Sandhills
COMMUNITY COLLEGE

COLLEGE CATALOG

LEARN • ENGAGE • BELONG

2025-2026

Issue No. 44 • Fall 2025

TABLE OF CONTENTS

College Catalog **18**
Welcome 18
Academic Calendar 20
Mission and Programs 23
Admission and Registration 31
Tuition and Fees 38
Student Records 43
Financial Aid 46
Student Services 54
Student Conduct 65
Campus Police and Public Safety 76
Information Technology 84
Policies and Procedures 89
Workforce Continuing Education (WCE) Career Credit 118
Workforce Continuing Education (WCE) Programs (Career Credit) 120
Compliance Statements 125
Programs **137**
Accounting (A25800) 137
Accounting - Bookkeeping (C25800) 138
Advanced EMT (C45340) 139
Architectural Technology (A40100) 140
Architectural Technology (C40100) 143
Associate in Applied Science General Education Electives 144
Associate in Arts (A10100) 145
Associate in Arts in Teacher Preparation (A1010T) 150
Associate in Engineering (A10500) 155
Associate in Fine Arts in Music (A10700) 160
Associate in Fine Arts in Theatre - Acting (A10800A) 164
Associate in Fine Arts in Theatre - Technical (A10800T) 168
Associate in Fine Arts in Visual Arts (A10600) 172
Associate in General Education (A10300) 176
Associate in General Education Emergency Medical Science (A10300EM) 178
Associate in General Education Health Science Partnership (A10300HP) 180
Associate in General Education Medical Laboratory Technician (A10300ML) 182
Associate in General Education Nursing (A1030N) 184
Associate in General Education Radiography (A10300RG) 186
Associate in General Education Respiratory Therapy (A10300RT) 188
Associate in General Education Surgical Technology (A10300ST) 190
Associate in General Education Therapeautic Massage (A10300MT) 192
Associate in Science (A10400) 194
Associate in Science in Teacher Preparation (A1040T) 198
Automotive Systems Technology (A60160) 202
Automotive Systems Technology (D60160) 204
Automotive Systems Technology - Automotive Management (C60160A) 205
Automotive Systems Technology - C-Tech (C60160C) 206
Automotive Systems Technology - Light-Duty Diesels & Emerging Technologies (C60160LD) 208
Aviation Management (A60180A) 209
Baking and Pastry Arts (A55130) 211
Baking and Pastry Arts (C55130) 212
Basic Law Enforcement Training (C55120) 213
Building Construction Technology (A35140) 214

Building Construction Technology (C35140)....216
Business Administration (A25120B)....217
Business Administration (D25120)....219
Business Administration - Banking and Finance (C25120B)....221
Business Administration - Entrepreneurship & Small Business Management (C25120)....222
Business Administration - Hospitality Management (A25120H)....223
Business Administration - Hospitality Management (C25120H)....225
Business Administration - Human Resource (C25120R)....226
Civil Engineering Technology (A40140)....227
Civil Engineering Technology (C40140)....229
Collision Engineering Technology (A60130CE)....230
Collision Repair & Refinishing Technology (A60130CR)....232
Collision Repair & Refinishing Technology (D60130)....234
Collision Repair & Refinishing Technology - Non-Structural Repair (C60130N)....235
Collision Repair & Refinishing Technology - Paint and Refinishing (C60130P)...236
Collision Repair & Refinishing Technology - Structural Repair (C60130S)....237
Collision Repair and Refinishing Technology - Automotive Fabrication (C60130C)....238
Computed Tomography Imaging Technology (C45200C)....239
Computer Engineering Technology - Cybersecurity (A40160SE)....240
Computer Engineering Technology - Generalist (C40160CE)....242
Computer Engineering Technology - Hardware and Software Support (A40160SU)....243
Computer Engineering Technology - Hardware and Software Support (C40160SU)....245
Computer Engineering Technology - Medical Equipment Support (A40160ME)....246
Computer Engineering Technology - Networking (A40160NE)....248
Computer Engineering Technology - Networking (C40160NE)....251
Computer Engineering Technology - Security (C40160SE)....252
Computer Engineering Technology - Support Professional (C40160PR)....253
Construction Management Technology (A35190)....254
Construction Management Technology (C35190)....255
Cosmetology (A55140)....256
Cosmetology (C55140)....258
Cosmetology (D55140)....258
Criminal Justice Technology (A55180)....260
Criminal Justice Technology (C55180)....262
Criminal Justice Technology - Forensic Science (A5518C)....263
Criminal Justice Technology - Forensic Science (A5518C)....264
Criminal Justice Technology - Forensic Science (C5518C)....266
Culinary Arts (A55150)....267
Culinary Arts (C55150)....269
Culinary Arts - Restaurant Management (C55150R)....270
Early Childhood Education (A55220E)....271
Early Childhood Education - Administration (C55220A)....273
Early Childhood Education - Birth-Kindergarten Licensure Transfer (A55220L)....274
Early Childhood Education - Infant/Toddler Care (C55220IT)....276
Early Childhood Education - Non-Teaching Licensure Transfer (A55220NL)....277
Early Childhood Education - Preschool (C55220PC)....279
Elementary Education Residency Licensure (C55490)....280
Emergency Medical Science (A45340)....281

Emergency Medical Science (D45340)....283
Emergency Medical Science Bridging....284
Environmental Engineering Technology (A40150)....285
Environmental Engineering Technology (C40150)....287
Fire Protection Technology (A55240)....288
Fire Protection Technology - Fire Inspection (C55240F)....290
Fire Protection Technology - Fire Management (C55240M)....290
Fire and Rescue Training - WCE....291
Geomatics Technology (A40420)....292
Geomatics Technology (C40420)....295
Health Information Technology (A45360)....296
Health and Fitness Science (A45630)....298
Health and Fitness Science (C45630)....300
Information Technology - Apple Swift Programming (C25590SP)....301
Information Technology - Computer Database (C25590DB)....302
Information Technology - Computer Programming and Development (A25590CP)....303
Information Technology - Generalist (C25590CG)....305
Information Technology - Programming C# (C25590PC)....306
Landscape Gardening (A15260L)....306
Landscape Gardening (C151260)....308
Landscape Gardening - Greenhouse Grower (C15260G)....309
Landscape Gardening - Landscape Construction (C15260C)....311
Landscape Gardening - Landscape Design (C15260D)....312
Medical Laboratory Technology (A45420)....313
Medical Office Administration (C25310M)....314
Medical Office Administration - General (A25310G)....315
Medical Office Administration - Medical Coding and Billing (A25310M)....317
Medical Office Administration - Medical Coding and Billing (C25310C)....319
Medical Office Administration - Patient Services (A25310P)....320
Nurse Aide (C45840)....321
Nursing (A45110)....322
Office Administration (A25370)....323
Office Administration (C25370)....325
Office Administration - Customer Service Representative (C25370CS)....326
Professional Pilot (A60180P)....327
Professional Pilot - Instrument Pilot (C60180IP)....329
Professional Pilot - Private Pilot (C60180PP)....330
Radiography (A45700)....331
Respiratory Therapy (A45720)....333
Surgical Technology (A45740)....335
Surgical Technology (D45740)....336
Therapeutic Massage (A45750)....338
Therapeutic Massage (D45750)....339
CCP Programs....341
Career & Colleg Promise College Transfer Pathway Leading to the Associate in Fine Arts in Music P1072C....341
Career & College Promise College Transfer Pathway Leading to the Associate Degree Nursing P1032C....344
Career & College Promise College Transfer Pathway Leading to the Associate in Arts P1012C....347
Career & College Promise College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation P1012T....350
Career & College Promise College Transfer Pathway Leading to the Associate in Engineering P1052C....353

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Theatre P1082C....356
Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts P1062C....360
Career & College Promise College Transfer Pathway Leading to the Associate in Science P1042C....363
Career & College Promise College Transfer Pathway Leading to the Associate in Science in Teacher Preparation P1042T....366
Career Techincal Pathway - Accounting and Finance - Bookkeeping....369
Career Technical Pathway - Architectural Technology....371
Career Technical Pathway - Automotive Systems Technology - Automotive Management....372
Career Technical Pathway - Aviation - Aviation Management....374
Career Technical Pathway - Baking and Pastry Arts....375
Career Technical Pathway - Business Administration - Banking and Finance....377
Career Technical Pathway - CET - Hardware and Software Support....379
Career Technical Pathway - Civil Engineering Technology....381
Career Technical Pathway - Collision Repair and Refinshing Technology - Automotive Fabrication....383
Career Technical Pathway - Cosmetology....385
Career Technical Pathway - Criminal Justice Technology....386
Career Technical Pathway - Culinary Arts....387
Career Technical Pathway - Early Childhood Education - Preschool....389
Career Technical Pathway - Emergency Medical Science - EMT....390
Career Technical Pathway - Environmental Engineering Technology....391
Career Technical Pathway - Fire Protection....392
Career Technical Pathway - Geomatics Technology....394
Career Technical Pathway - Health and Fitness Science....395
Career Technical Pathway - IT - Generalist....397
Career Technical Pathway - Landscape Gardening....399
Career Technical Pathway - Medical Office Administration....400
Career Technical Pathway - Nurse Aide....402
Career Technical Pathway - Office Administration....403
WCE CCP - ABB Robotics....405
WCE CCP - Carpentry Level 1....406
WCE CCP - Construction....407
WCE CCP - Electrical Level I....408
WCE CCP - Electrocardiogram Technician....411
WCE CCP - Emergency Medical Technician....412
WCE CCP - Firefighter Academy....413
WCE CCP - HVAC Core Skills....414
WCE CCP - Medical Administrative Assistant....417
WCE CCP - NCCER Core Essentials and Fundamentals of Crew Leadership....418
WCE CCP - NCCER Welding Level 1....419
WCE CCP - Nurse Aide I....420
WCE CCP - Pharmacy Technician....422
WCE CCP - Plumbing Core Skills....423
COURSE DESCRIPTIONS BY COURSE DISCIPLINE PREFIX....427
AEMT Clinical Practicum....427
Abnormal Psychology....427
Accounting Software Appl....427
Acct Spreadsheet Appl....428
Acting I....428
Acting II....428
Acting for the Camera I....428

Active Play....429
Adv Auto Electricity....429
Adv Monitoring/Procedures....429
Adv SUR Clinical Practice....429
Adv Skills of Massage....430
Adv Theoretical Concepts....430
Adv Word Processing....430
Adv. Cake Design & Decorating....430
Adv. Friction Ridge Analy....431
Adv. Patient Assessment....431
Advanced Airway Management....431
Advanced C# Programming....431
Advanced EMT....432
Advanced Film Studies....432
Advanced Issues/LSG....432
Advanced JAVA Programming....432
Advanced Plant Materials....433
Aerobics I....433
African-American History....433
African-American Literature....433
Air Navigation....434
Air Traffic Control....434
Air Transport Pilot....434
Air Transportation....434
Aircraft Structures....435
Airport Management....435
Algebra/Trigonometry I....435
American Government....436
American History I....436
American History II....436
American Literature I....437
American Literature II....437
American Women's Studies....437
Analog Electronics I....438
Anatomy and Physiology I....438
Anatomy and Physiology II....438
Appl Software for Tech....439
Applied Music I....439
Applied Music II....439
Applied Music III....439
Applied Music IV....440
Arboriculture Practices....440
Archaeology....440
Architectural CAD....440
Art Appreciation....441
Art History Survey I....441
Art History Survey II....441
Artificial Intel. Fundamentals....442
Artificial Intelligence I....442
Artisan & Specialty Bread....442
Aural Skills I....442
Aural Skills II....443
Aural Skills III....443
Aural Skills IV....443
Auto Custom Fabrication....444

Auto Transm/Transaxles....444
Autobody Estimating....444
Automotive Detailing....444
Automotive Servicing I....445
Aviation Laws and FARs....445
Aviation Management....445
Aviation Meteorology....445
Avionics....446
BMET Instrumentation I....446
Backpacking....446
Baking I....446
Baking II....447
Band I....447
Band II....447
Band III....447
Band IV....448
Basic Anat & Physiology....448
Basic CAD....448
Basic Landscape Technique....448
Basic Law Enforcement BLET....449
Basic PC Literacy....449
Basic Transp Electricity....449
Basic Welding Processes....449
Basic Welding for Transp....450
Basketball-Beginning....450
Biological Psychology....450
Brake Systems....450
Brakes Systems Lab....451
Brief Calculus....451
British Literature I....451
British Literature II....452
Building Construction....452
Business Communication....452
Business Finance....452
Business Law I....453
Business Math....453
C# Programming....453
C++ Programming....453
C-P Anatomy & Physiology....454
C-P Pathophysiology....454
Cake Design & Decorating....454
Calculus I....455
Calculus II....455
Calculus III....456
Canoeing-Basic....456
Cardiology I....456
Cardiology II....456
Career Preparation....457
Ceramics I....457
Ceramics II....457
Chem of Hazardous Mat I....457
Child Development I....458
Child Development II....458
Child Guidance....458
Child Psychology....459

Child, Family, and Community....459
Children With Exceptionalities....459
Children's Theatre....460
Chorus I....460
Chorus II....460
Chorus III....460
Chorus IV....461
Circuit Analysis I....461
Civil Liability....461
Class Music I....461
Class Music II....462
Class Music III....462
Class Music IV....462
Clinical Chemistry I....462
Club & Resort Management....463
College English Skills....463
College Physics I....463
College Physics II....464
Commercial Flight Theory....464
Commercial Wiring....464
Community-Based Corrections....465
Comparative Cultures....465
Comparative Government....465
Complex Health Concepts....466
Computer Graphics I....466
Computer Upgrade/Repair I....466
Computer Upgrade/Repair II....467
Concepts of Essential Math/Sta....467
Conceptual Physics....467
Conceptual Physics Lab....468
Constitutional Law....468
Constr Matls & Methods....468
Construction I....468
Construction II....469
Construction Management Fund....469
Construction Mtls & Methods....469
Contemp Hair Coloring....469
Contemporary Cuisines....470
Corrections....470
Cosmetology Concepts I....470
Cosmetology Concepts II....470
Cosmetology Concepts III....471
Cosmetology Concepts IV....471
Cost Control-Food & Bev....471
Court Procedure & Evidence....471
Creative Activities....472
Creative Writing I....472
Creative Writing II....472
Crime Scene Photography....473
Crime Scene Processing....473
Criminal Law....473
Criminalistics....473
Criminology....474
Crisis Intervention....474
Critical Care Concepts....474

Critical Thinking.....474
Culinary Skills I.....475
Culinary Skills II.....475
Cultural Anthropology.....475
Cultural Studies.....475
Curriculum Planning.....476
Customer Experience.....476
Cutting Processes.....476
Database Concepts.....476
Database Programming I.....477
Defense Tactics for EMS.....477
Descriptive Astronomy.....477
Descriptive Astronomy Lab.....477
Dessert/Bread Production.....478
Detection & Investigation.....478
Developmental Psych.....478
Diagnostic Coding.....478
Differential Equations.....479
Digital Design I.....479
Digital Electronics.....479
Digital Photography I.....480
Drawing I.....480
Drawing II.....480
EMS Bridging Course.....481
EMS Capstone.....481
EMS Clinical Pract III.....481
EMS Clinical Practicum I.....481
EMS Clinical Practicum II.....481
EMS Clinical Practicum IV.....482
EMS Instructor Methodology.....482
EMS Management.....482
EMT.....482
Early Child Capstone Prac.....483
Early Child Intro Pract.....483
Early Childhood Admin I.....483
Early Childhood Admin II.....484
Educational Psychology.....484
Educational Technology.....484
Educator Preparation Practicum.....485
Effective Instructional Enviro.....485
Effective Teach Train.....485
Elementary ASL I.....486
Elementary ASL II.....486
Elementary French I.....486
Elementary French II.....487
Elementary Spanish I.....487
Elementary Spanish II.....487
Emergency Management.....488
Emergency Vehicles & EMS Comm.....488
Emerging Technologies.....488
Eng and Design Graphics.....488
Engine Performance 1.....489
Engine Performance 2.....489
Engine Repair.....489
Engine Repair Lab.....489

Engineering Graphics....490
Engineering Statics....490
Engines & Systems....490
Ensemble I....490
Ensemble II....491
Ensemble III....491
Ensemble IV....491
Enterprise Networking....492
Entrepreneurship I....492
Environmental Biology....492
Environmental Biology Lab....493
Environmental Law....493
Environmental Systems....493
Ethical Hacking With Python I....493
Ethics & Comm Relations....494
Ethics of Massage....494
European Cakes and Tortes....494
Exercise Programming....494
Exercise Science....495
Exploration Activities....495
Fall Gardening Lab....495
Family Health Concepts....496
Federal Income Taxes....496
Figure Drawing I....496
Fire Fighting Strategies....496
Fire Instructor I & II....497
Fire Prevention & Public Ed....497
Fire Protection Law....497
Fire Service Supervision....497
First Aid & CPR....498
Fit and Well for Life....498
Fitness & Exer Testing I....498
Fitness Facility Mgmt....499
Flight Dynamics....499
Flight Safety....499
Flight-CFI....499
Flight-Commercial Pilot....500
Flight-Instrument Pilot....500
Flight-Multi-Engine....500
Flight-Private Pilot....501
Food & Beverage Serv Lab....501
Food & Beverage Service....501
Food Truck Operations....501
Food Truck Prod & Service....502
Footwear and Tire Imprint....502
Forensic Psychology....502
Foundations of Education....503
Friction Ridge Analysis....503
Fruit & Vegetable Prod....503
Fundamentals of Massage....503
Fundamentals of Music....504
Garde Manger I....504
Gen, Org, & Biochem Lab....504
Gen, Org, & Biochemistry....504
General Anthropology....505

General Biology I....505
General Biology II....505
General Chemistry I....506
General Chemistry II....506
General Microbiology....506
General Physics I....507
General Physics II....507
General Psychology....507
Geology....508
Global Cuisines....508
Green Bldg & Design Concepts....508
Greenhouse Operations....508
Greenhouse Production....509
Group Exer Instruction....509
Health Care Concepts....509
Health Psychology....509
Health System Concepts....510
Health and Fitness Law....510
Health, Safety and Nutrition....510
Health-Illness Concepts....511
Hematology/Hemostasis I....511
Hematology/Hemostasis II....511
Hispanic Civilization....511
History of Aviation....512
Holistic Health Concepts....512
Hor Bus Entrepreneurship....512
Hort Pest Management....512
Hot and Cold Desserts....513
Human Factors in Aviation....513
Human Resource Management....513
Human Resource Mgmt-Hosp....513
Human Sexuality....514
Human Values and Meaning....514
Humanities I....514
Humanities II....515
Hydraulics & Water Dist....515
Hydrology & Erosion Control....515
IT Foundations....515
Image Production I....516
Image Production II....516
Image Production III....516
Immunology and Serology....516
Info Sys Business Concepts....517
Inspections & Codes....517
Instructor Pilot Flt Theory....517
Instrument Flight Simulator....517
Instrument Flight Theory....518
Integr CU Inst: Math/Science....518
Integr CU Inst: Soc Stu/ELA....518
Intermediate ASL I....519
Intermediate ASL II....519
Intermediate Accounting I....519
Intermediate French I....519
Intermediate French II....520
Intermediate Spanish I....520

Intermediate Spanish II....520
Internat Cultural Explor....520
International Relations....521
Interpersonal Psychology....521
Interviews/Interrogations....521
Intro Intercultural Com....522
Intro Interpersonal Com....522
Intro Light-Duty Diesel....522
Intro Turfgrass Cult & ID....523
Intro to ACC Spreadsheets....523
Intro to Analytics....523
Intro to Arch Technology....523
Intro to Biomed Field....524
Intro to Construction....524
Intro to Criminal Justice....524
Intro to Digital Media....524
Intro to Early Child Education....525
Intro to Engineering....525
Intro to Environmental Tech....525
Intro to Ethical Hacking....526
Intro to Family Childcare....526
Intro to Fire Protection....526
Intro to Gis and Gnss....526
Intro to Health Concepts....527
Intro to MLT....527
Intro to Microbiology....527
Intro to Microprocessors....527
Intro to New Testament....528
Intro to Old Testament....528
Intro to PLC....528
Intro to Prog & Logic....529
Intro to Respiratory Care....529
Intro to Surg Tech....529
Intro to Tech & Sustainability....529
Intro to Technology....530
Intro to Transport Tech....530
Intro to UAS Operations....530
Intro to Wireless Technology....530
Intro. to E-Commerce....531
Intro. to Mass Comm....531
Introduction to Business....531
Introduction to Communication....532
Introduction to Computers....532
Introduction to Ethics....532
Introduction to Film....533
Introduction to GIS....533
Introduction to Jazz....533
Introduction to Literature....534
Introduction to Networks....534
Introduction to Sociology....534
Introduction to Stage Design....534
Introductory Botany....535
Introductory Zoology....535
Intrusion Detection....535
Investigative Principles....536

