budget, which also includes funds from the Student Activity budget. It is submitted to the Board of Trustees by the Vice President of Budget and Finance and the President, with coordination from the Athletic Director and Student Government Association. Fiscal oversight for the programs is provided by the Athletic Director and the Director of Fiscal Services. The budget is audited annually as part of the audit conducted by representatives of the Office of the State Auditor.

The intercollegiate athletic program is evaluated annually by the Athletics Committee, which is appointed by the President and includes faculty, staff, and student representation. This committee makes recommendations to the Athletic Director, Associate Vice President of Student Services and 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, please contact Student Services.

## CLUBS AND ORGANIZATIONS

Student clubs and interest groups are encouraged to develop common bonds of friendship and purpose among students with similar career, civic, or academic interests. Faculty and staff members serve as advisors and assist student leaders in planning club programs and developing group activities. Student organizations on campus also include clubs associated with curriculum programs as well as honor societies.

Membership in student organizations is open to all eligible students in accordance with the constitutions and/or bylaws of the various student organizations. Discrimination in student organizations on the basis of race, color, sex, creed, religion, political affiliation, age, handicap, or national origin is specifically prohibited. Brunswick Community College is an equal opportunity institution and is committed to full compliance with all federal laws and regulations prohibiting discrimination.

### 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.

### National Technical Honor Society

The National Technical Honor Society is an honor organization for outstanding students enrolled in associate degree, vocational, or technical programs. The purposes of this organization are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; and to promote the image of vocational-technical education in America.

To be considered for membership, a student must have completed at least 16 semester credit hours and must be enrolled in a curriculum program 3/4 time. The student's cumulative grade point average in his/her current program must be 3.60 or higher.

### Phi Theta Kappa International Honor Society

Phi Theta Kappa International Honor Society recognizes academic excellence in the two-year college setting. Students who are enrolled in an associate degree program are eligible for membership.

To be considered for membership, a student must have completed at least 12 semester hours (developmental courses are not considered) in an associate degree program and be enrolled in a minimum of six semester hours. The student's cumulative grade point average in his/her current program of study must be at least 3.5. Recent high school graduates with a high school grade point average of 3.25, and freshmen who have at least a 3.25 grade point average are eligible for provisional membership.

### Kappa Pi International Honorary Art Fraternity

Kappa Pi International Honorary Art Fraternity is a coed organization based on academic excellence in college art courses. The purpose of this organization is to prepare students for graduation with an art degree, encourage participation at the national level for art awards and scholarships as well as foster an art community on campus where ideas for furthering the art program can be discussed and executed. This organization provides an opportunity for members to learn how to exhibit their work, market themselves as an artist and learn about career opportunities in the field of art.

To be considered for membership, students must have completed over 12 hours in art courses and hold at least a 3.0 in all art classes and a minimum 2.0 GPA overall.

### Student Ambassadors

Student Ambassadors are a group of students who are selected for their high academic achievement, leadership skills, and school spirit. Ambassadors serve fellow students, speak to prospective students, represent Brunswick Community College at various functions, and conduct campus tours. Ambassadors are chosen in the spring of each year. An application, essay and interview are required to be chosen as a Student Ambassador. A minimum 3.0 GPA is also required. There is a small scholarship associated with being a Student Ambassador. For more information, please contact the Foundation office.

### Additional Student Activities & Clubs

Chemistry	Newspaper
Circle K	Performing Arts
Fellowship of Christian Athletes	
HIT	Phi Theta Kappa
Loaves and Fishes	Young Americans for Liberty

A complete list of clubs and advisor contact information is maintained in Student Services and on the SGA bulletin board in the Student Activity Center.

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**BRUNSWICK COMMUNITY COLLEGE ODELL  
WILLIAMSON AUDITORIUM**

The Brunswick Community College Odell Williamson Auditorium, located on the BCC main campus, is a state of the art 1,500-seat performing arts center. Built at a cost of more than three million dollars by the citizens of Brunswick County in 1993, the BCC Odell Williamson Auditorium exists for the multipurpose educational and cultural enrichment for Southeastern North Carolina. The Odell Williamson Auditorium presents an eight-show season each year with a variety of national and international performances.

The Virginia Williamson Event Center is a multipurpose facility connected to the Odell Williamson Auditorium. The Event Center accommodates a wide variety of events including, but not limited to, receptions, banquets, conferences, lectures, dances, small concerts and theatre. A catering kitchen is also available for events. The Odell Williamson Auditorium lobby serves as the entrance for the Event Center.

The BCC Odell Williamson Auditorium Box Office is open Monday through Thursday from 9:00 AM until 4:30 PM and on Friday from 9:00 AM until 2:30 PM. For rental or event information, call 910.755.7416 or 800.754.1050, Ext 7416. Visit our website at [www.bccowa.com](http://www.bccowa.com) for more information.

**DINAH E. GORE FITNESS & AQUATICS CENTER**

The Dinah E. Gore Fitness & Aquatics Center, located in the Physical Education Building, is a community minded facility that was established to encourage a healthy lifestyle among BCC students, employees, and residents of Brunswick County. The Center's goal is to promote health, fitness, and wellness in a welcoming atmosphere.