JAVA Programming....536
Jazz Ensemble I....536
Jazz Ensemble II....537
Jazz Ensemble III....537
Jazz Ensemble IV....537
Juvenile Justice....537
Kayaking-Basic....538
LDD Fuel Systems....538
Landscape Construction....538
Landscape Design I....538
Landscape Design II....539
Landscape Irrigation....539
Landscape Supervision....539
Language/Literacy Experiences....539
Law Enforcement Operations....540
Leadership Development....540
Leadership-Hospitality....540
Life Span Emergencies....540
Lifestyle Chng & Wellness....541
Lighting for the Theatre....541
Linux Single User....541
Literacy Develop and Instruct....542
Local Govt Finance....542
Long-Term Care Coding....542
MLT Practicum I....542
MLT Practicum II....543
MLT Practicum III....543
Man Trans/Axles/Drtrains....544
Managing Automotive Org....544
Managing Fire Services....544
Math Measurement & Literacy....544
Mech & Elec Components I....545
Mech & Elec Specialties....545
Med Coding Certification Prep....545
Med Ins & Billing....545
Med Office Simulation....546
Med Office Terms I....546
Med Office Terms II....546
Medical Emergencies....546
Medical Legal Issues....547
Medical Office Admin Capstone....547
Medical Terminology I....547
Medical Terminology II....547
Menu Design....548
Microbiology....548
Motors and Controls....548
Munic Public Relations....548
Music Appreciation....549
Music History I....549
Music History II....549
Music Theory I....549
Music Theory II....550
Music Theory III....550
Music Theory IV....550
Myth in Human Culture....551

Neonatal/Ped's Concepts....551
Network & Sec Foundations....551
Non-Structural Damage I....551
Non-Structural Damage II....552
Nurse Aide I....552
Nurse Aide II....552
Nursery Production....552
Nutrition....553
Nutrition for Foodservice....553
Office Applications I....553
Office Applications II....553
Office Editing....554
Office Information Management....554
Orchestra I....554
Orchestra II....554
Orchestra III....555
Orchestra IV....555
Org Behavior in Business....555
Organic Chemistry I....555
Organic Chemistry II....556
Outcome-Based Massage....556
Oxy-Fuel Welding....556
Painting & Refinishing I....556
Painting & Refinishing II....557
Painting I....557
Painting II....557
Patients W/ Special Challenges....557
Payroll Accounting....558
People Skills....558
Periop Patient Care....558
Personal Finance....558
Personal Training....559
Petit Fours & Pastries....559
Pharmacology....559
Philosophical Issues....559
Physical Fitness I....560
Physical Fitness II....560
Physics-Mechanics....560
Pickleball....560
Pilates I....561
Pilates II....561
Planning/Estimating I....561
Plant Materials I....561
Plant Materials II....562
Plant Propagation....562
Plastics & Adhesives....562
Play Production I....562
Play Production II....563
Play Production III....563
Play Production IV....563
Portfolio and Resume....563
Powertrain Maint/Light Repair....564
Practices in Bookkeeping....564
Precalculus Algebra....565
Precalculus Trigonometry....566

Prin of Financial Accounting....566
Prin of Macroeconomics....567
Prin of Managerial Accounting....567
Prin of Microeconomics....567
Principles of Banking....568
Principles of Biology....568
Principles of Management....568
Principles of Marketing....568
Principles of Science....569
Print Reading-Construction....569
Printmaking I....569
Printmaking II....569
Private Pilot Flight Simulato....570
Private Pilot Flt Theory....570
Procedure Coding....570
Prof Research & Reporting....571
Professional Development....571
Professional Issues....571
Professional Success Prep....571
Programming Capstone Project....572
Project Management/Estimating....572
Psychology of Aging....572
Psychology of Personality....572
Public Speaking....573
Purchasing....573
Pvnt & Care Exer Injuries....573
Quantitative Literacy....574
RAD Clinical Ed I....574
RAD Clinical Ed II....574
RAD Clinical Ed III....575
RAD Clinical Ed IV....575
RAD Clinical Ed V....575
RAD Procedures I....575
RAD Procedures II....576
RAD Procedures III....576
RCP Clinical Practice I....576
RCP Clinical Practice II....576
RCP Pharmacology....577
Race and Ethnic Relations....577
Rad Intro & Patient Care....577
Radiation Safety....577
Radiography Capstone....578
Reinforced Concrete....578
Religion in America....578
Rescue Scene Management....578
SQL Server DB Prog II....579
SUR Clinical Practice II....579
Salon I....579
Salon II....579
Salon III....580
Salon IV....580
Sanitation & Safety....580
Sanitation & Safety Lab....580
School-Age Activities....581
Script Analysis....581

Sculpture I 581
Security Administration I 581
Security Concepts 582
Small Business Management 582
Small UAS Certification 582
Social Diversity 583
Social Problems 583
Social Psychology 583
Sociology of Deviance 584
Sociology of Gender 584
Sociology of the Family 585
Soils & Fertilizers 585
Soils & Site Work 585
Soils and Foundations 585
Southern Culture 586
Special Clin Microbiology 586
Special Finishes 586
Sports Psychology 586
Spring Gardening Lab 587
Stage Make-Up 587
Stagecraft I 587
Stagecraft II 587
Statics 588
Statics/Structures 588
Statistical Methods I 588
Steel and Timber Design 588
Storytelling 589
Structural Damage I 589
Structural Damage II 589
Student Success Strategies 589
Subdivision Planning & Design 590
Success & Study Skills 590
Summer Gardening Lab 590
Sur Clinical Practice I 590
Surgical Procedures I 591
Surgical Procedures II 591
Survey of Economics 591
Survey of Med Terminology 592
Survey of Mobile Apps W/ Swift 592
Survey of Real Estate 592
Surveying I 592
Surveying II 593
Surveying III 593
Surveying Law 593
Suspension & Steering Lab 593
Suspension & Steering Sys 594
Swift Programming I 594
Swift Programming II 594
Switching and Routing 594
Teaching and Learning for All 595
Tech & Sustainability Lab 595
Technology and Society 595
Technology, Data, and Assess 596
Tennis-Beginning 596
Tennis-Intermediate 596

Text Entry & Formatting....596
The Holocaust....597
Theatre Appreciation....597
Theatre History I....597
Theatre History II....598
Ther Massage Applications....598
Therapeutic Baking....598
Therapeutic Cuisine....598
Therapeutic Massage Mgmt....599
Therapeutics/Diagnostics....599
Three-Dimensional Design....599
Topo/Site Surveying....599
Total Safety Performance....600
Trace Evidence....600
Transfer & Career Success....600
Transfusion Medicine....601
Transp Climate Cont Lab....601
Transp Climate Control....601
Trauma Emergencies....601
Turfgrass Calculations....602
Two-Dimensional Design....602
Urinalysis & Body Fluids....602
Virtualization Concepts....602
Visual BASIC Programming....603
Voice for Performance....603
Volleyball-Beginning....603
Walking for Fitness....603
Web Markup and Scripting....604
Weight Training I....604
Weight Training II....604
Western Civilization I....604
Western Civilization II....605
Wilderness EMT....605
Windows Administration I....605
Windows Single User....605
Wine Appreciation....606
Word Processing....606
Work-Based Learning I....606
Work-Based Learning II....607
Work-Based Learning III....607
Work-Based Learning IV....608
Work-Based Learning Seminar I....608
World Civilizations I....608
World Civilizations II....609
World Literature I....609
World Literature II....609
World Religions....610
World of Work....610
Writing and Inquiry....610
Writing/Research in the Disc....611
Yoga I....611
Yoga II....611

COLLEGE CATALOG

WELCOME

Sandhills Community College

3395 Airport Road, Pinehurst, NC 28374

Website: www.sandhills.edu

College Telephone Numbers

Administrative offices are open Monday through Friday from 8 a.m. until 5 p.m. During the summer sessions, some offices may have an abbreviated schedule. The summer schedule, the academic calendar, and a telephone directory of faculty and staff are available online at .

General Information	(910) 692-6185 / (800) 338-3944
Fax	(910) 695-1823
Admissions	(910) 695-3725
Business Office	(910) 695-3721 / (910) 693-2068
Director of Student Life	(910) 695-3858
Financial Aid	(910) 695-3743
Library	(910) 695-3819
Records and Registration	(910) 246-5373

Institutional Administration

President	Dr. Alexander "Sandy" Stewart	(910) 695-3701
Vice Provost for Instructional Programs	Michelle Bauer	(910) 692-3912
Vice President for Engagement and Executive Director of SCC Foundation	Dr. Germaine Elkins	(910) 695-3706
Executive Vice President	Dr. David "DJ" Farmer	(910) 695-3714
Provost and Chief Academic Officer	Dr. Rebecca Roush	(910) 695-3704

Chief of Staff	Dr. Julie Voigt	(910) 695-3715
Vice President of Student Services	Chad Williams	(910) 695-3900

Accreditation

Sandhills Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Sandhills Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sandhills Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Visitors

Sandhills Community College welcomes visitors to campus and encourages them to explore the gardens, to use the Katharine Boyd Library, and to attend various public college functions. The Campus Map on page 4 provides directions. It is important that visitors respect the educational mission of the College and the necessity for campus safety and tranquility. If disruptive visitors are observed, those noting the behavior are asked to relay that information to the switchboard located in the Dempsey Student Center (910) 692-6185 or (800) 338-3944. The College reserves the right to ask disruptive visitors to leave the campus.

Non-Discrimination Statement

Sandhills Community College does not and shall not discriminate in its educational programs, activities, and employment practices on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law, regulations and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants. More detailed policies and procedures on this topic may be found in the Policies and Procedures Handbook accessible on our website.

President's Message

ACADEMIC CALENDAR

2025 - 2026 Academic Calendar

Fall Semester 2025

Date	Event
August 14 (Thursday)	Registration
August 15 (Friday)	Last Day 100% Refund - Traditional & First 8 weeks
August 18 (Monday)	First Day of Classes - Traditional & First 8 weeks
September 1 (Monday)	Labor Day Holiday
October 8 (Wednesday)	End of First 8 weeks
October 13-15 (Monday-Wednesday)	Fall Break
October 16 (Thursday)	Beginning of Second 8 weeks
November 3 (Monday)	Spring Semester Priority Registration
November 11 (Tuesday)	Veterans Day Holiday
November 26-28 (Wednesday-Friday)	Thanksgiving Holiday
December 11-16 (Thursday-Tuesday)	Final Exam Period - Traditional & Second 8 weeks
December 16 (Tuesday)	Semester Ends

Spring Semester 2026

Date	Event
January 8 (Thursday)	Registration
January 9 (Friday)	Last Day 100% Refund - Traditional & First 8 weeks
January 12 (Monday)	First Day of Classes - Traditional & First 8 weeks
January 19 (Monday)	Dr. Martin Luther King, Jr. Holiday
March 4 (Wednesday)	End of First 8 weeks

March 9-13 (Monday-Friday)	Spring Break
March 16 (Monday)	Beginning of Second 8 weeks
April 1 (Wednesday)	Summer and Fall Priority Registration
April 2-3 (Thursday-Friday)	Easter Holiday
May 7-12 (Thursday-Tuesday)	Final Exam Period - Traditional & Second 8 weeks
May 12 (Tuesday)	Semester Ends
May 16 (Saturday)	Commencement

Summer Semester 2026

Date	Event
May 26 (Tuesday)	Registration Summer & Fall
May 27 (Wednesday)	First Day of Classes - Full & FIrst Half Session
June 25 (Thursday)	End of First Half Session
June 29 (Monday)	Registration Second Half Session & Fall
June 30 (Tuesday)	First Day of Classes - Second Half Session
July 3 (Friday)	Independence Day Holiday
July 30 (Thursday)	End of Full & Second Half Session

2026-2027 Proposed Academic Calendar

(Subject to change; not official until approved in Spring 2026)

Fall Semester 2026

Date	Event
August 13 (Thursday)	Registration
August 14 (Friday)	Last Day 100% Refund - Traditional & First 8 weeks

August 17 (Monday)	First Day of Classes - Traditional & First 8 weeks
September 7-8 (Monday-Tuesday)	Labor Day Holiday
October 8 (Thursday)	End of First 8 weeks
October 12-13 (Monday-Tuesday)	Fall Break
October 14 (Wednesday)	Beginning of Second 8 weeks
November 2 (Monday)	Spring Semester Priority Registration
November 11 (Wednesday)	Veterans Day Holiday
November 25-27 (Wednesday-Friday)	Thanksgiving Holiday
December 9 (Wednesday)	End of Second 8 weeks
December 10-15 (Thursday-Tuesday)	Final Exam Period - Traditional
December 15 (Tuesday)	Semester Ends

Spring Semester 2027

Date	**Event**
January 7 (Thursday)	Registration
January 8 (Friday)	Last Day 100% Refund - Traditional & First 8 weeks
January 11 (Monday)	First Day of Classses - Traditional & First 8 weeks
January 18 (Monday)	Dr. Martin Luther King, Jr. Holiday
March 3 (Wednesday)	End of First 8 weeks
March 8-12 (Monday-Friday)	Spring Break
March 15 (Monday)	Beginning of Second 8 weeks
March 25-26 (Thursday-Friday)	Easter Holiday
April 1 (Thursday)	Summer & Fall Priority Registration
May 6-11 (Thursday-Tuesday)	Final Exam Period - Traditional & Second 8 weeks
May 11 (Tuesday)	Semester Ends
May 15 (Saturday)	Commencement

Summer Semester 2027

Date	Event
May 24 (Monday)	Registration Summer & Fall
May 25 (Tuesday)	First Day of Classes - Full & First Half Session
June 24 (Thursday)	End of First Half Session
June 28 (Monday)	Registration Second Half Session & Fall
June 29 (Tuesday)	First Day of Class - Second Half Session
July 5 (Monday)	Independence Day Holiday
July 29 (Thursday)	End of Full and Second Half Session

MISSION AND PROGRAMS

College History

Sandhills Community College was established in December 1963 under authority of the 1963 State Community College Act. Following the leadership of Representative H. Clifton Blue, Moore County citizens petitioned the State Board of Education for approval to establish a community college in the county and voted overwhelmingly for a one-million-dollar bond issue for construction and a tax levy for operation and maintenance of facilities. Before the end of 1963, a board of trustees had been named, an organizational meeting held, an architect selected, and Dr. Raymond Stone chosen as first President of the College.

To date, the College has had three Presidents. Following Dr. Stone's retirement in 1989, Dr. John R. Dempsey was selected to serve as President of the College. In 2023, Dr. Alexander "Sandy" Stewart was named the third president in the College's 60-year history.

In 1964, construction of facilities began on land given for the campus by Mrs. Mary Luman Meyer of Pinehurst. Temporary college offices were located in downtown Southern Pines. Classes began on October 1, 1965, in nine scattered locations. The first building on the Pinehurst campus was completed in 1965. Of the 20 buildings on the current campus, five were completed by 1966, including Meyer Hall for sciences, Stone Hall, Blue Hall, Sirotek Hall, and the President's residence.

The College's Moore County campus has expanded significantly since the 1960s. Kennedy Hall was constructed in 1978 and completely renovated in 2023. The 1980s were a time of campus expansion with the addition of four new buildings, to include Causey Hall, Boyd Library, Owens Auditorium, and Wellard Hall. In 1997, Van Dusen Hall opened.

The early and mid-2000s was a time of continued growth and renovation. The Ball Visitors Center opened in 2000 and continues to serve as a welcome and educational center for community members visiting the Horticultural Gardens. Little Hall and Dempsey Student Center opened in 2006. In addition, Steed Hall, home of the Landscape Gardening program, opened in 2010 to replace its former home, Huette Hall. In 2012, Logan Hall, a 36,000 square-foot general purpose office and classroom building opened, and Blue Hall, one of the earlier structures on campus, underwent a major renovation. Additionally, that same year, the opening of the McKean Campus Services Center allowed the old maintenance facility to become the focal point of advanced manufacturing programs. In 2022, Foundation Hall opened its doors for the first time and is home to the Nursing and Emergency Medical Science (EMS) programs.

The College's Hoke County Center in Raeford, opened a third classroom building in fall 2010 to house the SandHoke Early College High School, adding to the existing Johnson and Upchurch Halls. Mobile classroom cottages were added in spring 2013 to house an expansion of the SandHoke Early College High School.

The Caddell Public Safety Training Center serves as a hub for public safety and construction instruction. Caddell opened in 2011 with four buildings—control tower, drill tower, residential burn building, and a classroom facility. In 2021, a fifth building was added to provide space for Construction classrooms.

The College stands as a testament to decades of visionary leadership, community support, and continuous growth. From its beginnings in scattered locations to thriving campuses in Moore and Hoke Counties, the College has remained steadfast in its mission to provide accessible, high-quality education. As it celebrates over 60 years of service, the Colleges continues to evolve by preparing future generations for success while honoring the legacy of those who built its strong foundation.

Mission Statement

The Mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve.

Core Values

Integrity

Sandhills treats its students, faculty, and staff fairly and stands behind the commitments that are stated or implied in its policy documents and promotional materials. The college demands academic work that is honest and rigorous and that meets the expectations of employers and baccalaureate-level institutions.

Helpfulness

The faculty and staff of Sandhills are genuinely and eagerly helpful to the college's students and to each other. Going the 'extra mile' is expected behavior at Sandhills.

Excellence

Sandhills provides educational programs of the highest quality and then provides the support necessary to promote student success. Similarly, the college employs faculty and staff who are exceptionally well-qualified to promote educational

excellence and, in addition, encourages and supports them in the performance of their jobs.

Respect

The atmosphere of Sandhills Community College is one of respect, friendliness, and civility — values that are taught to students by the way in which faculty and staff interact with them and with each other.

Opportunity

Opportunity is at the core of Sandhills' mission. The college provides educational opportunities to the students who enter through its open doors, opportunities for growth to the area's businesses and lifelong learners, and opportunities for professional and personal development to its faculty and staff.

Equity Statement

Sandhills is committed to advancing access and opportunity in an inclusive environment that creates a sense of belonging by actively dismantling equity barriers and eliminating disparities historically underrepresented students face.

College Goals

Access and Opportunity

To ensure access for students of all abilities to credit and noncredit courses through various delivery modes; and to provide opportunities for students in curriculum studies and workforce training as well as in adult literacy and personal enrichment.

For-Credit Academic Programs

To educate and prepare students for professional and personal opportunities by providing relevant technical and transfer programs that include distinct general education competencies through a variety of course delivery modes.

Support Services

To provide comprehensive academic and student support services and resources that facilitate engagement, support student success, and help students meet their academic, career, and personal goals.

Economic Development

To provide training for local businesses and to contribute constructively to the economic well-being of the region.

Campus and Community Life

To foster an inclusive environment that encourages student involvement, celebrates faculty and staff, contributes to the cultural richness of the community, and promotes community service while honoring our core values.

Campus Resources

To ensure that the college has the necessary financial, technological, and physical and human resources to advance a culture of excellence and opportunity; to hire personnel of the highest quality who reflect its diverse community and exhibit its core values; and to create a welcoming campus with a sense of belonging.

Performance Measures and Standards (2025)

North Carolina Community College System

The North Carolina Community College System released the most recent data in July 2025.

Basic Skills Student Progress

- Purpose: To ensure individuals with low literacy skills are progressing academically toward credential or employment.
- Description: Index score based on the percentage of Basic Skills periods of participation (POP) with a measurable skill gain (MSG).
- Data Sources: Benchmark Advansys; Comprehensive Curriculum Student Report; Continuing Education Registration Report; Diploma Sender; National Student Clearinghouse
- System Average Band: 1.129 to 0.936 SCC Performance: 0.780

Student Success Rate in College-Level English Courses

- Purpose: To ensure students are successfully completing a credit-bearing English course within their first three academic years.
- Description: Index score based on the percentage of first-time fall non-dually enrolled associate degree seeking students passing a credit-bearing English course with a “C” or better within three years
- Data Sources: Comprehensive Curriculum Student Report; National Student Clearinghouse
- System Average Band: 1.004 to 0.851 SCC Performance: 0.990

Student Success Rate in College-Level Math Courses

- Purpose: To ensure students are successfully completing credit-bearing Math courses within their first three academic years.
- Description: Index score based on the percentage of first-time fall non-dually enrolled associate degree seeking students passing a credit-bearing Math course with a “C” or better within three years.
- Data Sources: Comprehensive Curriculum Student Report; National Student Clearinghouse
- System Average Band: 0.999 to 0.766 SCC Performance: 0.986

First Year Progression

- Purpose: To ensure first-year students are making progress toward credential completion.
- Description: Index score based on the percentage of first-time fall credential-seeking curriculum students graduated prior to or enrolled in postsecondary education the subsequent fall semester.
- Data Sources: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average Band: 1.032 to 0.972 SCC Performance: 1.057

Curriculum Completion

- Purpose: To ensure student completion and/or persistence toward a post-secondary credential in a timely manner.
- Description: Index score based on the percentage of first-time fall credential-seeking curriculum students who graduate, transfer, or are enrolled during the fourth academic year with 42 successfully completed non-developmental hours.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average Band: 1.031 to 0.920 SCC Performance: 0.988

Licensure and Certification Passing Rate

- Purpose: To ensure programmatic coursework prepares students to competently practice in their chosen profession.
- Description: Index score based on the percentage of first-time test-takers passing licensure and certification exams within each exam. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.
- Data Source: Licensing agencies
- System Average Band: 1.030 to 0.920 SCC Performance: 0.919

Transfer Performance

- Purpose: To ensure the successful transition of community college transfer program students to a four-year university or college.
- Description: Index score based on the percentage of community college graduating exiters with an AA/AS/AFA/AE degree and non-graduating transfer program exiters completing 30 or more articulated transfer credits who enrolled at a four-year university or college within two academic years following community colege exit.
- Data Sources: Comprehensive Curriculum Student Report; Graduation Extract file; National Student Clearinghouse
- System Average Band: 1.016 to 0.936 SCC Performance: 1.018

Campus Services

Bookstore

Students can purchase textbooks, digital course materials, laptops/tablets and school supplies through the online bookstore owned by eCampus.com.

Cafeteria

The Sandhills cafeteria, located in the Dempsey Student Center, is operated to provide a quality assortment of reasonably priced breakfast and lunch items for students, employees, and visitors. Food sales are supplemented by vending machine selections. Cafeteria hours and service availability may vary by semester.

Disability Services

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Sandhills Community College is committed to providing equal educational opportunities for all students. The College ensures

that no qualified individual with a disability is denied access to, participation in, or the benefits of any program or activity it offers.

Qualified individuals with disabilities are entitled to reasonable accommodtions to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

For more information, including documentation guidelines and policies and procedures, please visit the Office of Disability Services webpage at https://www.sandhills.edu/student-resources/disability-services.html or call us at (910) 246-4138.

SCC Website

Interested parties may visit the Sandhills Community College website at www.sandhills.edu for a wide range of information about the college and its services. In addition to information regarding SACSCOC and specific programs subject to accreditation, visitors to the website will find class schedules, admissions and registration information for both college credit and continuing education classes, and information pages for academic and extension departments and programs. Sandhills.edu also provides links to information about student resources and library services. A calendar of upcoming events and news articles related to the college are also accessible from the site.

The MySCC page is the portal for students and acts as the central location for valuable resources. To support that role it contains the links for students to log into their online courses, email and Self-Service. In addition, students can access other material that will allow them to plan and be successful in their academic courses. Current students should access this page often for time-sensitive college announcements.

Student Printing

As part of student technology fees, students are allotted $10 toward printing on campus each semester. To print using a campus printer, students will enter their username and password and select the account they will use for the print job. If the student exhausts their allotment of copies, he/she will have the option of adding money to their account either using a credit card online or through cash kiosks located in various locations on campus. Black and white copies are $0.05 each and color copies are $0.15 each.

Technology fee funds expire at the end of each semester. There will be no refund/carryover of unused technology fee funds. Money added by the student to their printing account will carryover from semester to semester as long as a break in enrollment does not exceed two years.

Instructional Programs and Delivery

College credit and career credit classes and programs are offered for citizens with varied educational needs and backgrounds using traditional (classroom) settings and non-traditional (hybrid and eLearning) instructional methods. Courses are taught day and evening throughout the year on and off the main campus.

Credit Programs

University Studies Program

Courses that lead to the Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Engineering, Associate in Fine Arts, Associate in Science, and Associate in Science in Teacher Preparation degrees are offered at the freshmen and sophomore levels. Credits earned in college transfer courses may be transferred to senior colleges and universities where students may pursue a program of study leading to a baccalaureate degree. Advisors assist students in selecting courses that will be appropriate for baccalaureate degree programs at senior institutions.

Applied Science Programs

Two-year programs are offered leading to the Associate in Applied Science degree. These programs are comprised of specialized and related courses required for successful employment in business, industry, health, horticulture, and service occupations.

Diploma Programs

One-year diploma programs are offered, leading to employment in health, business, industry, and service occupations. These programs include occupational specialty and related courses selected to give students the knowledge and skills needed for successful employment.

Certificate Options

Several of the occupational education programs have a certificate option that includes specialized courses but omits related and general education courses. Students who complete these programs are awarded a program certificate. Students not seeking a college degree, diploma, or certificate may enroll in selected occupational courses as long as the specific course prerequisites are met.

General Education Program

The College offers a non-transferable general education degree for students who want a more flexible two-year college degree. General education students are assisted in the selection of courses that will meet their own special needs and are awarded the Associate in General Education degree upon completion of the program requirements. A program specific AGE degree is offered for each of the Health Science programs which allows students to complete all required general education and non-program specific courses prior to the application process for program entry.

In addition, the college offers the Associate in General Education in Nursing which is designed for students who wish to begin their study toward the Associate in Nursing degree and Baccalaureate degree in Nursing.

Special Credit Courses

The College encourages the enrollment of students who are not seeking a degree but wish to further their education by taking courses of special interest. Courses may be audited or taken for college credit.

Workforce Continuing Education (WCE) Career Credit

Workforce Continuing Education (WCE) training programs are designed to provide training and certification for individuals to gain new or upgraded occupational skills. Training programs are delivered as a single course or bundled as a series of courses and are designed to provide instruction around skill competencies leading to a recognized credential (licensure, renewal, registry listing) and/or meeting local workforce labor needs.

WCE courses are offered on and off campus to meet the expressed needs of adults wishing to continue their education. Continuing Education Units (CEUs) are awarded for appropriate programs and courses.

Personal Enrichment

Personal Enrichment classes at Sandhills Community College are designed to enhance the intellectual, physical, and personal well-being of the Sandhills community. The Center for Creative Living and the Lifelong Learning Institute facilitates innovative programs that are designed to promote access to services and community resources and to encourage participation and collaboration with various community organizations and agencies.

Instructional Delivery

In addition to offering traditional classroom instruction, the College also offers classes in non-traditional formats and at non-traditional times. All courses use the college's LMS to support learning through online assignments and/or posted course information.

The College currently requires no additional fees related to verification of student identification in courses using the Learning Management System (currently OpenLMS). The student's identification is verified through the SAML Authentication system each time the student enters the system. A proctoring system is also available for instructor use.

Hybrid Courses

College curriculum or continuing education courses in which the instruction for some course contact hours of instruction is delivered when the student and the instructor are separated by distance are classified as hybrid courses. Instructional delivery methods may include, but are not limited to, Internet, LMS, licensed instructional videos, instructional software, or other media. Hybrid courses are advertised in the class schedules and are designated with an H in the section number. The hours offered through the online format are listed on the course syllabi. Students enrolled in these classes must follow the regular admissions

and registration process, pay regular tuition and fees, and meet all course prerequisites.

Online Courses

College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online are classified as online courses. Courses may have proctored testing, but instruction is delivered online. Although there may not be specific access times, most online courses have a specific schedule of assignments with due dates. To establish enrollment, students must log into the course and submit the orientation assignment by the deadline designated by the instructor. Students are required to log into the course several times a week for the duration of the semester, and they must also meet course deadlines specified by the instructor, as would be the case in a traditional campus course. In some online sections, faculty use a conferencing application to meet virtually with the class at a specified time. This information is communicated on the posted online course schedule. Online courses are identified in the class schedules by an N in the section number. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites. As noted earlier, information related to online student support and procedures is found in the Online Education at SCC guide available on the MySCC page of the website.

ADMISSION AND REGISTRATION

Admission to the General College

Sandhills Community College maintains an open-door admission policy for high school graduates and others 16 years of age or older who hold a high school equivalency or an adult high school diploma. Additionally, those who are at least 18 years of age but who do not have a high school diploma or equivalency may be accepted for admissions to an adult basic education or adult secondary education program; students may also enroll in continuing education classes or as a special, non-degree-seeking student. Admission to the College does not guarantee placement into a specific program of study.

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others in the college community.

Exceptions to the admissions policy may be determined after a conference with the Vice President of Student Service.

Admission to Continuing Education

Detailed information regarding enrollment into Continuing Education programs and courses is available in the “Continuing Education” section of this Catalog.

Admission to Curriculum Education

Non-Degree-Seeking Student (Special and Visiting Students)

Admission as a Special or Visiting Student requires the following:

- Submit a completed official admissions application form.
- Submit documentation supporting that any applicable course prerequisites have been met.

Special students may register for courses if course prerequisites are met and if space exists in the class. Further admission information concerning special and visiting students is available below in the "Student Classifications – Guidelines for Admission" section.

Degree-Seeking Student

Admission to associate's degree, diploma, and certain certificate programs requires the following:

- Submit a completed official admissions application form.
- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

NOTE: Applicants seeking admission into programs or placement into courses with pre-requisites met at the high school level are required to submit an official high school transcript.

- Submit official college transcripts from all previously attended institutions if:
  - Applying for veteran's benefits
  - Applying to a health science program
  - Wishing to have previous college credit(s) evaluated for transfer credit to SCC
- Meet with your assigned College Navigator.

It is the responsibility of the student to make certain the required documents are sent; however, the Student Services Division will provide guidance with admissions and placement.

Further admission information concerning specific student populations is available in the "Student Classifications – Guidelines for Admission" section.

Placement Determination

Placement determination is required for students who plan to enter an instructional program; special students who enroll in English, mathematics, or other restricted courses; and high school students taking college courses.

- Students will be placed based on the highest of the following placement methods:
  - Unweighted GPA reflected on a high school transcript;
  - Qualifying minimum score on high school equivalency exam;
  - RISE, ACUPLACER, ASSET or COMPASS scores, or qualifying SAT or ACT scores;
  - College credits in English and mathematics awarded as transfer credit;
  - Associate degree or bachelor's degree.

Students who do not achieve college-level placement will be advised to enroll in developmental education courses to prepare them for future program placement. **Please note:** In some instances, students may challenge a course by passing a departmental exam and earning Credit by Exam (CE). Such requests must be made through the appropriate department chair.

For further details, contact the Office of Student Records at (910) 246-5373.

Program Placement

Students who desire to enter a specific instructional program and who meet the testing and placement criteria will be placed in the program of their choice as long as vacancies exist. Placement of qualified candidates into the programs will be made according to the published program admission requirements, which may include the date by which the candidates successfully meet testing and placement criteria and the date by which all required records are received by the college. Program placement requirements and special program requirements are outlined on program sheets that can be obtained online through the Programs link located on the SCC homepage.

Registration for Curriculum Classes

Registration dates for each semester are listed in the academic calendar located in the front of this Catalog and online at www.sandhills.edu. Admission and program placement requirements must be met before students may register. Students are not officially registered for classes until tuition and fees have been paid.

Last Day to Register

Academic integrity dictates that the “last day to register” (as noted in the Academic Calendar), generally, is the final opportunity for previously enrolled or new students to register for classes in any given semester.

Student Classifications – Guidelines for Admission

New Students

New students enrolling in curriculum classes must meet the admissions requirements outlined above.

Readmitted Students

A student will maintain an active application status provided a break in enrollment does not equal or exceed 2 years. Students returning after an absence of 2 years, and those students who applied but never attended must be readmitted following this procedure:

- Submit a completed official admission application form.
- If a current high school diploma is not on file, students may be required to re-submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

NOTE: Applicants seeking admission into programs or placement into courses with pre-requisites met at the high school level are required to submit an official high school transcript.

- Submit official college transcripts from all previously attended institutions if:
  - Applying for veteran's benefits
  - Applying to a health science program
  - Wishing to have previous college credit(s) evaluated for transfer credit to SCC
- Meet with your assigned College Navigator
- Meet the admission and graduation requirements of the Catalog in effect at the time of readmission.

In addition, students changing from Special Student status to Degree Seeking must submit an Enrollment Status Change eForm and submit any required documents to the Office of Admissions and Student Onboarding to become eligible for readmission.

Students returning to Sandhills after a break of two semesters may be required to submit a new residency application. Contact admissions for questions at (910) 695-3725.

Foreign Students

Permanent Residents

Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted and placed under regular admissions policies.

Other Visas

Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted — as allowed — and placed under regular admissions policies.

F-1 Visas

The International Student Office located in Student Services in Stone Hall and assists F-1 visa students and students who desire to apply for F-1 visas. The office assists F-1 visa students in communication with U.S. Citizenship and Immigration Services (USCIS) regarding appropriate employment authorization, extension of form I-20 expiration dates, foreign student transfer of Form I-20s from other colleges, and international student advising. Further, all F-1 students and other non-immigrant visa holders who wish to change to the F-1 student status are mandated by USCIS regulations to have a current record of local and international address on file with the college.

Applicants seeking an F-1 student visa must complete the following admissions requirements before the PDSO can initiate an I-20:

- submit a Sandhills Community College admissions application

- submit a Student Financial Support Affidavit eform and documents (i.e. bank statement) from the applicant's or the sponsor's bank, that provides the current account balance.
    - Please limit bank documentation to 10 pages or less
    - The minimum current balance should be at least $8,000 (USD) to cover tuition and books, housing, meals, and other living expenses for an individual student (for dependents, add $2500 for each dependent per semester
- provide documentation showing graduation from a secondary school that is equivalent to secondary schools in the United States
- English as a Foreign Language (EFL) students must submit a Test of English as a Foreign Language (TOEFL) score as evidence of ability to use English at a level of competence necessary for college level work (A minimum score of 68 is required for the internet-based TOEFL exam (iBT – with no less than 17 on each section), and a minimum score of 213 on the computer-based TOEFL exam (CBT))
- new F-1 students have 72 hours upon arrival in the state to report to the Admissions and Student Onboarding Department – please bring your travel documents (i.e. passports, F-1 visas, I-94) along with proof of Health Insurance and I-20.
    - F-1 students are required to make an appointment with the Principal Designated School Official (PDSO) within a week of arrival for an international student orientation.
    - To schedule an appointment for orientation, please contact the PDSO, April Ikner at 910-695-3765 or iknera@sandhills.edu.
    - All applicants seeking an F-1 student visa should contact the Admissions and Student Onboarding Office with any questions at 910-695-3725 or sccadmissions@sandhills.edu.

Undocumented Immigrants

Sandhills Community College admits undocumented individuals under the provisions of the NCCCS Administrative Code Item Number: 23 NCAC 02C .0301 – ADMISSION TO COLLEGES. The provisions are as follows:

- A student who is lawfully present in the United States will always have an advantage for a space or program of study over a student who does not have documents. Sandhills Community College cannot enroll undocumented students in a class or degree program for which there are waiting lists, nor does the college enroll undocumented students for classes until the end of the last published enrollment period
- Colleges shall admit an undocumented immigrant only if they attended and graduated from a U.S. public high school, private high school, or home school that operates in compliance with State or local law. Undocumented immigrants with a HSE diploma are not considered to have "graduated from a U.S. public high school, private high school, or home school" and therefore are not eligible to be admitted to a community college. An undocumented immigrant with a diploma from an Adult High School that is in the U.S. and operates or operated in compliance with State or local law is eligible to be admitted to a community college.
- Undocumented immigrants may not be admitted into a program of study that requires a professional license since federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants will be charged out-of-state tuition even if they reside in North Carolina.

Foreign College Transcripts

Foreign college transcripts must be translated into English with a comprehensive course-by-course report before the Office of Student Records at Sandhills will evaluate these documents for potential transfer credits. Sandhills will accept official course-by-course foreign college transcript reports from companies that are members of the National Association Credential Evaluation Services (NACES). Current members are located on their website at www.naces.org/members.

Students must contact the company directly and instruct them to mail an official report directly to Sandhills. Students also must request a course-by-course evaluation. Document-by-document evaluations will not be accepted by Sandhills for transfer credit. For further details please contact the Office of Student Records at 910-246-5373.

Transfer Students

Transfer students must meet the same admission criteria as all new students. In addition to submitting all other application materials, transfer students must submit official transcripts of all post-secondary credits previously earned at other accredited institutions. Students will not be allowed to register beyond their first semester unless all required transcripts are received. These official transcripts become a part of the student's permanent record and cannot be sent to other institutions or returned to the student.

Sandhills Community College will consider granting credit for work done at other regionally accredited institutions of higher education. Courses accepted for transfer credit must parallel course offerings at Sandhills Community College as determined by the Director of Student Records, the appropriate Dean, and/or the appropriate Department Chair/Head. The Higher Education Directory is used for verification that institutions are regionally accredited. This allows SCC to determine whether to accept transfer credits from that college. Upon review of the approved transfer credits, the Director of Records and Registration enters course information for any transferred classes into Colleague. Transfer credits are indicated by TR in the student record. The Director then files the official transcript from the accredited college in the student's permanent academic file. Courses approved to satisfy the NCCCS Comprehensive Articulation Agreement general education, pre-major or elective course requirement will also be considered for acceptance as transfer credit. Transfer credit may be allowed only for courses in which a student has earned a grade of a "C" or higher. Transfer credit for master's level coursework is not transferrable. Any exception to this policy must be approved by the Chief Academic Officer.

Special Students

Any high school graduate or anyone 18 years of age or older who does not plan to earn a degree, diploma, or certificate but who wishes to enroll in a college credit course may be admitted as a special student. Special students may register for courses if course prerequisites are met and if space exists in the class. A current SCC student's registration may take precedence over a special student's registration. Exceptions to any of the above statements must be approved by the Provost.

Special students will be required to show proof of placement or course completion prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not met one of these requirements will be allowed to register only for non-restricted course.

Special students are not eligible to receive financial aid or veteran's benefits.

Upon a later decision to pursue a degree, diploma, or certificate at Sandhills Community College, the special student will be asked to submit an Enrollment Status Change eform, submit proof of high school graduation, meet certain placement criteria, and connect with their College Navigator.

Special students planning to transfer credits to another institution are encouraged to obtain written permission with specific course information from the institution from which graduation is planned.

Home-Schooled Degree-Seeking Students

Students who have graduated from a home school must provide the following documentation for admission:

- Proof that the home school is listed with the NC Division of Non-Public Education. This can be verified by the admissions office at http://www.ncdnpe.org/homechool.aspx or a copy of the Certificate of Inspection issued by the State of North Carolina can be provided as verification.
- A final high school transcript, which includes the official school's name and the principal's signature. The transcript must also include the graduation date and both the state and home school established minimum scores required on a Nationally Standardized Test.

If the above criteria cannot be met, home school applicants may also elect to take and pass the HSE exam in lieu of a high school diploma.

Career and College Promise

Career and College Promise offers structured opportunities for qualified high school students to enroll in community college courses. These provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level job skills and industry certifications. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. Sandhills Community College offers three types of pathways: Career and Technical Education to include Workforce Continuing Education, College Transfer, and Cooperative Innovative High Schools Program.

Career Technical Education Pathways

The Career Technical Education Pathways lead to a certificate aligned with one or more high school Career Clusters. Additional information on these pathways is available online at the College Programs for High School Students at https://www.sandhills.edu/programs/ccp/cte.html.

The Workforce Continuing Education Pathways lead to credentials from national, state, or industry-recognized associations making them eligible to enter the workforce or continue to earn an advanced degree.

College Transfer Pathways

The College Transfer Pathway allows a student to complete 32-35 semester hours of transfer courses, including English and mathematics, for qualified junior and senior high school students. College Transfer Pathways are also open to freshman and sophomore high school students identified as academically or intellectually gifted in Math and English and who meet specific requirements. Additional information on these pathways is available online at https://www.sandhills.edu/programs/ccp/ctp.html.

Cooperative Innovative High Schools Pathway

SandHoke Early College High School (SECHS) represents a partnership between the Hoke County School System and Sandhills Community College to implement a Cooperative Innovative High Schools program. SECHS is designed to introduce students to the college setting in their sophomore year of high school by taking Sandhills Community College courses along with honors-level high school courses. The school offers a five-year program through which students have the opportunity to earn both their high school diploma and an Associate in Arts degree or an Associate in Science degree by successfully completing two years of transferable college credit.

Moore Innovative High School (MIHS) represents a partnership between the Moore County School System and Sandhills Community College. MIHS will provide an accelerated learning model in a personalized environment on the campus of Sandhills Community College. All academic courses will be taught at the Honors Level in small classes with support. The rigor of these classes will ensure students are ready for college-level coursework in the Junior and Senior years of high school. The program will provide students the opportunity to complete career certifications, credentials, and/or an associate degree alongside the high school diploma. Students may attend for up to five years before graduating.