As a part of the BCC campus, the Dinah E. Gore Fitness & Aquatics Center has combined usage with academics, athletics, member activities, and contracted events. Facility regulations are in place to ensure the safety of members, students, and the general public.

Hours of operation and additional information are located on the College website. Students use the facility free of charge for curriculum classes in the Center and may subscribe to membership at a reduced rate to use the facility at other times.

Full-time student rates are \$25 per semester.  
Part-time student rates are \$10 per month, with an initial \$25 joining fee.

For more information, please contact the Center by phone at 910.846.BFIT (2348), or via our website at: [www.bccfitness.com](http://www.bccfitness.com).

**CODE OF STUDENT CONDUCT****STUDENT RIGHTS, RESPONSIBILITIES, AND PROCEDURES POLICY****I. PREAMBLE**

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate college regulations, they are subject to disciplinary action by Brunswick Community College whether or not the conduct violates both College regulations and the law. The College may take disciplinary action independent of that taken by legal authorities.

**II. STUDENT RIGHTS**

- A. Student shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina.
- B. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom on the campus. Student performance will be evaluated on an academic basis, not on opinions or conduct, and in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner.
- D. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.
- E. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Brunswick Community College may release directory information to appropriate agencies and organizations. Brunswick Community College may disseminate information concerning student achievement, honors awarded or other exemplary actions or conduct. No other records shall be made available to unauthorized personnel or groups inside or outside the College without written consent of the student involved, except under legal compulsion.

**III. Student Code of Conduct**

All students and staff have the right to a safe, peaceful and honest educational environment. Therefore, when in the judgment of Brunswick Community College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct is not to restrict student freedoms, but to protect the rights of individuals in their academic pursuits.

Therefore, students are prohibited from engaging in any conduct, which materially and adversely affects the educational process including the following:

- A. Academic dishonesty, which includes cheating, fabrication, falsification, multiple submission, plagiarism, abuse of academic material, and complicity in academic dishonesty.
- B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at college functions.
- C. Trespass includes unauthorized entry or presence on the property of the College or in a College facility or any portion thereof 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.

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 Senior Counselor that a student's conduct poses a continuing threat to the health or well being of any member of the academic community or the activities of the college, he or she may suspend the student from a course of the college until the investigation of the student's conduct can be completed. Prior to suspension, the student shall be given the opportunity to explain his or her conduct to the Senior Counselor. The instructor or administrative officer reporting the incident of student misconduct shall file a charge under Section IV, C.1 with Senior Counselor within one working day following the incident. The Senior Counselor shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV.C.

#### B. Responsibility for Implementation

The Senior Counselor is responsible for implementing student discipline procedures.

#### C. Disciplinary Procedures.

In order to provide an orderly procedure for handling student disciplinary cases, the following procedures shall be followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the Senior Counselor against any student or student organization for violations of college regulations. The individual(s) making the charge must submit a written statement which includes:
    - a. Name of the student(s) involved;
    - b. The specific code(s) of conduct violated;
    - c. A description of the incident(s), including the time, place, and date of the incident(s);
    - d. Names of person(s) directly involved or witnesses to the incident(s), and
    - e. Any action taken that related to the matter.The statement of the charge should be forwarded directly to the Senior Counselor.
  2. *Preliminary Investigation and Decision*: Within five (5) working days after the charge is filed, the Senior Counselor shall complete a preliminary investigation of the charge which shall include a meeting with the student. During the meeting, the student shall be presented with the evidence against him/her and shall be given the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Senior Counselor or where the student refuses to cooperate, the Associate Vice President of Student Services and Enrollment Management shall send a certified letter to the student's last known address which shall inform the student of the charges, the results of the Associate Vice President of Student Services and Enrollment Management's preliminary investigation, the decision, and the appeals procedure (Section VI).
  3. Within five (5) working days after the charge is file, the Senior Counselor shall send the student the decision by certified mail, return receipt requested. The decision shall include a statement of the Senior Counselor's determination of whether the student violated the Student Code.
- D. If the Senior Counselor determines that the student violated the Student Code, the decision shall include:
1. A statement of the specific provision(s) of the Student Code that the student violated;
  2. A statement of sanctions imposed;
  3. A statement of the student's right to appeal the decision;
  4. Instructions governing the appeals procedure (Section VI); and
  5. A list of people in the Disciplinary Review Committee pool.
- E. If the Senior Counselor determines that the student did not violate a provision of the Student Code, then the decision shall state that the charge has been dismissed.

F. The Senior Counselor shall send a copy of the statement of the charge and his/her decision to the Associate Vice President of Student Services and Enrollment Management.