TUITION AND FEES

Residence Status for Tuition Purposes

All residency determinations are made by the NC Residency Determination Service. The basis for determining the appropriate tuition charges is contingent upon whether a student is a resident or a nonresident for tuition purposes. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve consecutive months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, “twelve months legal residence” means more than simple abode in North Carolina. In particular, it means maintaining a domicile (permanent home of indefinite duration) as opposed to “maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.” The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

For more information and to obtain residency classification, go to www.ncresidency.org. The Admissions Office provides further information at (910) 695-3725.

Tuition

Tuition for all courses is set by the North Carolina General Assembly and subject to change by its actions. The in-state curriculum tuition rate for the year 2024-2025 for all college credit courses was set at $76.00 per credit hour up to a maximum of $1,216.00 for sixteen (16) or more credits during the fall and spring semesters and up to a maximum of $912 for twelve (12) or more credits during the summer semester; however, at the time of publication of this document, the State of North Carolina had not set 2025-2026 tuition rates.

Out-of-state tuition for 2024-2025 was set at the rate of $268.00 per credit hour each semester up to a maximum of $4,288.00 for sixteen (16) or more credit hours for the fall and spring semesters and up to a maximum of $3,216 for twelve (12) or more credits during the summer semester; however, at the time of publication of this document, the State of North Carolina had not set 2025-2026 tuition rates.

Student Activity, Technology and CAPS Fees

The fee structure at Sandhills Community College is in accordance with policies established by the State Board of Community Colleges and is subject to change without notice. All students enrolled are charged a student activity fee of $35.00, a technology fee of $48, an a college access, parking, and security (CAPS) fee of $25 each semester. The student activity fee covers the cost of a parking sticker, an I.D. card, accident insurance coverage, library and audiovisual privileges, activities sponsored by the Student Government Association, a diploma for graduates, intramural and intercollegiate athletics, the use of the college fitness center, and other ancillary student-related college expenditures. The technology fee covers the cost of maintaining the computer labs, providing student printing, and supporting software updates. The college access, parking, and security fee provides support for campus safety.

Special Program/Course Expenses

Some programs and courses require miscellaneous expenses for supplies, tools, uniforms, equipment, liability insurance, or travel. The schedule of classes or the class instructor for the following programs will provide specific information about such costs:

Programs Requiring Additional Expenses

- Architectural Technology
- Automotive Systems Technology
- Aviation Management & Career Pilot Technology
- Baking and Pastry Arts
- Basic Law Enforcement Training
- Building Construction Technology
- Business Administration
- Civil Engineering Technology
- Collision Repair & Refinishing
- Computed Tomography Imaging Technology
- Computer Engineering Technology
- Construction Management Technology
- Cosmetology
- Criminal Justice Technology
- Culinary Arts

- Emergency Medical Science
- Environmental Engineering Technology
- Geomatics Technology
- Health and Fitness Science
- Landscape Gardening
- Medical Laboratory Technology
- Medical Office Administration
- Nurse Aide
- Nursing
- Radiography
- Respiratory Care
- Surgical Technology
- Therapeutic Massage

Courses Requiring Additional Expenses

- ART-111, 122, 135, 231, 232, 281, 283, 284
- ASL-111, 112, 211, 212
- AST-111A
- BIO-094, 110, 111, 112, 120, 130, 140A, 163, 168, 169, 175, 275
- CHM-130A, 151, 152, 251, 252
- DRA-145
- ENG-111, 112
- GEL-111
- HEA-112
- HIS-111, 112, 121, 122
- HUM-120, 180, 220
- MUS-110, 112
- PED-125, 163, 170, 173, 181, 212
- PHY-110A, 131, 151, 152, 251, 252
- SCI-110

Students in Health Science and Nursing Programs (excluding Nurse Aide and Therapeutic Massage) will be assigned a $28 fee for medical record tracking in their first curriculum course. This fee is required for clinical participation in these classes:

- CAT-225 CT Clinical Practicum
- EMS-121 AEMT Clinical Practicum
- EMS 122 EMS Clinical Practicum I
- MLT-110 Intro to MLT
- NUR-111 Introduction to Health Concepts
- NUR-214 Nursing Transition Concepts
- RAD-110 Rad Intro & Patient Care
- RCP-110 Intro to Respiratory Care
- SUR-110 Intro to Surgical Technology

In addition, students enrolled in courses that take part in personal service or medical-related situations such as clinical or work-based learning experiences will be required to pay a fee of $18 per year for professional liability insurance.

Criminal Background Check and Drug Screen Testing

It is the procedure of Sandhills Community College Health Sciences and the Nursing Departments to adhere to all policies of clinical agencies with which the College contractually affiliates for student clinical learning experiences. Drug screens and criminal background checks are required by clinical healthcare

affiliates in order to attend clinical rotations. Therefore, students admitted to programs with a clinical component are also required to pay for an official criminal background check and drug screen to meet the requirements of the clinical agencies.

Tuition Payments

Students have a number of options when paying tuition:

- They can pay online by accessing their account through Self-Service.
- They can make payments in person Monday–Friday during business office hours. Additional payment dates and times are located on or attached to the back of each student's registration form and are also posted online at .
- A drop box is located on the outside wall of Stone Hall and is available for payment twenty-four (24) hours a day, seven (7) days a week, unless otherwise posted.
- Students can mail payments to SCC, Attn: Business Office, 3395 Airport Road, Pinehurst, NC 28374.

Students should not make out checks in advance as payment is required in full and cash refunds are not given. When making or scheduling payments, students must include fines and fees in the total balance. An unpaid balance on an account can cause a student's schedule to be cleared of classes.

Students with account balances after the "last payment day" will be dropped from their classes.

Tuition and Fees Waivers for Qualified High School Students and Full-Time College Employees

Qualified students may receive a tuition or fees waiver, which will automatically post upon registration. High school students enrolled through one of the pathways of Career and College Promise will receive a waiver of tuition, activity fees, and technology fees for each fall and/or spring semester, subject to change by action of the North Carolina General Assembly. Full-time employees of Sandhills do not receive a waiver of tuition, but the college may pay for one class (up to 3 credits) each fall and/or spring semester.

Payment Responsibility

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

Graduation Fee

Graduating students are encouraged to participate in commencement exercises, at which, all participating students are required to wear a cap and gown. The college does not charge a graduation fee. It is the responsibility of the student

to purchase their cap and gown through the SCC website from an approved vendor. Graduation applicants will be notified whrn the ordering website becomes available.

Refund of Tuition and Fees: State Refund Policy

The refund policy is set by the North Carolina General Assembly and is subject to change by its actions. A pre-registered curriculum student who officially drops one or more classes prior to the first day of the semester will be eligible for a one hundred percent (100%) tuition refund. The student activity and technology fee will also be refunded if the student drops all classes prior to the first day of the semester. Thereafter, a refund of seventy-five percent (75%) of only the tuition will be made through the ten percent (10%) date of the semester. Students do not qualify for a refund of fees after the one hundred percent (100%) date. All tuition will be refunded if a class is canceled. The 100% and 75% dates are published on or attached to the back of the schedule form and are posted online at .

Refunds will be processed within four weeks of the 10% date. Students should ensure that their address is correct with the Admissions Office so that they receive their refund check in a timely manner. Payments made by credit card will be refunded directly to the credit card account on file in the Business Office.

Refund Policies for Financial Aid Students Who Withdraw from Courses

North Carolina Policy

If a student receives North Carolina grant aid and drops all of his or her classes, a state refund calculation must be performed to determine how much aid the student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any State money that the student received. The return of State funds required by this policy will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. Education Lottery Scholarship Program (ELS);
2. Institution-Specific State Grants:
    a. UNC Need-Based Grant (UNC NBG);
    b. North Carolina Community College Grant; or
    c. North Carolina Need-Based Scholarship Programs (NBS);
3. North Carolina National Guard Tuition Assistance Program
4. UNC Campus Scholarships;
5. North Carolina School of Science and Mathematics Tuition Grant for UNC;
6. John B. McLendon Scholarship Fund.

Federal Refund Policy

The Federal Refund Policy applies to all students receiving federal financial aid funds, including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money that the student received.

Refunds will be allocated by law according to the following order:

1. Loans	2. Grants
Federal Unsub Direct loans	Federal Pell Grant
Federal Subsidized Direct loans	FSEOG
Federal Perkins loans	TEACH
Federal Direct PLUS loans	Iraq/Afghan Service Grant

Students may obtain further information regarding these refund policies and refund calculations from the Financial Aid Office located in Stone Hall.

Military Refund Policy

Upon request of the studnet, the College shall:

1. Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the Colleges' bookstore operations to the extent allowable under the College's buy back procedures.
3. The College shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

STUDENT RECORDS

The personal records of students are supervised by the Director of Student Records. Material contained in a students' personal file, with the exception of confidential letters of recommendation written prior to January 1, 1975, may be reviewed by the student upon request to the Director of Student Records. In accordance with the Family Rights and Privacy Act of 1974, certain student information categorized as "directory information" may be provided to persons other than the student. Directory information includes the student's name, address, photograph, major field of study, participation in officially recognized activities and sports, dates of attendance, grade level, student email address, degrees honors and awards received, and the most recent educational agency or institution attended by the student. A student who desires that any or all of the above-stated directory information not be released must submit a Request to Block Directory Information through student eForms no later than two (2) weeks after the first day of class each semester. More information related to the privacy of student records can be found in the "Compliance" section of this Catalog.

A student's Sandhills Community College academic transcript is permanently retained by the Office of Student Records. An academic transcript includes, but is not limited to, courses, credit hours, grades, quality points, and degrees/diplomas/certificates awarded.

Name Change

Students must notify the College of any legal name change by completing the Name Change form online through eForms. When completing the eForm, you must attach a copy of your new Social Security Card with the updated name and a copy of your updated driver's license to this form. Name changes are completed in the College systems in between semesters.

Students may request to be identified by a chosen name by completing the Chosen Name Request form online through eForms. The College acknowledges the need and preference for those identifying by a first name other than their legal first name. A chosen name will be used where possible in college systems and records and in the course of college business and education, except when the use of an individual's legal name is required by law or state policy and as long as the use of a chosen name is not intended to avoid legal obligations, for misrepresentation, or as otherwise prohibited.

Address Change

Students must notify the College of any mailing address change by updating their address under User Profile in Self Service.

Grades

Students can view their grades online at the end of each semester through Self Service under Grades. If a student believes an error or omission has been made, the student should contact the instructor of the class as quickly as possible. All errors and any pursuant corrections must be reported to the Office of Student Records within two weeks of the close of the semester.

Grades are provided to other schools, parents, guardians, or others only with the written and signed authorization of the student. This authorization must be given to the Office of Student Records.

Graduation Requirements

Upon recommendation of the faculty and the approval of the Director of Student Records, degrees, diplomas, and/or certificates will be awarded to students successfully completing the requirements of the program in which they are enrolled.

To be eligible for graduation, all students must do the following:

- Successfully complete course requirements as prescribed in the Catalog in effect at the time of entry into the program. If students have an interruption in enrollment from their designated program of study of two or more years, they will be subject to the program requirements prescribed in the Catalog in effect upon their re-entry into the program.
- Earn a minimum of a 2.0 grade point average in the required courses of the program of study for which they are applying for graduation. ***With the exception of Health and Fitness Science, all health science, nursing, and***

transfer degree students must complete all courses required in their program of study for graduation with a letter grade of C or better. Health and Fitness Science students must earn a minimum grade of C or better for all HFS prefix courses.

- Successfully complete a minimum of 25 percent of course credit hours of the certificate, diploma, or associate degree requirements at Sandhills Community College, with that 25 percent coming from **major and other major hours**, and not from general education hours, for the program of study. The following exceptions to this policy may be made with approval from the Provost.
  - Student has enrolled at Sandhills due to the closure of a program at another community college and is participating in a "teach-out" of that program.
  - Credit has been cross-walked from Sandhills Workforce Continuing Education classes.
  - Credit has been awarded based on industry or state recognized certifications.

The Director of Student Records verifies completion of 25 percent as part of the graduation application process.

- In accordance with accreditation standards, all associate degree students must either place out of or have credit for DMA-010 through 030, or MAT-003, or successfully complete MAT-025 or MAT-035 to demonstrate competence in fundamental mathematical skills.
- Meet with their advisor to review academic progress and verify eligibility for graduation in the 2025-26 academic year. Fall completers apply for graduation by November 7, 2025; Spring/Summer completers apply by February 13, 2026. To apply for graduation log into Self Service, then Graduation Overview to begin the process. In order to participate in the May commencement and be considered a 2026 Sandhills Community College candidate for graduation, all of the above academic requirements must be met by the end of the summer semester 2026. Those who submit late applications for graduation run the risk of not being included in the commencement program and of an honor distinction not being recognized during the commencement ceremony.
- Clear all financial obligations to the College.

Students are eligible to graduate with honors if their major GPA is a 3.5 or higher.

Students may apply to graduate with both a certificate and associate degree in the same program for the same academic year if the certificate contains technical electives not specified by course in the degree program.

Students cannot apply to graduate from both the Associate in Science and Associate in Arts degree programs for the same academic year. Students cannot apply to graduate from both the Associate in Engineering and either the Associate in Arts or Associate in Science degree programs for the same academic year.

Students cannot apply to graduate with the Associate of General Education degree if they are graduating or have graduated with another associate degree (A.A.S, A.A., A.A. Teacher Prep., A.E., A.F.A., A.S. or A.S. Teacher Prep.).

Students are required to wear academic regalia during commencement. Regalia (caps and gowns) can be purchased through the SCC website from an approved vendor.

Transcripts

Transcripts are issued at the request of the student. Sandhills Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Orders may be placed 24 hours a day, 7 days a week and transcripts can be sent by electronic exchange, electronic PDF, or mail. Sandhills Community College certifies that an electronic transcript issued by the National Student Clearinghouse is an official college transcript. The acceptability of an electronic transcript will be determined by the recipient in accordance with their policies and procedures.

For those who choose not to use the National Student Clearinghouse, orders may be placed in person in the Office of Student Records and the fee paid in the Business Office, both located in Stone Hall. A photo identification will be required. Students may also submit a signed (wet, not electronic signature) transcript request form to have a transcript mailed or held for pickup. Expressed, signed consent must be given by the student if they would like to permit someone else to pick up the transcript. A photo identification will be required from the person given permission.

Please note, no SCC employee is authorized to email a transcript.

FINANCIAL AID

Financial aid at SCC is available for degree-seeking students in qualified programs through grants, scholarships, and/or work-study employment. A student must apply for financial assistance and may be offered a single type of assistance or a combination package depending on the level of need and eligibility requirements. Aid may be provided by or through the college, federal and state agencies, foundations, or corporations. All policies pertaining to financial aid regulations and procedures are available for viewing in the Office of Financial Aid and Veterans Services and on our website.

Rights & Responsibilities of Students Receiving Financial Aid

Student have the right to know:

- The financial aid programs available at Sandhills Community College
- The policies and procedures necessary to be considered for financial aid.
- The method used for calculating need and the criteria used in selection of recipients.
- The various programs in the financial assistance package and how the amount was determined.
- The refund and withdrawal policies.
- The process for distributing financial aid to students and the frequency of those distributions.
- The school's procedure for facilitating eligible students to acquire necessary books and supplies by the seventh day of each payment period, along with the process for opting out.
- The special facilities and services available to those needing accommodations for disabilities.
- The right to know the deadlines for submitting the financial aid application and required documents.

- The right to request an explanation of the various programs in your financial aid package.
- The right to know how the Office of Financial Aid and Veterans Services determines whether you are making satisfactory academic progress and what happens if you are not.

Students are responsible for:

- Ensuring all required forms are completed accurately and submitted by designated deadlines, along with the accuracy of information provided in the financial aid application to the College.
- Keeping the Office of Financial Aid and Veterans Services informed of any changes in address, name, marital status, financial situation, or any additional changes in the student record.
- Reading and understanding all forms sent and/or signed and keeping copies of forms.
- Informing the Office of Financial Aid and Veterans Services about any scholarships, grants, or external resources obtained while receiving financial assistance from the College.
- Notifying the Office of Financial Aid and Veterans Services if the student withdraws from the College or changes enrollment status.
- Maintaining satisfactory progress to be considered for financial aid.
- Comply with the terms of any agreements that they must sign (ex. Work-study contract).
- Performing, in a satisfactory manner, the work that is agreed upon in a work-study position.
- Understanding the college's refund policy and the Office of Financial Aid and Veterans Services policies pertaining to the return of federal and state funds.
- Completing a new Free Application for Federal Student Aid (FAFSA) every academic year.

Federal Aid Eligibility Requirements

To receive aid, a student must follow these guidelines:

- File a Free Application for Federal Student Aid (FAFSA) each academic year.
- Take only courses that are needed to fulfill graduation requirements.
- Enroll as a degree-seeking student in an eligible program.
- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), or an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.
- Have all college transcripts on file with the Office of Student Records within the timeframe required by college policy.
- Be a U. S. citizen or an eligible non-citizen.
- Demonstrate financial need.
- Make satisfactory academic progress.
- Not be in default on a federally subsidized education loan.
- Not owe a federal refund due to a withdrawal from all courses during a term of enrollment.

Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student financial aid program. Pell grants are awarded to help undergraduates who are in curriculum programs

pay for their education after high school. These grants may require repayment if the student does not fully complete the term. A student is eligible to receive the Federal Pell Grant for the equivalent of six (6) years or twelve (12) full-time semesters of combined enrollment at all institutions; enrollment is not limited to time spent at Sandhills. To apply for a Federal Pell Grant, students need to complete the Free Application for Federal Student Aid (FAFSA). The grant amount is determined by the federal government and awarded based on need. Students must complete the financial aid process prior to their last date of attendance in an academic year.

Federal Supplemental Opportunity Grant

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to Federal Pell Grant recipients with exceptional financial need. These grants may require repayment if the student does not fully complete the term. Candidates for this grant are selected from applicants who have completed the FAFSA, and funding is limited.

Federal and Institutional Work-Study Program

The Federal and Institutional College Work-Study (WS) Programs provide jobs for students who need additional financial aid. WS gives students a chance to earn money to pay for their educational expenses and is a great way for students to gain valuable work experience. WS students are paid at a rate determined by the institution. Current job descriptions are listed on our website and are updated regularly.

The student must complete an online application through Etrieve. The WS Coordinator will then determine financial eligibility and send the application to the hiring supervisor. Hiring supervisors are responsible for conducting interviews and making candidate selections for their positions. Before beginning work, all participants must review the Work-Study Handbook and complete all required employment paperwork. WS students are required to complete a monthly timesheet and are paid at the end of the following month. Eligible students are placed in WS positions for each academic year based upon available funds.

Student Loans

Sandhills Community College does not participate in the Federal Direct Loan Program. Alternative loans may be available for curriculum students. Please contact the Office of Financial Aid and Veterans Services for more information.

Next NC Scholarship

The Next NC Scholarship is awarded to NC residents. These grants may require repayment if the student does not fully complete the term. Eligibility is determined by the State. Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of $80,000 or less and a Student Aid Index (SAI) of $7,500 or less, as reported on the FAFSA, are guaranteed at least $3,000 from combined federal and state aid. Consideration for funding is automatic once the

FAFSA is filed. The FAFSA filing priority date is August 15 for North Carolina Community Colleges. Applicants completing the FAFSA after these dates may be denied if insufficient funds are available.

Childcare Grants

Limited childcare subsidies are available to assist students with childcare needs. An application may be obtained online or in the Office of Financial Aid and Veterans Services. The open application period begins in June, and the process of awarding childcare subsidies starts in July. Applications are received on a continuing basis during the school year, and a waiting list is maintained until the following June. All students must re-apply for each academic year. A history of satisfactory academic progress is required, and the student must maintain satisfactory academic progress to continue receiving a childcare subsidy.

Endowed and Donor Scholarships

SCC offers many endowed and donor scholarships. A student completes a single application to apply for all SCC Scholarships. The application must be completed online at www.sandhills.edu beginning in November of each year. There are two deadlines for scholarships. The early consideration deadline is February 28, and the late consideration/final deadline is May 1. Selection of recipients is made by the College during the spring term for scholarship funds to be used for the upcoming school year beginning in the fall.

The Sandhills Promise Program

The Sandhills Promise Program is for Moore and Hoke County residents who graduate from a public/private high school or registered home school having completed four dual enrollment courses at Sandhills with a cumulative GPA of at least 2.0 and a 67% completion rate by the time of high school graduation. For students who qualify, the College will pay the tuition, technology, activity, and CAPS fees up to the in-state rate for two years, including summer terms. The two years of eligibility begin in the fall semester after high school graduation and end following the summer semester of the second year. To apply, students must complete both the Free Application for Federal Student Aid (FAFSA) and the SCC Scholarship Application annually. For more information, students may contact the Sandhills Promise Office.

Other Funds and Outside Scholarships

Other outside scholarships and funds are available to assist students. Some of these include employer-paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Federal Aid Enrollment Classification

For all semesters of enrollment (fall, spring, summer), full-time credit hours for financial aid is 12 or more credit hours. A student's actual grant amount is based on their enrollment status at the financial aid freeze date. The financial aid freeze dates can be found on our website at https://www.sandhills.edu/financial-aid/deadlines-and-disbursements.html.

Next NC Scholarship is not awarded to students who are less than half-time credit hours.

Financial Aid Withdrawal (Return to Title IV) Policy

Federal funds shall be returned in accordance with federal policies at the time of withdrawal. The percentage of the period of enrollment or payment period for which federal aid was awarded is determined by dividing the total number of calendar days within the period of enrollment or payment period (excluding scheduled breaks of 5 days or more) into the number of calendar days completed as of the day of the student withdrew.

The percentage of aid earned during this period is equal to the percentage of the term completed. The percentage of unearned aid is determined by subtracting earned aid from 100%. The school is required to return the lesser of the unearned aid percentage applied to the institutional charges and the unearned percentage applied to the total federal aid received.

Once a student completes 60% of the payment period or period of enrollment, a student is considered to have earned all their financial aid and will not be required to return any funds.

Students withdrawing prior to completion of 60% of the payment period or period of enrollment may owe additional funds to the institution due to the loss of federal aid. Students are urged to contact the Office of Financial Aid to consider this factor prior to making the decision to withdraw from school.

Academic Progress Policy for Students Receiving Financial Aid

All financial aid recipients are required to meet Satisfactory Academic Progress (SAP) according to Federal regulations and policies set by Sandhills Community College (SCC). The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

Students that receive financial aid through SCC must maintain a cumulative 2.0 grade point average, must complete 67 percent of all the credit hours attempted, and must complete their program of study within 1 1/2 times the normal credit hours required to complete the program. The Office of Financial Aid and Veterans Services will check the students' grades and progress at the end of each semester to be sure they are meeting the standards. Students that do not meet the standards may be placed on a one semester warning period during which time they will need to meet the minimum standards or lose eligibility for financial aid until the standards are met. To access the complete policy, including how to

appeal, contact the Office of Financial Aid and Veterans Services or visit our Rights and Responsibilities page.

Veterans Benefits, Programs, and Guidelines

Veterans Services

Sandhills Community College education programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (VA). Those entitled to VA benefits are eligible veterans, participants in the Montgomery G.I. Bill® contributory program, active-duty military in voluntary education programs, drilling National Guard, drilling Reservists, and spouses and children of disabled or deceased veterans. The VA certifying official in the on-campus Veterans Center provides information and assistance to students applying for VA education benefits. The following is a general description of the veteran benefit programs available at SCC. Please see the VA certifying official regarding any specific questions regarding these programs.

Sandhills Community College is a member of the Service Members Opportunity Colleges (SMOC), a participant in the Concurrent Admissions Program (ConAP), and a Principles of Excellence educational institution.

Montgomery GI Bill® (MGIB)

The MGIB program provides up to 36 months of education benefits. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following an individual's release from active duty. This program is also commonly known as Chapter 30.

Montgomery GI Bill® - Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to a student if he/she is a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for approved degree and certificate programs here at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Post-9/11 GI Bill® (Chapter 33)

The Post-9/11 GI Bill® provides up to 36 months of education benefit. This benefit is for eligible individuals who served on active duty after 09/10/01. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 15 years following an individual's eligibility date, unless a student qualifies for the Forever GI Bill® detailed below. There is a transferability component for eligible individuals to transfer this benefit to their spouse or dependents. This program is known as Chapter 33.

The Veterans Benefits and Transaction Act of 2018 (Public Law 115-407) provides provisions regarding GI Bill® processes. GI Bill® beneficiaries (Chapter 33) are allowed to attend their course(s) of education or training without paying tuition and fees out of pocket if the beneficiary provides the school certifying official a Certificate of Eligibility (CoE). The college will not impose a penalty or payment requirement on the beneficiary based on late (more than 90 days) payments from VA. However, the CoE must be received no later than the first day of the program.

Forever GI Bill®

The Forever GI Bill® eliminates the 15-year time limitation for service members (and dependents) discharged on or after January 1, 2013. As with the Post-9/11 GI Bill®, the benefit may be used for approved degree and certification programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Survivors' and Dependents' Educational Assistance Program (DEA)

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition. The program offers up to 36 months of education benefits. These benefits may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Veteran Readiness and Employment (Chapter 31)

The Veterans Benefits and Transaction Act of 2018 (Public Law 115-407) provides provisions regarding Chapter 31 processes. VR&E beneficiaries (Chapter 31) are allowed to attend their course(s) of education or training without paying tuition and fees out of pocket if their assigned VR&E Counselor send the SCO an approved authorization letter. The college will not impose a penalty or payment requirement on the beneficiary based on late (more than 90 days) payments from VA. However, the authorization letter must be received no later than the first day of the program.

NC National Guard Tuition Assistance Program (NC TAP)

NC TAP is available to any student who is a member of the North Carolina National Guard and pays tuition/fees. Students who wish to apply for the benefits must do so through the website http://nc.ng.mil/ESO/Pages/NCTAP.aspx.

VA General Eligibility Requirements

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the chosen curriculum. Students must make and maintain academic progress in their program of study for their benefits to be continuously certified.

The VA will not pay for enrollment in the following: (1) course audits, (2) repeated courses previously passed unless a higher grade is required for approved program of study, (3) credit by examination, (4) courses not required in chosen curriculum, (5) continuing education classes, and (6) dropped or withdrawn classes.

Academic Progress Policy for Students Receiving VA Educational Benefits

Students receiving VA Educational Benefits must maintain a cumulative grade point average (GPA) of 2.0. Failure to maintain a GPA of 2.0 will result in a warning status for the subsequent term of enrollment. If, at the end of the warning semester the student has not reached a 2.0 cumulative GPA, VA Educational Benefits will be terminated. The student will remain ineligible until the student regains satisfactory academic progress. Eligible veterans or dependents may appeal their termination of benefits by completing an appeal form in the Veterans Services Office.

Military Service Readmission and Short-Term Leave Policy

In accordance with 34 CFR § 668.18 - Readmission Requirements for Servicemembers, students who are members of the United States Armed Forces, including the National Guard, and Reserve Components, are entitled to protections related to their enrollment status if they are called to active duty, mobilized, deployed, or otherwise required to fulfill military obligations.

Readmission Rights

A student who withdraws from Sandhills Community College due to military service:

- will be readmitted with the same enrollment status.
- will be readmitted in the same academic program, or similar program if the exact program is no longer offered.
- will be readmitted with the same academic standing.
- will not be penalized academically or financially.
- must notify Sandhills Community College of their military service and intention to return within five years.

Short-term Absence for Annual Training

Students participating in short-term military obligations, such as the two-week annual training required by the National Guard or Reserve, should:

- notify the Veterans Services Office, the instructor(s), and the Office of Student Records in advance.
- coordinate with the instructor(s) to arrange a plan to make up all coursework.
- not be penalized for absences related to verified military training.

Required Documentation

Students must show appropriate military orders or a written statement for Chain of Command to the Veterans Services Office and the Office of Student Records.

VA Documentation

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification of enrollment. Certification will not be made until the VA certifying official receives all documentation. It takes 60-90 days from the date of certification for benefits to start. Required documentation is as follows:

1. Application for admission with all required documentation.
2. Certificate of Eligibility or VR&E Approval or Purchase Order.
3. Copy of Member4 of the DD-214 or National Guard form DD-2384 "NOBE" signed by the Unit Commander.
4. Official high school transcript or HSE scores and all academic transcripts from each college or trade school previously attended.

All veterans and dependents of veterans are required to submit a VA Certification Request form to the institution's Veterans Services office each semester. A student will not be certified for their enrollment until this form is submitted and approved.

Students receiving VA benefits must notify the VA certifying official of any changes in course load, attendance, or enrollment status within three days of the change.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

STUDENT SERVICES

Campus Health and Safety

Sandhills Community College is committed to maintaining a safe, healthy, and positive work and learning environment. Toward that end, in a good faith effort to ensure the safety and welfare of all the campus community, the college has adopted codes, statements, and policies that are detailed in the college's Catalog and the Policy and Procedures Manual, as well as being posted online at www.sandhills.edu.

Campus Health and Safety Awareness Activities

Guest speakers, hosted by Student Services, provide workshops on such topics as alcohol/substance abuse, campus security, crime and crime prevention, stress management, financial awareness and credit management, and safety issues. Referrals are made, as needed, to local agencies such as hospitals, mental health centers, social services, Friend-to-Friend, private counselors, and self-help groups. Literature on many health and safety issues is provided in the Dempsey Student Center and in Student Services.

Communicable Disease

Any individual who knows or has a reasonable basis for believing that they are infected with a communicable disease (including but not limited to chickenpox, hepatitis, measles, Acquired Immune Deficiency Syndrome [AIDS], meningitis, mononucleosis, and whooping cough) has an obligation to protect himself or herself and others from the ramifications of the disease. Specifically, such individuals should report this information to the appropriate person (see below).

Every effort will be made to try to keep the matter confidential. Only persons with a need to know will be informed and only with prior direct knowledge of the individual who is or believes they may be infected.

Curriculum students should report a communicable disease condition to the Vice President of Student Services. The Director of Moore County Health Department will be immediately notified. At the Hoke Center, communicable disease conditions should be reported to the Director of the Hoke Center who will then report them to the Vice President of Student Services and to the Hoke County Health Department.

The appropriate Senior Leader will take necessary steps to ensure the medical safety of the student and the college community; if deemed necessary for the good of all, the student may be asked to remove himself or herself from the campus until a necessary evaluation of the condition is completed and the President of the College issues a final ruling concerning the enrollment status of the student.

This policy is one part of the College's on-going attempt to promote awareness, education, and counseling on communicable diseases. More information is available in the "Compliance" section of this Catalog.

Student Accident Insurance

Each year, the Student Government Association (SGA) purchases a student accident insurance plan, an excess policy that may cover medical expenses of students caused by accidental bodily injury during college-related academic and social activities. The provisions governing this policy are contained in the master policy issued to the school and may be viewed during the school's office hours. A brief description of the policy, which varies from year to year, will be available through Student Services at the beginning of each academic year. Students may obtain a brochure or file a claim Student Services in Stone Hall.

Student Support and Career Services

Mental Health Counseling

Sandhills Community College values the importance of mental health. Students can access free on-campus mental health support with a North Carolina Licensed Clinical Mental Health Counselor in a safe and confidential space. Appointments can be scheduled on the counseling services webpage.

For students who require long term support or choose to seek professional counseling services from off-campus providers, referrals can be made. The counseling office is in 229 Stone Hall on the Pinehurst campus.

Additionally, our Student Assistance Program (SAP) offers three free counseling sessions per issue, available online, by phone, or in-person. For more information, visit the counseling services webpage. The SAP also provides access to financial and legal services.

These support services help provide students with the resources they need to succeed both personally and academically.

High School students who are on campus for classes will be served by their assigned school counselor. If a crisis occurs, students will be assisted and a follow-up with the counseling department at the student's high school will be scheduled. For all other students under the age of 18 on campus, North Carolina law requires the consent of a parent or legal guardian to receive mental health services.

Exceptions include:

1. The student is married.
2. The student serves in the armed forces.
3. The student is legally emancipated.

Disability Services

Sandhills Community College is committed to full compliance with the Americans with Disabilities Act (ADA), originally enacted on July 26, 1991, as an extension of the Civil Rights Act of 1964, and as amended in 2009 and 2011. The College works to remove physical, psychological, and procedural barriers that may hinder equal access to enrollment, programs, services, or employment opportunities.

The Office of Disability Services (transitioning to Student Accessibilty Services in future communications) coordinates accommodations and support for students with disabilites. This office advises administration on reducing academic barriers, evaluates accessibility-related policies and procedures, and provides ADA training for faculty and staff. It also supports the implementation of reasonable accommodations to promote equal access.

While the office is currently Disability Services, the College is actively working toward adopting more inclusive language, such as Student Accessibility Services, to better reflect our mission of equitable access and support for all.

Sandhills Community College expects all members of the campus community to be responsive to the needs of individuals with disabilites and to ensure reasonable accommodations are made so that every student can fully participate in academic life.

Job Fairs

The SCC Career Center hosts two job fairs each year on campus, Fall and Spring semesters. Job Fairs provide an opportunity for a variety of employers to visit campus to provide networking and job considerations with our students. The Director Job Placement Services develops relationships with both local and regional employers to develop job opportunities for Sandhills Community College students.

Guarantee to Employers

Sandhills Community College guarantees that its graduates are proficient in the knowledge and skills covered by their educational programs. In the event that an employer finds a Sandhills graduate deficient in such an area, the employer should — within 90 days of the graduate's employment — contact the Provost. The Provost will arrange to re-enroll the graduate in up to three (3) courses at the College at no charge to the graduate or the employer. This guarantee applies to

graduates of two-year associate in applied science degree programs and one-year diploma programs.

Student Involvement in the Institution

Student Government Association (SGA)

Many student activities at Sandhills Community College are sponsored by the Student Government Association (SGA). Efforts are made to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, national days, the annual Fall Fest and Spring Fling, holiday festivities, coffee and doughnuts during exams, and a variety of other events.

The SGA is always looking for new ideas and new Senators. To become a Senator, students must complete a simple online application via an Outlook form, maintain at least a 2.0 GPA, contribute at least four hours per week to SGA activities, and possess high motivation. Every student on campus is a member of the SGA, and the SGA acts as the students' voice at SCC. Not only does the SGA sponsor fun events and activities, but it also presents student comments and concerns to the administration and the Board of Trustees. In fact, the SGA President is a trustee of the College.

The SGA office is located upstairs in the Dempsey Student Center, inside the Ewing Leadership Wing.

Student's Role in Institutional Decision-Making

By statutory requirement, the President of the Student Government Association serves ex officio on the Board of Trustees, the governing body of the College. Students are appointed to the following standing committees: Safety and Environmental, Scholarships, and Student Grievance Committee. In these committees, students have opportunities to study and comment on proposed policies and procedures and to rule on appeals related to student disciplinary cases.

Most significantly, the Student Government Association gives students experience in representative government. Officers are elected by the student body. Students interested in serving in the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

Student Publications

The Student Government Association produces an in-house, weekly bulletin written by and designed for students.

This bulletin, published weekly, and sent via SCC student email accounts, is overseen by the SGA Public Information Officer and the Director of Student Life, with content by members of the SGA, the student body and SCC Faculty/Staff. While it is an informal publication, this bulletin, like all student publications, is expected to observe the guidelines for student publications.

Student Publications Guidelines

Student publications guidelines at Sandhills Community College are expected to represent the student body at its best. The content of such publications must be in concert with the college Student Code of Conduct. Specifically, all contributors to such publications are bound by the elements of this code:

- Writing that communicates a true threat to an individual or group is prohibited.
- Writing that communicates harassment that rises to the level of severe or pervasive is prohibited.
- Writing that involves libelous charges is prohibited.
- Writing that makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing that appears in student created publications is expected to be clear, correct, and well-reasoned. Documents should be well-designed and inviting to the reader.

All materials for student publications must be approved prior to publication by the Director of Student Life. Any disputes about content may be taken to the Vice President of Student Services for resolution in concert with the Director of Student Life, the SGA President, and the student-writer. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Photo and Video Use

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, students and those visiting our campus are the best resources for marketing the College and are willing to participate in college promotions.

All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members will add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the College's online and print publications. These images and videos may be used for years after obtaining. The College reserves the right to release images for use by outside agencies for publication by news outlets, magazines, and digital outlets as the College sees fit.

In addition to print use, images may be posted to the college's social media outlets (Facebook, Twitter, Instagram and others).

Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or photo/video shoots on campus).

Students participating in a formal photo shoot (flightPath magazine, billboards, viewbooks, etc.) are giving their permission for their image to be used. Students may opt out of a photo. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be difficult to exclude that person from the resulting images.

Concerns about the uses of individual images may be communicated to the Marketing & Public Relations Department, which will try to resolve individual

complaints while still meeting the institutional goals of visually representing the College. Expense is sometimes a consideration in the ability to change a photograph; usually an inventory of printed publications must be exhausted before the change can be implemented.

Supervisory Role of the Institution over Student Activities

While Sandhills Community College takes very seriously its commitment to creating an atmosphere that encourages maximum student self-governance and a range of stimulating activities, the College is also mindful of its responsibility to oversee student life in a responsible and proactive fashion. The supervision of student activities is a function of the Division of Student Services. The Vice President of Student Services charges the Director of Student Life to direct student activities and serve as advisor to the Student Government Association (SGA). The Advisor attends all SGA meetings and sponsored activities and serves as a liaison between the SGA and the Vice President of Student Services. A description of the supervisory role of the SGA Advisor over the SGA and student activities is found in the Student Government Association Constitution and Bylaws.

The SGA is the official sanctioning body for all campus clubs and organizations. The SGA Constitution and Bylaws notifies students of their responsibility in initiating and participating in a student club or organization, which must be recognized as such in order to be permitted to use college facilities. Each club or organization has a full-time faculty or staff member who serves as advisor and meets regularly with the group. Additional information may be found in the Student Club and Advisor Handbook which may be obtained through the Director of Student Life.

Student activities at Sandhills Community College are evaluated regularly through student surveys and student participation data. Results provide insight into student needs, interests, satisfaction, and level of participation. These insights are used in determining and planning appropriate student activities.

Student Fundraisers

All student fundraiser events must be approved by the Director of Student Life prior to the event. Proper scheduling will help prevent the possibility of two events occurring on the same day. Activities on campus, including requests for donations or funds, must be submitted in writing using the Fundraising Request Form via Outlook Forms. Before approval is given for soliciting prizes, funds, or donations from the public, the Director of Student Life will consult the Sandhills Community College Foundation Office to ensure the activity relates directly to the purpose of the College and does not conflict with other fundraising activities or plans (More information is available under “Fundraising Procedure” in the Club Handbook.)

Student Life

There is something special for everyone at SCC. Sandhills Community College sponsors a wide variety of organizations and clubs designed to enhance the educational opportunities available to our students. If you do not see a club that interests you and would like to know more about starting a new club on campus, contact our Director of Student Life at 910-695-3858.

ACES (The Architecture, Construction, Engineering and Surveying Club)

- **Ed Spitler, Little 163, 695-3797, spitlere@sandhills.edu**
- **Matthew Sheffield, Little 170, 246-4940, sheffieldm@sandhills.edu**
- **Ginny Ferguson, Steed 114, 695-3882, fergusonv@sandhills.edu**
- **Mike Sassano, Little 153, 695-3940, sassanom@sandhills.edu**

The Architecture, Construction, Engineering and Surveying Club, otherwise known as the ACES Club, extends learning opportunities about these and other related fields outside of the classroom. Each year, the ACES members participate in the Experience Industry Project, through which students explore exciting projects and sites related to their industries. Students have toured the Washington Nationals Baseball Stadium construction, the Freedom Tower construction, the Brooklyn Bridge, the Smithsonian Air & Space Museum, the Skyscraper Museum, the Hoover Dam, the Chunnel, the Big Dig, as well as many other interesting sites.

Alliance for Black Culture (ABC)

- **Kimberly Aliago, Stone 115A, 695-3738, aliagok@sandhills.edu**
- **Tonelli Hackett, Logan 229, 695-3737, hackettto@sandhills.edu**

The Alliance for Black Culture (ABC) promotes global diversity, equity and inclusion starting with our community. All races are cordially invited to join this organization. We strive to service our community, learn about Black history and culture, and increase success of Black graduate at Sandhills Community College.

Amigos Unidos

- Ana Casique, Logan 112, 695-3910, casiquea@sandhills.edu

Latin X is a club dedicated to raising awareness about the Amigos Unidos and Hispanic culture by providing resources for our campus community. Club participants do not need to identify as Latino/a/x in order to join as we aim to actively participate in the expression and inclusion of diversity among campus. The club welcomes anyone and everyone! Our objective is to educate the student body on traditions and cultures they may not be familiar with, along with raising awareness and celebration for marginalized groups on campus.

Astronomy Club

- **Dr. Jeanne Morse, Meyer 104, 695-3762, morsej@sandhills.edu**

The Astronomy Club encourages students to investigate astronomy and astrology related topics outside of a purely academic context. Any currently enrolled student may join.