## **V. Sanctions**

- A. Reprimand: A written communication which gives official notice to the student that he/she has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.
- B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code without further penalty; secondly, if he/she errs again, additional sanctions will be imposed for this violation. The probation will be in effect for no more than two (2) semesters.
- C. Restrictive Probation: Restrictive Probation results in loss of good standing and notation of such is made in the college community. Generally the individual will not be eligible for initiation into any local or any national organization and may not participate in any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.
- D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.
- E. Emergency Suspension: Exclusion from class(es), and/ or all other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- G. Withholding diploma or right to register: Imposed when financial obligations are not met.
- H. Suspension: Exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, for repeated misconduct. Students who receive this sanction must get specific written permission from the Senior Counselor before returning to campus.
- I. Expulsion: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the Senior Counselor or the President.
- J. Group Probation: This is given to a college club or other organization/ group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K. Group Restriction: Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one

semester). While under restriction the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

- L. Group Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Recharter after that time must be approved by the President.

## **VI. Appeals Procedure**

- A. Notice of Appeal  
A student who disagrees with the decision of the Senior Counselor may request a hearing before a Disciplinary Review Committee. The student must deliver a written request for a hearing to the President within three (3) working days of receipt of the Dean's decision. The request for a hearing must also include the names of those persons in the Disciplinary Review Committee pool to whom the student objects and the reasons why the student objects to those persons reviewing the charges against him/ her.
- B. Appointment of Disciplinary Review Committee
  1. Within three (3) working days after receiving the request for a hearing, the President shall appoint a Disciplinary Review Committee pool, select a chair, and send the chair a copy of the Senior Counselor's decision.
  2. Composition of the Disciplinary Review Committee pool - The Disciplinary Review Committee Pool shall be composed of nine (9) members appointed as follows:
    - a. Three faculty members appointed by the President of the College.
    - b. Three staff member appointed by the President of the College
    - c. Three student members recommended by the Student Government Association and appointed by the President of the College.
    - d. Committee members will serve at the pleasure of the President with replacements appointed by the President as necessary.
  3. Composition of a Disciplinary Review Committee
    - a. Each Disciplinary Review Committee shall be composed of one staff member, one student member, and one faculty member from the Disciplinary Review Committee pool.
    - b. The President shall appoint the members of a Disciplinary Review Committee.
    - c. The President shall appoint one of the members of a Disciplinary Review Committee to chair the Committee.
    - d. The President shall not appoint to a Disciplinary Review Committee any person to whom the student has made a reasonable objection.
- C. Procedures for Hearings before a Disciplinary Review Committee.
  1. Within five (5) days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the Senior Counselor and the



- student shall be invited. During the preliminary hearing:
- a. The Senior Counselor shall provide a written statement of charges against the student which shall include the information listed in Section IV.C.1.;
  - b. The Committee shall set a date and time for the hearing no later than five (5) working days from the date of the preliminary hearing;
  - c. The Committee shall provide the student with a statement of his basic procedural rights in Section VI. C. 2.;
  - d. The Senior Counselor and the student shall exchange any documents they expect to present to the Disciplinary Review Committee.
  - e. The student shall provide the Senior Counselor and the Committee with his/her current address and telephone number.
  - f. 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 three working 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 know the identity of the person(s) bringing the charge(s) against him/her.
  - d. The right to hear the evidence against him/her and the right to cross-examine witnesses against him/her.
3. The Conduct of the Committee Hearings
- Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
- The student
  - The Senior Counselor; and
  - Witnesses who shall:
    - a. Give testimony singularly and in the absence of other witnesses; and
    - b. Leave the Committee meeting room immediately upon the completion of their testimony.
    - c. The hearing will be tape-recorded. Tapes will become the property of the college, and access to them will be determined by the President. All tapes will be filed in the office of the Associate Vice President of Student Services and Enrollment Management. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.
- d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
  - e. Within two 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.
  - f. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.
  - g. Decisions of the Committee shall be in writing and contain at least:
    - a statement of the specific provisions of the Student Code that the student violated and a description of the facts supporting that conclusion; and
    - a statement of recommended sanction which shall be no greater than the sanction imposed by the Senior Counselor; or
    - a statement that the charges were not proven by a preponderance of the evidence.
  - h. Within one (1) working day of the decision of the Committee, the Chairperson of the Committee shall deliver a copy of the decision to the Associate Vice President of Student Services and Enrollment Management and send a copy of the decision by certified mail, return receipt requested, to the student's last known address.
- D. Appeal to the President
- If a student desires to appeal a decision of a Disciplinary Review Committee, he/she must deliver a written request for such appeal to the President within three (3) working days of receipt of the Committee's decision. The President shall have the authority to affirm, remand, modify or reverse the decision of the findings of the Committee. Within (10) working days of receiving the appeal, the President shall send the decision to the student by certified mail, return receipt requested.
- E. Appeal to the Board of Trustees
- If the student desires to appeal the President's decision to the Board of Trustees, he/she must deliver a written request for such appeal to the President within three (3) working days of receipt of the President's decision. The student's request for appeal must include a detailed explanation of why he/she believes the Board of Trustees should review the President's decision. If the Board decides that the student's specified reasons for review do not warrant further review of the President's decision, then the Board shall affirm the President's decision. If the Board of Trustees decides that it should review the President's decision, then the Board or a duly appointed committee of the Board shall review the record of the hearing, the Committee's decision, and the President's decision. The Board of Trustees shall have the authority to affirm, modify, or reverse the decision of the President or remand the matter to the President for further action. The Board of Trustees shall send its decision to the student by certified mail,

return receipt requested, within sixty (60) days of the receipt of the student's appeal. The decision of the Board of Trustees is final.