Athletics

- **Mike Apple, Dempsey 107, 246-2864, applem@sandhills.edu**

Sandhills Athletics works to support the mission and purpose of Sandhills Community College. As a member of the National Junior College Athletic Association (NJCAA), SCC athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college

environment for all students, faculty, and staff. The Athletics Department works with students to promote leadership and involvement within our community through public service outreach. The Flyers have won NJCAA regional and district titles in volleyball, men's basketball, men's and women's cross country/track and field, and men's and women's golf. The Flyers have won national titles in men's basketball and men's golf. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

Chess Club

- **TBA**

The SCC Chess Club provides an opportunity for students to socialize, learn, and grow through playing chess. Alongside regular meetings, the Chess Club also hosts opportunities for students to teach the game of chess to their fellow peers and holds chess tournaments (for charity). Our main objectives are to teach, learn, and to play chess – and to help people out along the way.

Circle K Club

- **April Ikner, Stone 123, 695-3765, iknera@sandhills.edu**

The SCC chapter of Circle K International will be a prominent, inclusive, and impactful student-led organization helping to improve the quality of life for the people in the Sandhills and SCC students through service, leadership, and fellowship.

Computer Technology Club

- **Paul Steel, Little 240, 695-3815, steelp@sandhills.edu**
- **Rick Hooker, Little 242, 695-3791, hookerr@sandhills.edu**
- **Will Jones, Little 158, 246-5365, jonesjw@sandhills.edu**

The Computer Technology Club gives students the opportunity to meet others with similar interests in computer technology. The club facilitates communication, discussion and dispersion of information relating to computer applications, services and technologies. The club includes students from all areas of computer instruction offered on the campus including, but not limited to, computer programming, computer engineering, digital media, networking, and simulation and game development. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. Above all else this club is open to all who WANT to know more....

Creative Writing Club

- **Renee Whitmore, Logan 133, 695-3867, whitmores@sandhills.edu**

The Creative Writing Club is all about writing creatively. Writing is one of those niche interests that only a small percentage of people take part in. As such, finding like-minded individuals who share a literary passion can be a challenge. The Creative Writing Club makes that challenge negligible. All that a literature-loving student will have to do to get involved with other writers is join up! Members of the club will be given the opportunity to share their work with others, and, naturally, have others' work shared with themselves. Peer reviews have been

instrumental in my come-up as a writer, and it goes both ways. When my work is analyzed, I get to see what I did right and what I did wrong: perfect information for improvement. When analyzing another's work, I get to see what they did right and what they did wrong: perfect information for improvement.

CRU

- **Emily Waldrop, Stone 119, 695-3730, waldrope@sandhills.edu**

CRU is a caring community passionate about connecting people to Jesus Christ. The purpose of CRU is helping to fulfill the Great Commission in the power of the Holy Spirit by winning people to faith in Jesus Christ, building them in their faith and sending them to win and build others and helping the body of Christ to do evangelism and discipleship through a variety of creative ways.

C-Step Club

- **Matthew Dial, Meyer 218, 695-3960, dialm@sandhills.edu**

Students that are accepted into the UNC-CH Student Transfer Excellence Program (C-STEP) at Sandhills Community College are eligible to be members of this organization. The club will educate student interested in applying to the program, provide support to students currently in C-STEP, and participate in campus and community events to provide leadership opportunities for members.

Debate Club

- Dr. Craig Van Pelt, Logan 223, 246-4979, vanpelt@sandhills.edu

The Debate Club provides students with the opportunity to engage in conversations regarding worldwide and local issues using reliable information from credible sources. We invite all currently enrolled students to join.

Fellowship of Christian Athletes

- **J.P. Easterly, McKean 117, 695-3812, easterlyj@sandhills.edu**
- **Lauren Easterly, Logan 126, 695-3855, easterlyl@sandhills.edu**

FCA is a Christian community that is led by those who serve FCA's mission as its representatives, including all of FCA's directors, officers, employees and volunteer leaders, each of whom is an integral part of the community (and are described in this Manual as "FCA representatives"). Both of FCA's mission and the association of FCA's representatives are an exercise and an expression of FCA's Christian beliefs. The mission of the Sandhills Community College Fellowship of Christian Athletes is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."

Flying Club

- **TBA**

The purpose of the club is to provide SCC students access to a growing industry and bridge the gap between the establishes Ground Training Aviation Program at SCC and Flight Training opportunities. The club will educate students on how to

take their ground training learned at SCC to the skies and connect them with local Flight Training facilities.

GST*A (Gay, Straight, Transgender Alliance)

- **Sue Senior, Kennedy 160, 695-3922, seniors@sandhills.edu**
- **Jami Dandridge, Stone 221C, 693-2072, dandridgej@sandhills.edu**

GST*A is a support group for the LGBT community and allies. The club offers a unique setting in which students, faculty, and staff at SCC can share their true identities. We offer support through weekly meetings as well as scheduled activities throughout the Fall and Spring semesters. GST*A participates in many of the events held on campus to ensure that SCC maintains a friendly and helpful space for all people attending the college as well as people residing in the community. GST*A also supports numerous campus events as well as promoting awareness and education that pertain to LGBT issues.

Horticulture Club

- **Hilarie Blevins, Steed 209, 695-3885, blevinsh@sandhills.edu**

One of the oldest and most renowned organizations on the SCC campus is the Sandhills Horticulture Club. The club's primary purpose is to provide a vehicle to support outside activities and competitions in which the Landscape Gardening students participate. The club hosts special events such as bedding plant sales and other creative projects to support student trips, competitions, and student career days.

Intramurals

- **Dana Cuellar, Dempsey 223, 695-3858, cuellard@sandhills.edu**

Interested in starting a club sport? Club sports that have been popular in the past include soccer, tennis, and sand volleyball. Sandhills club sports are student led meaning students assume the role of captain or co-captain and assist with the recruitment of other students to play. Students of all levels/abilities are encouraged to start a sport and/or participate.

Music Production Club

- **TBA**

The Music Production Club is here to give students the opportunity to create music using music software as well as various kinds of instruments. We would also love to teach students how to make music. Any currently enrolled student may join.

Natural Resource Management and Conservation Club

- Tracey Emmons, Meyer 211, 695-3764, emmonst@sandhills.edu

Join the Natural Resource Management and Conservation Club to learn and participate in natural resource management on conservation. Any student currently enrolled, or planning to enroll, in a science course can join.

Phi Theta Kappa – Alpha Tau Beta

- **Scott Robinson, Van Dusen 227, 695-3869, robinsons@sandhills.edu**

Phi Theta Kappa is the international honor society for two-year colleges. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses (100 level or higher) in a degree-granting program. Invitees who choose to join are inducted in the spring or fall semesters. The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on campus activities.

Pre-Health Club

- **Matthew Dial, Meyer 218. 695-3960, dialm@sandhills.edu**

The Pre-Health Club plans on hosting guest speakers that specialize in different areas of the healthcare field once a month. As of now, the planned speakers include a medical doctor, a nurse practitioner, a radiologist and the Director of Health Programs at SCC. Any currently enrolled student may join.

Radiography Club

- **Robin Garner, Kennedy 158, 695-3916, garnerr@sandhills.edu**

The Radiography Technology Club includes students that are enrolled in SCC's Radiography Program. Club members are encouraged to give back to the community through school and community sponsored events. Club members also host fundraisers to support workshops and attendance at State Radiography conferences, where students are encouraged to network, build relationships with peers, reach for higher professional goals, and support patient safety initiatives. This club provides opportunities for students to get involved in school, community, and professional initiatives to give back and raise standards affecting our healthcare profession. Students host fundraising events to provide funding for NCSRT conference and ARRT Registry preparation.

Sandhills Association of Nursing Students

- **Laura Hassell, Foundation 1016. 695-3843, hasselll@sandhills.edu**

The Sandhills Association of Nursing Students (SANS) seeks to introduce participants to the nursing profession through their professional organization and to provide a setting for professional socialization. Active membership is available to all ADN (Associate Degree Nursing) students. SANS also promotes and encourages participation in community affairs and activities related to improving healthcare. SANS provides opportunities for state and national networking with their professional organization. Fundraisers, service projects, social events, educational programs, and mentoring and recruitment opportunities are all part of the experience available to SANS members.

Student Government Association

- **Dana Cuellar, Dempsey 223, 695-3858, cuellard@sandhills.edu**

The student activities program at SCC is sponsored by the Student Government Association. Members of the SGA make a concerted effort to provide students with cultural, social, recreational, and service-oriented experiences. Activities sponsored by the SGA include free food days, national days, the annual Fall Fest and Spring Fling, holiday festivities, exam fuel during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is the students' voice at SCC.

Students for Life

- **Ginny Ferguson, Steed 114, 695-3885, fergusonv@sandhills.edu**

Members of Sandhills Students for Life work to save lives threatened by induced abortion, euthanasia, and the destruction of human embryos for research. In furtherance of these goals, members seek to promote respect for life at Sandhills and on a local, state, and national level, to educate on life issues, to help those in need so that life is a promising choice, and to work with others who share common goals.

Tennis Club

- **Alicia Riggan, Dempsey 114, 246-4122, riggana@sandhills.edu**

The Sandhills Tennis Club provides an inclusive environment where students can feel welcome while enjoying the game of Tennis. College life can at times seem overwhelming and every now and then college students may feel the need to have a break from their typical school day. The tennis club is open to all students regardless of experience in playing tennis.

STUDENT CONDUCT

Student Code of Conduct

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Faculty teaching courses for Sandhills Community College and students taking courses at Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics selected by the instructor. It is expected that students conduct themselves in a manner that does not disrupt the learning and teaching environment. The faculty and administration reserve the right to remove a student from a course or

a program or to deny his or her admission to a course or a program if the student's behavior is determined to be detrimental to the teaching environment.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in the discipline and appeals procedures for academic and/or non-academic violations.

Academic-Related Violations

A. **Plagiarism** – The intentional theft or unacknowledged use of work or ideas of another person, or produced by artificial intelligence, and/or machine learning. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person or by artificial intelligence. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
B. **Cheating** – Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student or artificial intelligence during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone take one's exam and submitting it as his/her own.
C. **Aiding Acts of Academic Dishonesty** – Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.
D. **Educational Settings** – In certain educational settings, such as work-based learning, practicum courses, and clinical, student grades are determined, at least in part, based on student behavior. Therefore, violation of the student code of conduct may result in a failing grade as outlined in individual program handbooks.

Non-Academic Related Violations

A. **Theft and Property Damage** – Students who are caught stealing or damaging College property, or the property of another, will be required to make restitution for the full extent of the damage or loss, and may be eligible for civil or criminal prosecution as well as College discipline. Students that lose College property entrusted to them are subject to this provision.
B. **Trespass to Property** – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without permission); or remaining on the College campus after having been directed to leave by a College official.
C. **Student Identification** - All students are required to have and to carry a picture ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.
D. **Drugs and Alcohol** – Unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location.
E. **Smoking** – Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. Otherwise, the use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type

of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and "vaping" with e-cigarettes.

F. **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.
G. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
H. **Sexual Harassment and Sexual Violence** - Students shall not engage in sexual harassment and/or sexual violence.
I. **Unlawful Discrimination** - Students shall not engage in unlawful discrimination.

J. **Communicating Threats** – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent, or willfully threaten to damage the property of another.
K. **Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employee's ability to perform the essential functions of his/her job.
L. **Disorderly Conduct and Disruption** – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
M. **Possession of Weapons** – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted if the student has a concealed handgun permit that is lawfully issued and the following conditions are met: a) the handgun is in a closed compartment or container within the person's locked vehicle; b) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; AND c) the vehicle is locked at all times.
N. **Tampering with Fire Alarms** - Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
O. **Gambling** – Students may not gamble on campus or at any College-affiliated activities or events.

P. **Traffic Violations** - All vehicles must be properly registered, display appropriate stickers, and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to fines, wheel locks, towing, or possible revocation of campus parking privileges.
Q. **Wheeled Vehicles** – For student and public safety, wheeled vehicles, to include but not limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks, pedestrian walkways, and parking lots. Failure to comply may result in disciplinary action. This section does not apply to wheelchairs or other mobility devices when such device is used by a person due to a disability or medical condition.
R. **Providing False Information** – Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.
S. **Disobedience / Insubordination** - Failure to comply with instructions of College officials acting in performance of their duties and failure to adhere to the terms of any discipline action.
T. **Financial Impropriety** – Financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials.
U. **Public Laws** – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
V. **Unauthorized Access to College Records** – Students may not access, view, copy or change official College records without expressed authority to do so.
W **Children on Campus** – Students are not to bring children to campus except under exceptional circumstances and with prior approval of a college official.
X. **Animals on Campus** – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Services animals are permitted and any student with a service animal is encouraged to report the use of a service animal to the College's Disability Services Coordinator.
Y. **Improper Use of the College Network/Technology** – Students are prohibited from engaging in any activities prohibited under the Internet and Network Acceptable Use Policy.
Z. **Violation of Policies and Procedures** – Students are expected to be familiar with the College's policies and procedures. Students may be disciplined for failure to follow the College's policies and procedures.
AA **Violations of Normal Classroom Behavior** – Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.
AB **College Sponsored Trips** – Students will abide by all requirements defined in the College Field Trip protocols participation forms.
AC **Campus and Program Attire Standards** – Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. College officials have the authority to establish dress standards for specific programs, work areas, and the campus environment. After appropriate counseling, students who fail meet those standards may be removed.

AD. **Hazing** - Students may not participate in any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an institution of higher education. This includes but is not limited to physical brutality or abuse; forced or coerced consumption of any food, liquid, drug, or other substance; forced or coerced physical activity; sleep deprivation; exclusion from social contact; conduct that could result in extreme embarrassment or humiliation; any activity that would unreasonably interfere with academic pursuits.

AE. **Other Offenses** – The College reserves the right to discipline students for other conduct, not listed in this policy, if the conduct disrupts or threatens to disrupt the College, its employees or students.

Academic Violations - Discipline and Appeal

The Provost/Chief Academic Officer is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and review at the beginning of the first-class meeting.

SANCTIONS FOR ACADEMIC VIOLATIONS

The following sanctions may be imposed for academic violations:

A. Re-complete the assignment;
B. Additional course work;
C. Zero grade on the test or assignment on which cheating occurs;
D. Failing grade of an F or FW for the course depending on the point in the semester as well as immediate dismissal from the course;
E. Removal from program and/or College; or
F. Denied admissions from course and/or program.

ACADEMIC GRIEVANCE

If a student has a grievance resulting from instructional practices or learning environment activities, the student must first meet with the instructor and department chair/head to seek an informal resolution to the problem. If a resolution cannot be reached, the grievance is then referred to the academic dean over the instructional area. Based on the decision of the academic dean, the student may elect to continue the appeal to the Vice Provost of Instructional Programs. Based on the decision of the Vice Provost of Instructional Programs, the student may elect to continue the appeal to the Provost/Chief Academic Officer, whose decision is final. If a satisfactory resolution is achieved at any point, the academic grievance process stops.

Non-Academic Violations, Sanctions - Discipline and Appeal

The Vice President of Student Services is responsible for implementing these Procedures.

SANCTIONS FOR NON-ACADEMIC VIOLATIONS

The following sanctions may be imposed for non-academic violations:

A. **Reprimand**. A reprimand is written communication which gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.
B. **Disciplinary Probation.** Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under disciplinary probation will result in the student's immediate suspension.
C. **Restitution.** Restitution is paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.
D. **Right to Register and/or Participation in College Events and Ceremonies.** The right to register and/or to participate in college events and ceremonies is suspended when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.
E. **Temporary Suspension**. Temporary suspension is the exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.
F. **Disciplinary Suspension.** Discipline suspension is the exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Student Conduct Officer before returning to campus.
G. **Expulsion.** Expulsion is dismissing from the College. The student may be readmitted to the College only with the approval of the President.
H. **Group Probation.** Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.
I. **Group Restriction.** Group restriction is removing College recognition during the semester which the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold or sponsor events in the College community or engage in other activities as specified.

J. **Group Charter Revocation.** Revocation is the removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

In addition to the above stated sanctions, the College may require a student to attend counseling. The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College after a period of suspension or expulsion. The student must provide written documentation from the licensed professional that the requirement has been met. Additionally, if required by the Student Conduct Officer, the student must also provide a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College's licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.

IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify any College official and/or the College Police Department who will immediately meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fails to cease and desist, or if the behavior is such that the student(s) needs to immediately be removed from campus, the College official and/or the College Police Department may then immediately have the student(s) removed from campus.

The College official and/or the College Police Department invoking the removal shall notify the Student Conduct Officer in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the College official and/or the College Police Department written notice, the Student Conduct Officer shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Student Conduct Officer's opinion, the student behavior threatens the health, safety and well-being of the College community, the Student Conduct Officer shall place the student on temporary suspension pending the outcome of the disciplinary matter. Temporary suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption or interference with the normal operations of the College.

DISCIPLINARY PROCEDURES

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

Incident Report

Any College employee or student may file a written report with the Student Conduct Officer against any student or student organization for violations of the

Student Code of Conduct. The individual(s) making the charge should complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.

Investigation and Determination

The Student Conduct Officer shall conduct an investigation into the charges and allegations. Within ten (10) business days after receipt of the incident report, the Student Conduct Officer shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provide the student (or student representative(s)) with an opportunity to present his/her side. After discussing the alleged infraction with the student, the Student Conduct Officer may act as follows:

1. Drop the charges;
2. Impose a sanction; or
3. Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or expulsion.

Notification

The Student Conduct Officer shall provide the student with his/her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record.

DISCIPLINARY APPEAL PROCEDURE

Appeal to the Grievance Committee

A student who disagrees with the Student Conduct Officer's decision may request an appeal before the Grievance Committee ("Committee"). This request must be submitted in writing to the Student Conduct Officer within three (3) business days after receipt of the Student Conduct Officer's decision. The Student Conduct Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the Student Conduct Officer's investigation. The Student Conduct Officer's decision shall not be tolled pending appeal.

Committee Composition

Membership of the Grievance Committee shall be composed of the following:

a. Four faculty members, with one serving as co-chair
b. Three staff members, with one serving as co-chair
c. Up to 4 students selected in conjunction with the Student Government Association.

The Grievance Committee is a Campus-Wide Committee. As such, membership of faculty and staff is selected through the College's annual committee assignment

process, which, when possible, follows a structured, three-year membership rotation.

Committee Hearing Procedures

Pre-Hearing Procedural Responsibilities of the Grievance Committee Chair – The Committee must meet within ten (10) business days of receipt of the student's request for a hearing. At least five (5) business days prior to the date set for the hearing, the Grievance Committee Chair shall send notification to the student(s) with the following information:

i. A restatement of the charge or charges.
ii. The time and place of the hearing.
iii. A statement of the students' basic procedural rights.

At least two (2) business days prior to the hearing, the student(s) will provide the Grievance Committee Chair with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Grievance Committee Chair regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

The following due process rights shall apply to the Committee hearing:

i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
ii. The right to produce witnesses on one's behalf.
iii. The right to present evidence.
iv. The right to know the identity of the person(s) bringing the charge(s).
v. The right to testify or to refuse to testify without such refusal being detrimental to the student. However, the student must be present as agreed upon. Failure to appear nullifies the hearing procedures, and the judgement of the Student Conduct Officer will be upheld.

The following hearing procedures shall apply:

i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
    - The student(s)
    - Counsel(s)
    - Committee Members
    - Student Conduct Officer, or designee
ii. Witnesses shall only be present in the hearing room when giving their testimony.
iii. The Student Conduct Officer, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.
iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.
v. Each side will have an opportunity to make a short, closing argument.
vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the Student Conduct Officer's decision.
vii. Committee decisions shall be made by majority vote.
viii. Within two (2) business days after the hearing, the Chair shall notify the student(s) and Student Conduct Officer, in writing, with the Committee's decision.

Appeal to the President

If the Student Conduct Officer or student disagrees with the Committee's decision, either may request an appeal to the President. This request must be submitted in writing to the President within three (3) business days after receipt of the Committee's decision.

The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student, Student Conduct Officer, and Grievance Committee Chair within ten (10) business days from receipt of the student's appeal.

Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the Student Conduct Officer, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the Student Conduct Officer, are satisfied.

Student Complaints

COMPLAINT PROCESS OVERVIEW

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly complaints procedure. Every student shall have the right to present his/her problems or complaints free from coercion, restraint, discrimination or reprisal. This Procedure provides for prompt and orderly consideration and determination of student problems and complaints by College administrators and ultimately the President.

A complaint is any matter of student concern or dissatisfaction with the College's control EXCEPT: (a) student discipline matters regarding academic and non-academic violations (Student Code of Conduct); (b) discrimination and unlawful harassment, including sexual harassment and sexual violence; (c) a grade appeal, or (d) any other matter that has a specific complaint process outlined in that policy or procedure.