**F. Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal**

1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue his or her appeal, to appear or to be represented at any hearing, or otherwise to meet his or her other obligations under these procedures, then the last decision rendered on behalf of the college will stand as final, and all proceedings will be terminated. The college shall make every reasonable effort to comply with the timeliness requirements specified in the Student Code. The President or the Board shall investigate failures to comply with the timeliness requirements specified in the Student Code.

The President or the Board shall investigate failures to comply with the timeliness requirements and take appropriate action. The college's failure to meet any deadline shall not exempt the student from any sanctions under the Student Code.

2. A student's decision to withdraw from school during a disciplinary proceeding shall not affect the college's right to continue the disciplinary process or impose sanctions.

## **VII. Student Grievance Procedure**

**A. Purpose**

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences, or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Associate Vice President of Student Services and Enrollment Management. Because of the sensitive nature of this kind of complaint, a conference with the Associate Vice President of Student Services and Enrollment Management will replace the first step of the grievance procedure. The Associate Vice President of Student Services and Enrollment Management will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

**B. Procedures**

**1. First Step**

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten working

days of the incident which generated the complaint.

**2. Second Step**

If the grievance is not resolved at the informal conference, the student may file a written grievance no later than 14 working days from the incident which generated the complaint. A Grievance Form shall be made available to the student by the Associate Vice President of Student Services and Enrollment Management. The Associate Vice President of Student Services and Enrollment Management will explain the grievance process to the student.

The Associate Vice President of Student Services and Enrollment Management shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two working days after receipt of the grievance form from the student. The Associate Vice President of Student Services and Enrollment Management will then refer the grievance to the immediate supervisor involved no later than 2 working days after receipt of the grievance from the student. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the Associate Vice President of Student Services and 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 component concerned.

**3. Third Step**

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit the request within five working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

The Associate Vice President of Student Services and Enrollment Management shall notify immediately the President who shall insure that the committee is organized in a manner that is appropriate. The Associate Vice President of Student Services and Enrollment Management will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action. The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, in the absence of other witnesses. The committee may interview any additional witnesses that it

considers necessary to render a fair decision.

The committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the President of the college within two working days of the Committee's decision.

4. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the college within ten working days of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within ten working days of receipt of the grievant's appeal. The decision of the President is final.

C. The Student Grievance Committee

The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the Student Government Association.
2. Two faculty members recommended by The Associate Vice President of Academic Services and Student Affairs.
3. One Student Services staff member recommended by the Associate Vice President of Student Services and Enrollment Management.

*Approved by the Brunswick Community  
College Board of Trustees, January 5, 1997  
Revised, May 26, 2011*

**STUDENT GOVERNMENT ASSOCIATION  
CONSTITUTION AND BYLAWS**

**CONSTITUTION**

**Preamble**

We, the students of Brunswick Community College, in order to establish better communications, relationships, and understanding among students, faculty, staff, and trustees to better the College community in leadership, citizenship, responsible conduct, do ordain and establish this Constitution of the Student Government Association for the students of Brunswick Community College.

**Article I**

**Name/Mascot/Objective**

Section 1.

The name of this organization shall be known as the Student Government Association of Brunswick Community College.

Section 2.

The mascot adopted shall be the Dolphin.

Section 3.

The objectives of the Student Government Association are:

1. To promote the welfare of the students.
2. To advise and work with the administration in the improvement of student life.
3. To establish an annual budget and plan activities with the collected Activity Fee.

**Article II**

**Membership**

Membership shall be open to every full-time and part-time curriculum student who pays the student activity fee and shall extend to these individuals the privilege of participating in all activities sponsored by the Student Government Association.

**Article III**

**Executive Council Authority and Composition**

The executive powers of the student body shall be vested in the Executive Council, composed of the student body President, Vice President, Secretary, Treasurer, and Parliamentarian, each of whom shall be elected by a simple majority of members of the Association, voting in a general election held annually in the spring semester each year.

1. The requirement for being elected to an executive office and holding that office throughout the term shall be as follows:
  - a. Be a full-time curriculum student
  - b. At all times throughout the term be in good standing with the College both academically and otherwise.
  - c. Must maintain an overall 2.0 grade point average.
2. The terms of office for all executive officers shall be one year, beginning July 1 and ending with graduation of the next calendar year.

**Article IV**

**Student Senate**

The Student Senate officers shall consist of two representatives from each curriculum, one acting and one alternate. Voting in each curriculum shall be by simple majority.

The requirements for being elected a Student Senator and holding the office throughout the term shall be as follows:

1. Enroll in a minimum of 9 credit hours.
2. At all times be in good standing with the College, both academically and otherwise.
3. Maintain an overall 2.0 grade point average.

**Article V**

**Meetings of the Association**

- Regular Meetings - Executive Council shall schedule a time and place for regular meetings.
- Senate Meetings - The Student Senate shall hold one regular meeting each month.

**Article VI**

**Amendment**

The Senate, whenever necessary, shall propose amendments of the Constitution. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments will rest with the SGA Executive Council and Associate Vice President of Student Services and Enrollment Management (née Vice President for Student Services).

**Article VII**

**Ratification**

The Constitution and amendments to it shall be adopted upon approval by two-thirds vote of the Student Senate. These adoptions are subject to approval of the Associate Vice President of Student Services and Enrollment Management (née Vice President for Student Services).

**BYLAWS**

**STUDENT GOVERNMENT ASSOCIATION**

**Article I**

**Purpose of the SGA Bylaws**

The Bylaws are the working rules of the SGA and are subject to change by approval of the Student Senate. Two-thirds majority is required to change the Bylaws. The Bylaws must not conflict with the Constitution of the SGA.

**Article II**

**Amendments**

The Senate, whenever necessary, shall propose amendments of the Bylaws. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments rests with the Assistant Associate Vice President of Student Services and

Enrollment Management (née Vice President for Student Services) and SGA Executive Council.

### **Article III Ratification**

The Bylaws and amendments to it shall be adopted upon approval by a two-thirds vote of the Student Senate. The adoptions are subject to the approval of the Associate Vice President of Student Services and Enrollment Management (née Vice President for Student Services) and the SGA Executive Council.

### **Article IV Quorum**

A quorum shall consist of two-thirds of the Student Senate membership to vote on issues or motions.

### **Article V Duties of the Office of President**

1. Administer and uphold the Constitution of the Association.
2. Support suggested student activities and to encourage support by Student Government Association representatives.
3. Chair all meetings as stated in Roberts Rules of Order, Newly Revised.
4. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
5. Authenticate by his/her signature, when necessary, all acts, orders, and proceedings of the assembly.
6. Be the official representative of the students of Brunswick Community College on all occasions and functions wherein participation is required.
7. Submit to the Senate such recommendations as he/she deems necessary, from time to time, in writing or in person.
8. Serve as a non-voting member of the Board of Trustees of Brunswick Community College.
9. Be the official spokesperson for the SGA.
10. Know his/her rights and the rights of the SGA.

### **Article VI Duties of the Office of Vice President**

1. To assist the President in any way necessary.
2. To fulfill the duties of the President in case of illness or absence of the President.
3. To take the office of President and to carry out the duties of the office for the remainder of the term in the event the President resigns or is unable to complete his/her term.

### **Article VII Duties of the Office of Secretary**

1. Keep a record (minutes of all the proceedings) of the meetings, both regular and special, of the organization.
2. Keep on file all committee reports and to keep a list of all existing committees and their members.
3. Keep the organization's official membership roll and to call the roll at meetings.
4. Make the minutes and records available to

members upon request.

5. Notify officers, committee members, and delegates of their election or appointment.
6. Sign all certified copies of acts of the SGA.
7. Maintain record book(s) in which the minutes are entered and to have the current record book(s) on hand at every meeting.
8. Send out to the membership a notice of each meeting, known as the "Call of the Meeting," and to conduct the general correspondence which is not a function proper to other offices or to other committees.
9. Prepare prior to each meeting an order of business for the use of the presiding officer, showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
10. In the absence of the President and Vice President, call the meeting to order and preside until the election of a Chairman Pro Tem, which should take place immediately.

### **Article VIII Duties of the Office of Treasurer**

1. To keep an accurate record of financial actions of the Student Government Association based on financial reports prepared monthly by the Business Office of Brunswick Community College.
2. To prepare and submit to the Student Government Association an annual financial report.

### **Article IX Duties of the Office of Parliamentarian**

1. Be a key consultant in the preparation for a meeting or convention and be well engaged in advance.
2. Serve as the principal advisor to the President, the officers, and the committee chairman regarding management of the meeting as it relates to actual business.
3. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
4. Assist the President in chairing the meeting according to Robert's Rules of Order, Newly Revised.

### **Article X Duties of the Student Senate**

1. Recommend rules and procedures necessary and proper to promote the general welfare of the student body.
2. Amend and approve financial matters of the Student Government Association budget.
3. Hold one regular meeting each month.
4. Attend meetings, both regular and special.
5. Conduct Student Government business by means of motions.
6. Take on the responsibilities as Chairman on special appointed committees.
7. Authorize, in the appropriate manner, the expenditure of available funds in the budget.
8. Report back to the students in their curriculums

what has taken place in the meetings.

9. Elect a President and Vice President to fulfill the regular term, in the event both are unable to carry out their duties to the extent that they were expected.
10. Make special reports on committees that were assigned to them by the President.
11. Remove and replace any chairperson or member who is found guilty of unethical actions, reasons, or conduct.

## Article XI

### Motions

1. Motions are to be made in accordance with regulations stated in Robert's Rules of Order, Newly Revised.
2. Motions are to be presented in writing.
3. Motions may be oral with the consensus of the Senate.

## Article XII

### Committees

1. The President is to be an ex-officio member to all committees.
2. A representative of the SGA will serve on the following committees of the College:
  - a. Institutional Effectiveness Team
  - b. Marketing Committee
  - c. Athletics Committee
  - d. Odell Williamson Auditorium Advisory Committee
3. Committees are to be appointed by the President.
4. The President will appoint someone to the position of chairperson and appoint committee members.
5. The President may pass appointment of committee members to committee chairmen.