INTERNAL COMPLAINT PROCESS

Informal Compliant– Step One

In the event the alleged complaint lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the complaint at this level. In the event that the student is unsatisfied with

the resolution reached at the informal conference, he/she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the complaint not being heard and the matter being closed.

If the complaint concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

Formal Compliant– Step Two

If the complaint is not resolved at Step One (or, given the nature of the complaint, Step Two begins the process) the student may file a written complaint with the Student Conduct Officer. The written complaint must contain, with specificity, the facts supporting the complaint and the attempt, if applicable, to resolve the complaint at the information level.

The Student Conduct Officer (or, depending on the nature of the complaint, another appropriate College official) shall review the written complaint and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the complaint. The Student Conduct Officer shall provide his/her written decision within ten (10) business days after receipt of the complaint.

In the event that the student is unsatisfied with the resolution reached by the Student Conduct Officer, he/she may proceed to Step Three within five (5) business days after receipt of the Student Conduct Officer's written determination. Not proceeding to Step Three within the time period will result in the complaint not being heard and the matter being closed.

Appeal – Step Three

If the student is not satisfied with the Student Conduct Officer's determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal, the President shall provide a written decision to the student.

The President's decision is final.

EXTERNAL COMPLAINT PROCESS

North Carolina Community College System

The College is a member of the North Carolina Community College (NCCC) System. If a student is dissatisfied with the result of a complaint within the College, the student may file a complaint with the NCCC System. The student

must exhaust the College's internal complaint process prior to filing a complaint with the NCCC System. The contact information for the NCCC System Office is:

Southern Association of Colleges and Schools Commission on Colleges

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). If a student is dissatisfied with the result of a complaint within the College, the student may file a complaint with the SACSCOC. The student must exhaust the College's internal complaint process prior to filing a complaint with the SACSCOC. The contact information for SACSCOC is:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

1866 Southern Lane

Decatur, GA 30033

Telephone: 404-679-4500

Website: https://sacscoc.org/

Discrimination and Harassment (Including Sexual Harassment)

The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status in the administration or in any of its education programs and activities and employment practices.

For issues related to Title IX sexual harassment, see Procedures 4.14.1/5.17.1– Sexual Harassment.

CAMPUS POLICE AND PUBLIC SAFETY

Traffic Rules and Regulations

All students, faculty, and staff are required to adhere to all rules and regulations related to vehicle use on campus. The complete guide to those rules and regulations can be found on the SCC Homepage under the quick links to Security.

Automobile Registration

All students who park vehicles on campus must register their vehicles at the time of course registration. The cost of parking stickers is included in the student fees payable at registration.

Parking Regulations

Students are required to park in paved parking spaces that are not reserved for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m.–3 p.m., Monday–Friday, after which time anyone may park in these spaces. This does not apply to visitor parking. A one-hour time limit applies to all visitor spaces. When paved parking spaces are filled, the College will provide designated unpaved areas for temporary student use. Restricted parking, including handicapped parking, is marked with appropriate signs.

Parking Permit

All students are required to obtain a permit that enables them to park at the College. Students must register for the permit through the MySCC page prior to pick up in the Dempsey Center. **The permit must be affixed to the left rear bumper or displayed in the left rear window of the vehicle.** This permit will also enable staff to notify the student in the event of an emergency (**e.g., someone hits the car**). If a student temporarily drives a vehicle without a permit, he/she must obtain a temporary permit from the switchboard receptionist in Dempsey Hall. Vehicles parked on campus without permits will be in violation. Repeated violations of the campus parking regulation will be considered an offense of the Student Code of Conduct. Disabled students may receive handicapped parking permits after presenting appropriate DMV documentation to the campus switchboard receptionist. Campus parking lots have designated areas for the disabled.

Temporary Parking

For the first few days of the fall/spring semesters, staff members may need to direct vehicles into temporary parking areas. Students should follow the instructions given during this time period.

Parking Violations

Violations of parking regulations will result in fines and/or the vehicle's being towed. Violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any fines levied. Violations for which citations may be issued include, but are not limited to the following:

Fines

The Business Office is hereby authorized to collect a $25.00 fine for any of the following violations:

- Parked in visitor space
- Parked in faculty space
- Parked in student space
- Failure to display current parking decal
- Failure to register vehicle
- Improper display of parking decal

The following violations shall be considered infractions. The Business Office is hereby authorized to collect fines at the rates noted below for any of the following violations:

Driving in a hazardous manner/ speeding/careless and reckless	$100
Driving wrong way in drives lane	$50
Exceeding a safe speed	$25
Failure to heed a stop or yield sign	$25
Parking incorrectly in a parking space	$25
Parked in driveway/access	$50
Parking in manner creating a hazard	$50
Parking in more than one space	$25
Parked in no parking space/area	$25
Parked in unauthorized/handicap space	$100
Unsafe movement	$25
Any traffic violation (not listed)	$25

The student is responsible for any violation incurred by individuals who bring the student to campus. Payments of fines should be made to cashier in Stone Hall. Failure to pay parking tickets will result in the fines' being added to the student registration fees. **Persons who have received five (5) or more tickets may have the vehicle towed or may be subject to other disciplinary action**.

Identification Card

During registration, the student will need to obtain a student ID. An ID is required — the student must carry it at all times on campus! ID cards issued during a student's initial enrollment should be used during the student's entire academic career at Sandhills Community College. This card allows students to checkout

library books, use the Learning Resource Computer Lab, use college equipment, and participate in SCC activities. Curriculum students may receive one card per school year at no charge. A replacement card costs $10. A paid receipt and a valid government photo ID or passport are necessary to have an ID made. ID cards are made 8 a.m.–5 p.m. Monday–Thursday and 8 a.m.–1 p.m. Friday in the Dempsey Student Center. Students that are enrolled for the fall semester do not need to renew their card for the spring semester. **Please note:** Online students use their assigned student ID number to gain their password-protected user account that then allows them to access campus resources and services via electronic means. Online students are encouraged to obtain an ID card upon their first visit to campus.

Campus Crime

In accordance with the Student Right-to-Know, Campus Crime Security Act of 1990, and the Clery Act, SCC exhibits "zero tolerance" toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. The "Compliance" section of this Catalog provides more information.

Security and Access to Campus Facilities

The college campus is open during the following hours:

Monday through Thursday	6 a.m. to 12 a.m.
Friday	6 a.m. to 10 p.m.
Saturday	7 a.m. to 7 p.m.
Sunday	8 a.m. to 5 p.m.

The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority

Sandhills Community College retains its own police department. Campus police officers have full police powers on Sandhills Community College property and all public property immediately adjacent to the college property. Campus officers are responsible for all law-enforcement-related matters on campus property to include the enforcement of applicable North Carolina criminal and traffic laws.

Campus police personnel work closely with local, state and federal police agencies and have direct radio communication with Moore County "911."

Emergency Services

Campus police, security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, and tornadoes. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

Reporting Crimes

Because the College operates in multiple venues, these specific instructions apply when reporting crimes.

- **Main [Moore County] Campus**: To report a crime/emergency, individuals should call 911. Sandhills Community College encourages accurate and prompt reporting of incidents.
- **Hoke Center**: During hours of operation all crimes/emergencies are to be reported to Hoke Center police Officer or the Director of the Hoke Center (910-875-8589). After hours, individuals should contact "911."
- **Off-Campus Crimes**: Students in off-campus classes should follow the same procedures outlined above for reporting crimes. Immured students are encouraged to review and follow emergency procedures specific to their institution of residence. After College hours, individuals should call 911. Campus Police and Public Safety is to be notified of the details of the incident as soon as possible.

Investigation of Crime Reports

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately, involving Campus Police and Public Safety, who will determine if other law enforcement authorities should be involved. The Campus Police and Public Safety Director and the Chief Operating Officer will determine if a campus and/or community alert should be issued in the interest of public safety.

Students who participate in campus violence will be subject to disciplinary actions up to and including expulsion (as noted in "Student Code of Conduct"). There is an inherent right to appeal.

Documentation of Crime Reports

Campus Police and Public Safety will maintain a daily log documenting all crimes reported to Campus Police and Public Safety or other law enforcement agencies. The information found in this report shall be open for public knowledge within two business days, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim's confidentiality.

Crime Statistics

In accordance with the Student Right-to-Know, the Campus Crime Security Act of 1990, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) calendar years. This report is updated annually to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard ((910) 692-6185) or the Associate Vice President of the Hoke Center ((910) 875-8589). Information can also be found online at www.sandhills.edu/safety-security/policy.

Sexual Assault Policy

In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. Section 1092]), SCC recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC will support this policy and increase awareness through educational prevention seminars, special literature, and counseling. Services and resources for victims will also be provided. The State Bureau of Investigation maintains a registry of convicted sex offenders that can be accessed online at www.sexoffender.ncdoj.gov. Students may reference information about sexual violence on the Safe at SCC website, http://www.sandhills.edu/safety-security/what-is-sexual-assault/.

Reporting Sexual Assault

The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted: Campus Police and Public Safety ((910) 695-3831 or “0”), Provost ((910) 695-3704), or Vice President of Student Services ((910) 695-3900), who will also contact the Title IX coordinator.

Individuals at the Hoke Center should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Police Officer or the Director of the Hoke Center ((910) 875-8589). Reports may also be made online on the website at https://www.sandhills.edu/incident-reporting/.

In an emergency or after hours, students should call 911. They should contact the designated college officials as soon as possible if assistance is needed. The College emphasizes the importance of preserving all evidence for the proof of a criminal offense.

Options: There are several options and resources for individuals who have been sexually assaulted. Seeking assistance does not require the victim to take further legal or disciplinary actions; it allows the victim to receive private and confidential treatment and emotional and psychological support. Students may reference information about sexual violence on the safety-security webpage, http://www.sandhills.edu/safety-security/what-is-sexual-assault/.

Disciplinary and/or Legal Actions Related to Sexual Assault

The process against the alleged assailant will begin immediately. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect. Both the accuser and the accused will be given equal opportunity to present their views of the incident. A determination will be made by the Title IX team. Both parties involved will be informed of the determination or outcome and will have the right to appeal. **With the final determination, the appropriate corrective actions will be implemented.** The College reserves the right to make changes to either party's academic situations if deemed necessary or if the request is a reasonable option. Disciplinary actions may include expulsion from the College. The College will retain as confidential all documentation of allegations, investigations, and determinations. In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

The college is required to inform both the accuser and accused in writing of the final results within one business day of the outcome of the investigation.

The victim has the option to report the assault to the appropriate law enforcement authority. Reporting an assault does not obligate the victim to proceed with legal prosecution. It is the victim's right to decide whether or not to continue with or to halt legal proceedings.

College personnel will assist the victim with whatever services or support is available, as appropriate.

Medical and Psychological Support Services

MOORE COUNTY

FirstHealth Moore Regional Hospital	(910) 715-1000
Emergency Room	(910) 715-1111
Friend-to-Friend	(910) 947-3333
Moore County Emergency	911
Moore County Department of Social Services	(910) 947-2436
Moore County Health Department	(910) 947-3300
Daymark Recovery Services	(910) 295-6853
Sandhills Community College Counseling Center	(910) 695-3968

HOKE COUNTY

Cape Fear Valley Medical Center	(910) 615-4000
Daymark Recovery Services	(910) 875-8156
First Health Family Care Center	(910) 904-2350
Hoke County Department of Social Services	(910) 875-8725
Hoke County Health Department	(910) 875-3717
Hoke County Sheriff's Department	(910) 875-5111
Sandhills Community College Counseling Center	(910) 878-5804

Telephone Calls

The College cannot accept incoming calls for students except in extreme emergencies. Students should let their families know that, if a genuine crisis arises, Student Services is the office to call to contact that student. The College does not have a paging system; therefore, it is difficult to deliver messages to students. If a student has a child in daycare or school, it is essential to have an additional contact person listed with the daycare or school in the event that the SCC student cannot be reached.

Lost and Found

The switchboard receptionist in the Dempsey Student Center keeps all items found on campus. Students should see the College Receptionist in the Dempsey Student Center if they have lost any belongings while on campus.

Pets on Campus

The campus is not an appropriate place for the pets of students or for the pets of faculty/staff members. For the safety of the pets and the campus community, the College requires that pets not be on campus during regular hours of operation. In addition, pet owners should not leave unattended pets in vehicles during their time on campus. Pets, except for service animals, are not allowed in campus buildings.

Walking Track

For student and public safety, the track is for walking or jogging. Wheeled vehicles — mopeds, bicycles, roller skates/blades, skateboards, hoverboards, etc. — are prohibited.

Smoking Policy

Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and "vaping" with e-cigarettes.

Inclement Weather

Decisions to close the College for adverse weather and other emergency situations will be made by the college administration. Missed classes and assignments will be made up in accordance with the best judgment of college officials and the guidelines promulgated by the North Carolina Community College System Office.

"Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes that are missed or not held for any reason — including inclement weather — should be rescheduled or the instruction should be made-up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration. It is assumed that alternative arrangements for making-up missed class time will be made by the College." NCCCS Numbered Memo March 8, 1996.

When severe weather forces a departure from regular scheduling, announcements will be posted on the SCC homepage and the MySCC page. Students enrolled in eLearning and hybrid courses are also notified via the Internet course delivery system (Open LMS). The College also notifies students of inclement weather via telephone or text message through its automated notification system.

INFORMATION TECHNOLOGY

Information Technology Resources Acceptable Use Policy

Purpose

To enhance its educational, cultural, and economic missions in service to the community, Sandhills Community College provides students, faculty, staff, and community members with computers, tools, instruments, and facilities that provide access to campus and global information resources. The College expects and requires ethical and responsible behavior of individuals using information resources. This policy statement identifies acceptable uses of these resources and includes circumstances in which the interests and rights of others must be protected and preserved.

This procedure applies to all users including faculty, students, staff and visitors using College computing and network resources and to all systems owned by the College and any systems connecting to the College's network. Use of College systems signifies your understanding and agreement with these terms.

Information Technology

Information Technology (IT) includes but is not limited to all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through the library system, the internet, or local campus networks. Resources may be individually controlled or shared, stand-alone or networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, email, telephones (including cellular), voice mail, multimedia, instructional materials, and related supporting devices or technologies.

User Agreement

By using College-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by Sandhills Community College, as well as all current federal, state, and local laws. These include College policies and procedures against harassment, plagiarism, pornography, and unethical conduct, as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of malicious software into computer systems, and other unlawful intrusions. When individuals accept College issued user accounts, they agree to comply with this and all other computing related policies.

General Responsibilities

All users of the College's computing resources are presumed to have read and understood the following standards.

The College's information technology acceptable use standards require that each user:

- **Respect software copyright laws.** Software licensed by the College must only be used in accordance with the applicable license agreements.
- **Abide by all security provisions.** Users are not permitted to share authentication details or provide access to their college accounts to anyone else. The owner is responsible for all usage on their assigned account.
- **Respect the rights of others to have freedom from harassment or intimidation.** Sending abusive or unwanted materials is a violation of college policies, may violate the law and is prohibited. Targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment. Personal attacks or other actions to threaten, intimidate or embarrass an individual, group or organization, or attacks based on a person's race, color, national origin, creed, disability, religion, gender, veteran status, sexual orientation, age, arrest record, or marital status are prohibited.
- **Identify yourself clearly and accurately in electronic communication.** Anonymous or pseudo-anonymous communications do not dissociate any user from responsibility for their actions and are inappropriate. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Sandhills Community College is prohibited.

- **Recognize the College reserves the right to access, review, and monitor the use of computing resources.** This includes but is not limited to equipment and usage, as well as the data that is stored or transmitted.
- **Observe proper online etiquette.** Online networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any conduct that in the College's discretions restricts or inhibits others from using an online network or violates College policies or applicable law is not permitted. Users are prohibited from posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or college policies. Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any online network to send unsolicited advertising, promotional materials or other forms of solicitation to others is prohibited. The College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be harmful to the College or to others.
- **Refrain from using applications that inhibit or interfere with the use of the network by others.** This includes but is not limited to applications which use an unusually high portion of network bandwidth for extended periods of time.

Enforcement

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's existing disciplinary procedures. Sandhills Community College treats access and use violations of information technology resources seriously. Unauthorized or improper use will lead to the possible revocation of a user's access. The College may also require restitution for any use which is in violation of the usage guidelines. Sandhills Community College will pursue criminal and civil prosecution of violators when appropriate.

Privacy

Users should recognize that limitations to the privacy of electronic documents. The College cannot guarantee privacy of any accounts. **Violation** of this policy grants the operator of the system the right to review a user's usage and waives all rights of privacy the user (including students, faculty, staff, and community members) may claim or may have. The College retains the right to release the names of users to appropriate authorities in accordance with college procedures.

Network Access

All equipment attached to the College network, including wireless networks, must be approved by the Chief Information Officer except in specifically identified public access areas.

Special Situations

Additional limitations or prohibitions may exist in departmental facilities. Individuals are responsible for adhering to these policies and observing posted

guidelines. Refer all inquires to the specific department. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

The user agrees to indemnify and hold harmless Sandhills Community College, its Board of Trustees, and college employees from and against any claim, lawsuit, cause of action, damage judgement, loss, expense, or liability resulting from any claim, including reasonable attorney's fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity shall include without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Establishing Procedures

Individual organizations within the College may establish and define procedures or conditions for use of information technology resources under their control. Established procedures or conditions must be consistent with this overall policy but may provide additional detail, guidelines, or restrictions. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

Please note: College adherence to North Carolina State Information Technology Policies (and any subsequent revisions) is located at: https://it.nc.gov/resources/state-it-policies. The College will reference the North Carolina State Information Technology Policies in developing any procedures related to any user's system access and data management.

Intellectual Property, Copyright and Fair Use

As a public, non-profit institution, the College recognizes that its resources must be used for the express purpose of the college mission, must be allocated wisely, and must recover the cost for use of its resources. This policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff, and students at the College, including its facilities, equipment, and all other resources. Sandhills Community College complies with all federal and state laws governing the educational use of copyrighted material. It is the policy of Sandhills Community College to comply with the U.S. Copyright Act of 1976. All Sandhills Community College faculty, staff, and students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

Sandhills Community College provides an environment that supports the academic activities of the faculty, staff, and students. The College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. It is the intent of the College to maintain a positive atmosphere for scholarly development.

Definitions

As used in this Policy, the following words shall have the following meanings:

1. Intellectual property: Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. Intellectual Property includes any materials specifically created for use in a distance education course. These materials could include, but are not limited to study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids, lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.
2. Copyrightable work: Copyrightable work includes all creative work that is protectable under the copyright laws of the United States or other countries. Copyright protection is available for most literary, musical, dramatic, and other types of creative works, including but not limited to computer software, teaching materials, multimedia works, proposals, and research reports.
3. Significant college support: Significant college support means the use of specialized, experimental equipment, or computer facilities; or the use of any College resource in a way that leads to an appreciable expenditure of college funds if that expenditure would not otherwise have occurred. Occasional use of office or classroom space, libraries, or general computer hardware and software will not ordinarily constitute significant use.

Please note that notwithstanding the following information and conditions; a student retains portfolio rights to works created be the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

The ownership of a copyright resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership of Intellectual Property

1. Ownership resides with the employee or student: Ownership resides with the employee or student if the following criteria are met:
    a. The work is the result of individual initiative, not requested by the college.
    b. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
    c. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
    d. The work involves no use of significant college support including facilities, time, and/or other resources.
2. Ownership resides with the College: Ownership resides with the College if the following criteria apply:
    a. The work is prepared within the scope of the employee's job duties or the student's enrollment.
    b. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.
    c. The development of the work involved significant college resources including the use of facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel,

salary supplement, leave with pay, equipment or other materials, or financial assistance.

d. The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
e. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.
f. The College owns all rights to its logo, seal, and other related materials.
g. The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College shall retain a royalty-free license to use said Intellectual Property for research and education.
h. Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Liability Issues

All College faculty and staff will ensure that the intellectual property created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the intellectual property in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the intellectual property will contain no information previously published or copyrighted by the faculty member unless such information is noted in the material; and that the it contains no matter which is libelous or in any way contrary to law.

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

POLICIES AND PROCEDURES

Academic Advising

Upon enrollment at Sandhills, all regular students are assigned an academic advisor to assist in course scheduling, registration, and program planning, as well as to evaluate academic progress periodically. It is the intent of the advisor to place students receiving financial aid into only classes required for their program of study. Students receiving financial aid should always consult with a financial aid staff member prior to dropping or adding a class.

Although the academic advisor will help students become familiar with degree and diploma requirements in a chosen field, each student is ultimately responsible for the proper completion of his or her academic program, for familiarity with the college Catalog, for maintaining the grade average required, and for meeting all other degree requirements. The advisor will advise, but the final responsibility remains that of the student. In addition, college transfer students should know the requirements of both Sandhills Community College and the transferring institution.