## Article XIII

### Petitions

1. The Student Government Association is under no obligation to recognize petitions
2. Petitions may be presented in the form of suggestions and through each curriculum Senator in the form of motions.

## Article XIV

### Impeachment

1. The Student Senate shall have the power to try all impeachments.
2. The SGA President shall have the power of veto over impeachments.
3. Grounds for impeachment are as follows:
  - a. Actions unbecoming of a student at BCC.
  - b. If an Executive Officer or Senator is negligent of his/her SGA duties and responsibilities.
  - c. Failure to comply with any part of the Constitution or Bylaws of this organization.
  - d. Any SGA member Senator/Executive Council missing more than three (3) meetings without just cause will be subject to impeachments.

## Article XV

### Parliamentarian Authority

1. The main parliamentary authority of the Student Government Association shall be Robert's Rules of Order, Newly Revised.
2. Other parliamentary authorities shall include:
  - a. The Bylaws of the Student Government Association.
  - b. Person(s) knowledgeable of parliamentary procedures.

## Article XVI

### Visitors

Visitors will be allowed to attend Student Government Association meetings. They will be allowed only to observe. Visitors cannot participate in discussion, debate, or voting unless on special occasions when they are recognized by the Chair.

## Article XVII

### Minutes

1. Minutes are to be filed in the SGA files.
2. Minutes are to be typed and distributed within three school days after the meeting.
3. Minutes are to be distributed to Senate, one copy per person.
4. Minutes are to be posted on the student bulletin boards.

## Article XVIII

### Student Senate Meetings

1. Meetings are to be held monthly.
2. The Student Senate meetings shall be conducted according to the parliamentary procedures outlined in Robert's Rules of Order, Newly Revised.
3. A quorum shall consist of a majority of Student Senate membership.
4. To vote on issues, two-thirds majority of the Student Senate membership must be present.

## Article XIX

### Executive Council Authority

1. To dismiss any Senator who has missed three meetings without cause.
2. To have the power to veto any measure passed by the Senate.

## Article XX

### Statement of Nondiscrimination

It is the policy of Brunswick Community College that membership in student organizations is open to all eligible students in accordance with the Constitution and/or Bylaws of the various student organizations. Membership is open to all students without regard to race, color, sex, creed, religion, political affiliation, age, handicap, or national origin.

## Article XXI

### Amendment

If it is not possible for the SGA to meet in its full working capacity, at least 50% of the Senate Body shall constitute the two-thirds as required by the Constitution and Bylaws.

### Article XXII

#### Vacancies

1. Senators:  
If a Senator resigns or is impeached, the vacancy will be posted on the Student Bulletin Board for seven school days. If there are no applications, the program advisor may select a student from the curriculum. If more than one applies, the Senator will be selected by the Senators and the Executive Council.
2. Executive Officers:  
If there is a vacancy in an Executive office, the Student Senators shall have the power to appoint a new officer.

Vacancies may occur automatically under the following conditions:

1. Failure to register as a student (except during summer semesters).
2. Voluntary withdrawal from the College.
3. Suspension from the College.
4. Student not in good standing or who has had poor conduct with the SGA and the College.
5. Written resignation
  - a. A written resignation goes into effect immediately.

### Article XXIII

#### Purchase Orders

Before a requisition goes through the Business Office, it must be signed by two of the following: President, Vice President, or Treasurer. All purchase orders must be approved by the Senate Body including amounts and purpose of purchase and be reflected in the minutes of the meeting.

### Article XXIV

#### BCC Board Meetings

The SGA President will attend all BCC Board Meetings. Other members are invited to attend any Board Meeting unless it is an Executive Board closed session.

### Article XXV

#### Oath of Officers

The Oath shall take place at the first meeting after the elections in the spring semester. The Oath of office shall be as follows:

I pledge to uphold the SGA Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and administration of Brunswick Community College.

I pledge to be fair in all my endeavors and to promote good will for Brunswick Community College.

I pledge to be fair in all my responsibilities of my office, to the best of my ability and to promote harmony among all segments of the student body.

The Oath shall be administered by the Vice President of Academic and Student Affairs or the President of the College.

### Article XXVI

#### Chartering

The Brunswick Community College Student Government Association must approve the Charter of every club or organization on the campus.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

**PLEASE READ CAREFULLY!**

Federal regulations require that institutions have a satisfactory academic progress policy, which contains both quantitative and qualitative measures towards completion of his/her program to receive financial aid. The quantitative and qualitative measures used to determine academic progress must be cumulative and must include all periods of the student's enrollment. Even periods in which the student did not receive financial aid funds must be considered for ALL measures.

**QUALITATIVE MEASURES**

1. 1. STUDENTS MUST MAINTAIN A 2.0 (C) CUMULATIVE GPA.
  - a. Certain special awards may require a higher GPA.
  - b. Students who's cumulative GPA falls below a 2.0 for any semester will be placed on academic warning for the next semester enrolled. Students may receive financial aid during the warning period.
  - c. Students will be notified by letter from the Financial Aid Office when on academic warning. The student must contact the Financial Aid Office for counseling.
  - d. Students are expected to repeat all classes failed or incomplete (F, W, WF, or I).
  - e. Students who demonstrate academic progress by earning a cumulative 2.0 GPA during the academic warning period will be dismissed from warning for the next semester enrolled.
  - f. Students who do not earn a cumulative 2.0 GPA during the academic warning period will be determined to not have made satisfactory progress and financial aid will be terminated. Termination will continue until the student, at his/her expense, enrolls for a subsequent semester or semesters and earns a cumulative GPA of 2.0 or better.

**QUANTITATIVE MEASURES**

2. STUDENTS MUST PASS 67% OF ALL ACADEMIC COURSES ATTEMPTED DURING THE SEMESTER OR THEY WILL BE PLACED ON WARNING.
  - a. Developmental courses (ex. ENG 085, DMA 030) count as hours attempted for enrollment purposes but not for satisfactory academic progress. Student may receive financial aid up to 30 credits in developmental courses.
  - b. Audited classes count as hours attempted for enrollment purposes or but not for satisfactory academic progress and student may not receive funds for audited classes.
  - c. Transfer credit hours that are in the student's program of study will be counted in attempted hours. If student changes program of student attempted credits will be adjusted to what is accepted in new program.
  - d. Attempted coursework for academic progress will include withdrawals, incompletes, failings, and repeated courses. Repeated courses will be deducted from satisfactory academic progress.
  - e. Grades of F, I, W, and WF do not qualify as successful completion of hours attempted. A grade of D in some programs will not qualify either if not accepted in program of study.
  - f. Students who habitually withdraw from classes will be determined not to be making satisfactory progress and may have their financial aid terminated. If student has registered for developmental classes only, this policy will also apply. (Students should choose their coursework carefully.)
  - g. The maximum time frame to complete a program of study shall not exceed 1½ times the number of credit hours required for the program.

Example:	Standard number of credit hours required to complete program	x	150%	=	Maximum number of allowable credit hours attempted
	<u>67</u>				<u>100.5</u>

Students who are on academic warning for either qualitative or quantitative measures will not be allowed to charge to the Pell Grant at early registration; however, if the required SAP policy is met at the end of the semester, the student will be allowed to charge to a Pell Grant at regular registration. The Financial Aid Office has the discretion to hold the student's schedule from early registration so it will not dereg from the system causing the student to register again.

3. Students who withdraw from the College before the 65% point of the semester will owe money to the school. This will be calculated based on actual number of days the student was in "academic attendance". Academic attendance includes: physically attending class, submitting academic assignment, taking exam, interactive tutorial or computer-based instruction, attending school assigned study group, or participating in online discussions about academic matters and/or 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 (FA Manual 2011/2012). Examples of refunds and repayments will be made available to students upon request.



## APPENDIX C: Satisfactory Academic Progress (SAP) Policy

4. Students are allowed TWO PROGRAM CHANGES (after the initial choice) before completing a program while receiving financial aid. If a student makes more than two program changes before completing a program, financial aid will be terminated.
5. Financial Aid will not pay for a student to take a class for the third time or subsequent repeats thereafter.
6. Eligible students may receive Federal Pell Grants or State Grants during the time necessary to complete the first baccalaureate degree. In the FY 2012 budget bill, Congress changed the length of time a student may receive Pell Grant support. Effective July 1, 2012, all students are subject to a lifetime maximum of 12 semesters or its equivalent. The Department of Education (ED) has determined that this equivalency be measured according to the cumulative percentage of scheduled awards received by the student; the student's lifetime limit is thus 600 percent. For example, a student who has attended full-time for a full year will have received 100 percent of his scheduled award for that year. If this student receives payments for half-time attendance for the next full academic year (e.g., two semesters or three quarters), he will have received 50 percent of his scheduled award. At the end of the two years, this student's "lifetime eligibility used" (LEU) is 150 percent.

The law eliminated any grandfathering for this provision. Thus, all students are affected come July 1. Once all past Pell Grant usage is totaled, any student who's LEU equals or exceeds 600 percent may not receive additional Pell Grant funds.

7. Students who return to BCC after an absence of one semester or more will have their academic status carried forward.
8. Students must be formally admitted to an eligible program of study at BCC and have all required documents submitted to the Financial Aid Office (without error and on time) as deemed necessary by the Financial Aid Office. This includes official high school and all official college transcripts. College transcripts must be evaluated before any funds will be issued.
9. On the first day of classes, students are required to have each of their instructors sign an attendance form (provided by the Financial Aid Office) stating that the student is enrolled and attended the first day of class. If the student is taking a distance learning class, the student must add online to the attendance form under instructor's signature and submit for by deadline date.

### **MITIGATING CIRCUMSTANCES**

Students with mitigating circumstances are encouraged to use the appeal process. The circumstances must be properly documented and will be evaluated by the Financial Aid Office/Committee. This policy pertains only to financial aid recipients and is not applicable for the purpose of continued enrollment, since such determinations are made according to other institutional policies. Examples of mitigating circumstances include illness or injury to the student and illness or death of a student's immediate family member.

### **APPEAL PROCESS FOR FINANCIAL AID**

1. The Financial Aid Office shall inform the student in writing of financial aid termination.
2. If the student desires to appeal the termination of financial aid, the student must indicate in writing to the Financial Aid Director the reason why he/she did not make satisfactory progress and why financial aid should not be terminated. The student must request an Appeal for Waiver of Unsatisfactory Progress form from the Financial Aid Office, complete it and submit form and all required documentation to the Financial Aid Office within ten working days from the date on the letter of notification of ineligibility. The Financial Aid Director will process the appeal or present the appeal to the Financial Aid Committee to be reviewed and respond in writing to the student about the committee's/ Director's decision. If student's appeal is approved, student will be placed on academic probation.
3. If the committee/Director denies the student's appeal, he/she may appeal in writing to the Associate Vice President of Student Services and Enrollment Management within five school days of the date of the denial letter. The Associate Vice President will respond to the student, in writing, of the decision.

**IT IS THE STUDENT'S RESPONSIBILITY TO FILE THE PAPERWORK IF THEY DECIDE TO WITHDRAW OR NOT ATTEND SCHOOL AFTER REGISTERING FOR CLASSES. IF THE STUDENT DOESN'T FILE THE PROPER PAPERWORK WITHIN THE APPROPRIATE TIME, HE/SHE WILL BE RESPONSIBLE FOR ALL CHARGES INCURRED FROM REGISTERING.**

**RETURN OF TITLE IV (R2T4) POLICY/PROCEDURES**

**WITHDRAWAL FROM ALL CLASSES**

Students considering completely withdrawing from the college should consult with the Counseling Office to see what effect the withdrawal will have on their academic careers. They then should consider the effect on their financial aid status. The following information will provide an overview of how the withdrawal process correlates with Financial Aid. Please read it very carefully before completing your withdrawal form and submitting it to the Registrar's Office.

**TREATMENT OF FEDERAL FINANCIAL AID FUNDS (TITLE IV AID)**

Students earn financial aid each time they attend class. For that reason, Federal funds (Pell Grant, Academic Competitiveness Grant, FSEOG) may need to be returned if they withdraw before the end of the semester. The student must complete 60 percent of the semester (usually 11 weeks) or he/she may be required to repay all or part of the financial aid disbursed for that semester.

Once the Registrar's Office processes the withdrawal, the academic record is updated and the Business Office is notified. You will be charged according to the last date of attendance on your withdrawal form. The Financial Aid Office will determine the amount of financial aid you have "earned" and the amount for which you are not eligible ("unearned").

The amount of federal funds returned to the federal programs due to an official or unofficial withdrawal will be determined based on the date the withdrawal process begins or the last date of attendance/participation (internet, information highway classes). If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50% point of the semester. Instructors are contacted to determine the last date of attendance/participation. If the amount of funds disbursed to the student is less than they have earned, due to a post-withdrawal disbursement the student will be awarded the additional funds

The unearned portion of the funds will be returned to the Department of Education within 45 days. Financial Aid Office will notify the Business Office and the student as to the amount of the unearned portion.

To calculate the completed portion of the semester, divide the number of days you attended by the number of days in the semester. The number of days in each semester begins with the first day of class and ends with the last day of class. Semester breaks of five or more consecutive days are not included in the calculation; however, weekends are counted. The Return to Title IV software will be used to make this determination.

Unearned federal financial aid must be returned to the appropriate funds in the following order:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Examples of common withdrawal/refund situations and refund schedules are available in the Financial Aid Office.

\*\*Withdrawal date is defined as the student's last date of recorded attendance or participation (internet, information highway classes)

**CONSEQUENCES OF WITHDRAWING FROM ALL CLASSES**

If a student withdraws from all of their classes:

- All or part of the financial aid may be reduced or canceled.
- The student may have a balance due to Brunswick Community College because the financial aid award was adjusted.
- A hold will be placed on the academic record and the student will not be able to request transcripts, register for classes, etc, until they pay the amount owed to Brunswick Community College as a result of the withdrawal.
- The student's credit history may be negatively affected when Brunswick Community College reports the overdue account to an external credit agency.
- The student may not meet the satisfactory academic progress (SAP) requirements for continued financial aid assistance. Future financial aid may be jeopardized.

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**Legend**

- A Administration Building (Student Center)
- B Science and Health Education Building
- C Classroom Building
- D Business and Technical Center
- E Business Administration Program Building
- F Business Administration Program Annex
- G Information Building
- H Center for the Performing Arts (Theater Building)
- I Student Union
- J Early Childhood Education Center
- K Applied Health Sciences Facility
- L Child Care Center (Aquatics Center)
- M Child Development Center
- N Student Hall
- O Student Service Center

**Parking**

- Lot 1: Quadrate
- 2: Faculty/Student
- 3: Student
- 4: Quadrate
- 5: Faculty
- 6: Student
- 7: Student
- 8: Quadrate

**BRUNSWICK**  
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