Academic Freedom and Integrity

The faculty and staff at SCC recognize that student learning lies at the heart of all they do. To support student learning, they abide by the principles of academic freedom and integrity. Faculty and students must be free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of their discipline. Instructors are afforded the freedom to manage the learning environment of their courses. At the same time, students will be afforded a quality educational experience where learning is encouraged, evaluations are substantive and meaningful, and grades are awarded fairly.

College General Education Requirements

Sandhills Community College faculty has identified three primary goals of general education: reading comprehension, communication, and critical thinking. For each of these three goals, competencies have been developed to assess student attainment. Course-embedded assessments are used to measure the three competencies in the appropriate general education courses. The general education courses used for assessment are selected from various disciplines (humanities, science, mathematics, etc.) to capture a variety of ways to assess each of the core general education goals. Standard rubrics are used to assess student attainment of competencies.

Reading Comprehension

Reading comprehension is the ability to understand, dissect, and apply the meaning of a body of written text(s).

Demonstrated competencies:

- Students will be able to read and demonstrate comprehension of written materials.

Communication

Communication is the ability to apply college-level language skills individually and collaboratively to discover, organize, and convey information, ideas, and arguments in a manner appropriate to audience and purpose.

Demonstrated competencies:

- Students will demonstrate college-level language skills.
- Students will create and present original work using discipline specific material.

Critical Thinking

Critical Thinking is the ability to use appropriate inquiry to reach a reasoned conclusion.

Demonstrated competencies:

- Students will demonstrate analytical reasoning abilities by drawing inferences.

General education outcomes assessment results will be reported in the aggregate because the results represent the college and not individual students or faculty. In addition, assessment results will be shared with faculty, staff, and students. The assessment results are to be regularly and systematically considered by the faculty, staff, and administrators in order to take action to improve student learning. General education assessment tools (tasks and scoring rubrics) and the process will be reviewed every four years to improve process validity and efficiency.

Alternative Methods for Achieving Course Credit

Credit by Examination

Students enrolled in Sandhills Community College may have developed knowledge and skills that match the knowledge and skills to be achieved in certain courses in the College. These achievements may be the result of work experience, military experience, or informal study.

To receive credit by examination, students must demonstrate proficiency by taking challenge examinations developed by departmental faculty or a standardized examination such as the College Level Examination Program (CLEP) or the United States Armed Forces Institute (USAFI).

Although any faculty advisor or counselor may initiate a credit by examination request, the specific courses to which credit by examination applies will be determined by the instructional departments. Students who seek consideration for credit by examination must obtain permission from the chairperson of the department in which the course is offered. Where applicable, the chairperson will arrange for the examination to be administered. The Provost must approve all credit awarded by challenge examination.

Students who wish to receive credit by examination through CLEP or USAFI should submit such certifications to the Office of Student Records. The Office of Student Records will award credit for exams that have received approval and meet the minimum score requirements. Other exams may be accepted pending consultation and approval from the appropriate department chairperson.

Currently approved CLEP exams:	
CLEP Exam Name	**SCC Equivalent Course**
American Government	POL-120
Analyzing & Interpreting Literature	ENG-131
College Mathematics	MAT-143

History of the United States I	HIS-131
History of the United States II	HIS-132
Human Growth and Development	PSY-241
Humanities	HUM-211
Introductory Psychology	PSY-150
Introductory Sociology	SOC-210
Principles of Macroeconomics	ECO-252
Principles of Microeconomics	ECO-251
Spanish Language Level 1	SPA-111 and SPA-112
Spanish Language Level 2	SPA-111, SPA-112, and SPA-211
Western Civilization I	HIS-121
Western Civilization II	HIS-122

Upon the student's successful completion of credit by examination, the symbol "CE" will be shown on academic transcripts, and credit hours will be awarded; however, no quality points will be assigned. Students should note that, typically, credit by examination hours do not transfer.

Workforce Continuing Education to Curriculum Prior Learning Credit

In some instances, Workforce Continuing Education courses (WCE) allow for matriculation to curriculum credit (CU) into A.A.S. programs through a prior learning WCE-to-CU Crosswalk review. Every WCE-to-CU Crosswalk is developed in coordination with the Office of the Provost.

Credit can be awarded when WCE subject matter experts provide clear documentation outlining course content in training programs that contain parallel course content and class/lab hours to CU courses offered in SCC curriculum programs. In such instances, the WCE Program Director prepares a WCE-to-CU Crosswalk for a specific WCE course and submits the WCE-to-CU Crosswalk to the appropriate Dean for further review.

The Dean reviews the crosswalk to ensure that the workforce training has parallel content and hours to NCCCS Common Course Library courses required in CU certificate, diploma, and/or degree programs offered at SCC.

After review, the Dean submits this crosswalk to the Vice Provost and the Provost. The Vice Provost consults with program coordinators and department chairs to review subject matter content to ensure parallel student learning outcomes and course requirements. The Provost then approves the WCE-to-CU Crosswalk to be used as documentation for this and future requests for each identified WCE-to-CU course considered for matriculation. These WCE-to-CU Crosswalks are housed in the Office of the Vice Provost.

The Provost provides the Director of Student Records with a WCE-to-CU Crosswalk approval for awarding credit for prior learning to be added to the student's record.

As is the case will all instances of alternative credit, the student is responsible for initiating the request based on information provided students upon enrollment to the college.

ACA Credit by Exam

The College requires most incoming first-year students to take one of two first-year student orientation courses: (1) ACA-115 for students pursuing the A.A.S. degree, or (2) ACA-122 for students pursuing the A.A., A.A.T.P., A.E., A.F.A., A.G.E.-Nursing, A.S., and A.S.T.P. transfer degrees. Students who have earned an A.A.S. or higher may be eligible for Credit by Examination for ACA-115 and should see their academic program advisor. Students who have earned credit for ACA-122 may be eligible for an Academic Petition for ACA-115 and should see their academic program advisor. Students who transfer in 18 or more hours from an accredited four-year college or university may be eligible for Credit by Examination for ACA-122 and should contact the Coordinator of University Studies. Exceptions to the credit by exam eligibility requirements may be determined after a conference with the Provost.

Advanced Placement Courses

Students who have taken any of the following Advanced Placement courses in high school and who have made the appropriate score on the AP exam can receive credit for the courses as part of the general education courses under the Comprehensive Articulation Agreement (CAA). The AP exam must be administered by the College Board and an official score report must be submitted to the SCC Office of Student Records. It is the responsibility of the student to contact the College Board to request that exam scores be sent to SCC. The Director of Student Records will verify AP examination scores and record appropriate credit on the student's transcript. One exception to this policy is the AP Art and Design course. Determination of credit for AP Art and Design will be made by the appropriate department chair with approval by the Provost. **Please note:** Students should be aware that if they receive AP course credit at Sandhills Community College but "do not complete the associate in arts or associate in science degree" before transferring to a UNC university, their AP scores will be evaluated on the "basis of the receiving institution's AP policy," according to the CAA. For the Associate in Engineering, the Associate in Fine Arts (Music, Theatre, Visual Arts), the Associate in Arts Teacher Preparation, and the Associate in Science Teacher Preparation degrees, AP course credits "awarded for a score of three or higher, are acceptable as part of a student's successfully completed degree" under its respective agreement.

AP Course	College Course and Required AP Exam Score
Art and Design	ART-121, ART-122, or ART-131, based upon portfolio
Art History	ART-114 and 115 with a score of 5; ART-114 only with a score of 3 or 4

AP Course	College Course and Required AP Exam Score
Biology	BIO-111 and 112 with a score of 5; BIO-111 only with a score of 3 or 4
Calculus AB	MAT-271 with a score of 3, 4, or 5
Calculus BC	MAT-271 and MAT-272 with a score of 3, 4, or 5
Chemistry	CHM-151 and 152 with a score of 5; CHM-151 only with a score of 3 or 4
Computer Science A or Computer Science AB	CIS-115 with a score of 3, 4, or 5
Macroeconomics	ECO-252 with a score of 3, 4, or 5
Microeconomics	ECO-251 with a score of 3, 4, or 5
English Language	ENG-111 with a score of 3, 4, or 5
English Literature	ENG-112 with a score of 3, 4, or 5
Environmental Science	BIO-140 with a score of 3, 4, or 5
French Language	FRE-211 with a score of 3, 4, or 5
French Literature	FRE-212 with a score of 3, 4, or 5
Comp Government & Politics	POL-210 with a score of 3, 4, or 5
U.S. Government & Politics	POL-120 with a score of 3, 4, or 5
Music Theory	MUS-114 with a score of 3, 4, or 5
Physics 1	PHY-151 with a score of 3, 4, or 5
Physics 2	PHY-152 with a score of 3, 4, or 5
Physics C: Mechanics	PHY 251 with a score of 3, 4, or 5
Physics C: Electricity and Magnetism	PHY 252 with a score of 3, 4, or 5
Pre-Calculus	MAT 171 and MAT 172 with a score of 5; MAT 171 only with a score of 3 or 4
Psychology	PSY-150 with a score of 3, 4, or 5
Spanish Language	SPA-211 with a score of 3, 4, or 5
Spanish Literature	SPA-212 with a score of 3, 4, or 5
Statistics	MAT-152 with a score of 3, 4, or 5

AP Course	College Course and Required AP Exam Score
U.S. History	HIS-131 and HIS-132 with a score of 5; HIS-131 only with a score of 3 or 4
World History: Modern	HIS-112 only with a score of 3, 4, or 5

College Credit for High School Career and Technical Education (CTE) Courses

Students who successfully completed high school CTE courses with a grade of B or higher in the course and a score of 93 or higher on the course post-assessment may receive credit for Sandhills Community College courses that cover the same content or skills development as identified in the North Carolina High School to Community College Articulation Agreement. For some college courses, students must also demonstrate proficiency of course knowledge and skills by passing an examination administered by college personnel. To receive articulated credit, students must enroll in the community college within two years of their high school graduation date.

Credit for Experiential Learning

Students enrolled in degree, certificate, or diploma programs that have had career experience that they believe duplicates that required for a course may be eligible for credit based on life and work experience. The student should meet with the coordinator for their program of study to assess their experience. In some instances, that assessment includes a review of state, regional, or national certifications that verify a student's knowledge in content parallel to a course.

If it is determined that the experience duplicates the knowledge required for a course, the faculty member will complete the Credit for Experiential Learning eForm to recommend credit be given for courses for which required knowledge and skills have been demonstrated. Credit will be awarded by the Director of Student Records upon approval by the appropriate Department Chair and Dean or Chief Academic Officer. The symbol "EL" on academic transcripts will indicate credit earned for experiential learning. Credit hours will be awarded for such credit; however, no quality points will be assigned. In determining experiential credit for coursework completed in continuing education non-credit coursework, the college references the NCCCS Continuing Education Master Course Listing and Business and Industry Guidelines.

The College periodically validates the evaluation process for awarding credit for experiential learning by reviewing the performance of students receiving such credit in follow-on courses or their program of study.

Credit for Military Training

Sandhills Community College prides itself in being a military friendly institution. The college recognizes prior military training and is often able to award college credit based on recommendations from the American Council on Education. Students seeking credit for military experience should request a Joint Services Transcript (JST). To find out more information on how to request a JST, please visit https://jst.doded.mil/, or contact our Veterans Affairs Office at 910-695-3902. For Air Force transcripts, visit http://www.au.af.mil/au/ccaf/transcripts.asp. Upon receipt of the transcript, the Director of Student Records will evaluate the

transcript and determine any applicable credit. Credit hours will be awarded for such credit; however, no quality points will be assigned.

Academic Petition/Course Substitution

Students may, under unusual circumstances, petition that one course substitute for another in a curriculum program. The Academic Petition form via eForms must have the approval of the academic advisor, the Program Coordinator, the Department Chair, and the Provost.

Course Prerequisite Waiver

A student who has not completed the prerequisite or corequisite courses may satisfy those requirements by demonstrating that he/she has the appropriate knowledge and skills required for admission to the course. The student's advisor must submit the Prerequisite Waiver form via eForms with supporting documentation attached. The form will route to the Curriculum Operations Coordinator and the Director of Student Records for review and registration of the student. The form will then route to the appropriate Dean and the Provost for final approval. If approval is not granted the waiver will be revoked and the student will be dropped from the class.

Waitlist

Waitlisting is available on certain courses in a semester. Students may opt to be added to the waitlist on these courses. If a seat becomes available and the student is next in the queue, the student will receive an email notifying them of their option to register within 24 hours of notification. If the first student does not register for the seat, the next student on the waitlist will be notified. Waitlisting does not guarantee a seat in the course.

Special Course Enrollment

Enrollment in Courses Unique to Concentration Programs

Some programs in the North Carolina Community College System have "concentrations" identified, such the Forensic Science concentration of the Criminal Justice Technology program. Each concentration has certain "concentration courses" identified that must be unique to the concentration. These courses are identified by a sentence in the course description that reads, "This course is a unique concentration requirement of…."

Independent Study

Under unusual circumstances, a student may have a need to enroll in a course of independent study under the guidance of an instructor. A student must first substantiate the need to the instructor. Next, an Independent Study Contract must be prepared by the instructor with whom the work will be done. The contract will be sent to the Department Chair, student and Provost for electronic signatures and then will be processed in the Curriculum Office and the student will be enrolled.

Enrollment in more than one independent study course per semester will be allowed only under exceptional circumstances.

Auditing Courses

Students who do not desire credit or a grade may audit any course for which prerequisites are met. Students who wish to audit a course must utilize the Audit Permission form through student eForms to register on a space available basis after final registration is complete. If a student chooses to change from for-credit to audit after classes begin, they must utilize the Audit Permission form prior to the end of the drop period. Requirements for auditing will be determined by the instructor. Auditors will register and pay the same tuition and fees as students who take the course for credit. Students with a recorded audit grade for a course may repeat the course one time on an audit basis.

Senior Citizen Waiver

Students at least 65 years of age may be eligible for a waiver of tuition and registration fees. Qualified students will be responsible for local fees. Classes that are waived will receive a grade of SR (senior audit) which indicates attendance only. All pre-requisites must be met. Registration for applied music classes and restricted program classes is not permitted. A student may utilize a senior waiver on a space available basis after final registration is complete. Eligible students should contact the Admissions Department for verification of eligibility.

External Instruction

The College maintains full responsibility for the academic requirements and standards of students who participate in credit courses that require work-site experiences, such as clinical, practicum, or work-based learning courses. Each program using such courses will provide written policies and requirements to students and will maintain reporting and monitoring procedures that are consistent with program standards.

Course Load

Depending on the program, the usual course load for students is 12 to 18 semester hours during fall and spring terms. The usual course load for students during any entire summer session (two five-week sessions or one ten-week session) is 6 to 12 semester hours. Students must be registered by their advisor for more than 20 hours in the fall and spring or 12 hours for the entire summer (7 semester hours for a single five-week session).

Students enrolling in 8-week courses may take **no more than three 8-week courses per session**. Students may combine 8-week courses with the regular 16-week sessions.

Classification of Students

For purposes of administration, excluding financial aid, the following student classifications have been specified:

- Full-time student: The student is enrolled in 12 or more credit hours. During the summer semester, a full-time student must be enrolled with 9 or more credit hours.
- Part-time student: The student is enrolled in fewer than 12 credit hours. During the summer semester, a part-time student is enrolled in fewer than 9 credit hours.
- First-year student: The student has successfully completed 32 or fewer semester hours.
- Sophomore: The student has successfully completed more than 32 semester hours.

Attendance Procedures

Entry into Courses

Students in online courses must complete an assignment/activity as directed by the instructor for the course during the first 10 percent of the semester to be considered entered into the course for academic and financial aid purposes. Students in a traditional, fully seated course must attend class during the first 10 percent of the semester. Students in a hybrid course must either complete an assignment/activity or attend class during the first 10 percent of the semester. If a student does not meet this criterion, the student will be recorded as having never attended (NA) the course and will be ineligible for course completion.

Attendance

Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. A student who fails to attend two consecutive weeks worth of class is in violation of the college's attendance policy and will be dropped or withdrawn from the course. Faculty members are responsible for informing students in writing at the first-class meeting, or have posted in the LMS, that there are additional attendance expectations and identify all classes, laboratories, and clinical experiences that must be attended at the scheduled times. Faculty members will inform students at the first-class period if tardiness is to be computed as an absence. Absence from class must be satisfactorily explained to and/or documented for the instructor, and the student is held responsible for all work missed.

Unsatisfactory attendance may adversely affect a student's grade for the course. Any student who violates the attendance policy of the course before the 65% point of a semester (or session) may be required to drop the course. Any student who violates the attendance policy of the course after the 65% point of the semester (or session) may be required to withdraw from the course with a grade of "WP" or "FW," depending upon his or her grade in the course at the time of withdrawal. Attendance policies for online courses are detailed in the course syllabi for the individual courses. Generally, these attendance policies reflect the instructor's expectations regarding the frequency of posted interactions.

Class sessions that are missed by late-enrolling students may be counted as absences.

Sandhills Community College will excuse two days each academic year for religious observances required by the faith of a student. Students must provide a written notice to the instructor at least two weeks prior to the absence. Students are required to make up work missed due to absences.

Students will not be charged when an absence is due to participation in an activity specifically approved by the Vice Provost, Provost or the Vice President of Student Services.

Excused Absences for Military Service

Students in the United States Armed Forces or the National Guard on State active duty during an academic term will have their absences excused if they are reassigned temporarily or permanently due to military operations. They will be allowed to make up any missed tests or assignments.

- When feasible, students may opt to continue their classes and coursework online while on active duty.
- Students can receive a temporary grade of "incomplete (I)" for courses they could not complete due to active duty. They must fulfill course requirements within a specified period outlined by the instructor of the course to avoid a failing grade.
- Students have the option to drop courses they could not complete due to active duty without penalty.

Additional information regarding readmission and leave policies are available in the Veteran Benefits, Programs, and Guidelines section of the Catalog.

Schedule of Last Class Sessions

The last four days of each semester are used to provide classes with a concluding session used for final examinations or for other activities that are designed to bring the course to a successful conclusion. Meeting times for classes during the last four days of the semester are provided in the final exam schedule which is posted on the Sandhills website at www.sandhills.edu. The last class sessions meet the requisite contact hours for the course. Last class sessions must meet whether or not a final examination is to be given.

Grading Policies and Procedures

Grading

Grading the performance of students in course work is the responsibility of individual faculty members.

Grade Categories for Completing a Course

Categories of institutional grades and symbols for students who have met minimum course requirements are as follows:

Course Completion Grade Chart		
Superior	A	Superior academic performance
Good	B	Good academic performance
Average	C	Average academic performance. Students in zero-prefix courses

Course Completion Grade Chart		
		must earn a “C” or better to enter subsequent foundation or curriculum course(s).
Passing	D	Academic performance that has met minimum course requirements and that will allow students to enter the subsequent course or courses in a series, unless a higher grade is specified in the course prerequisite. Students who make a “D” grade in a zero-prefix course may not progress to the next course. Credits for courses in which a “D” is earned do not transfer.
Credit by Examination	CE	Credit earned by examination procedures of the College
Experiential Learning	EL	Credit earned for life experience
Transfer Credit	TR	Credit earned from courses taken at other accredited educational institutions or military education experiences in the armed services
Audit	AU	Participation as an auditor of a course
Senior Audit	SR	Participation as a senior citizen auditor with tuition waived

Grade Categories for Not Completing a Course

Categories of institutional grades and symbols for students who have not met minimum course requirements are as follows:

Course Non-Completion Grade Chart		
Failure to Meet Course Requirements	F	Student performance judged to require repetition of the course. Students who make an "F" grade in a zero-prefix course may not progress to the next course.
Drop	DR	Courses dropped during the first 10% of the class will not appear on the transcript. Between the 10% and 65% date, the class will be listed on the transcript as "DR."
Withdraw Passing	WP	Used to indicate that a student currently passing a course has withdrawn or been withdrawn from a course after the 65% date of the semester.
Withdraw Emergency	WE	Used to indicate that a student has withdrawn from the course due to an emergency such as a pandemic or natural disaster.
Failing Withdraw	FW	Used to indicate that a student currently failing a course has withdrawn or been withdrawn from a course after the 65% date of the semester. FW grades may also be given prior to the 65% date in cases of violation of the student code of conduct.
Incomplete	I	Punitive grade used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.

Course Non-Completion Grade Chart		
Incomplete Emergency	IE	Used to indicate that a student received an incomplete due to an emergency such as a pandemic or natural disaster.

Removing Incomplete "I" Grades

1. When grades are reported, it is the responsibility of the instructor and the student to determine the work to be completed and the timeframe of completion within the next consecutive semester (fall/spring) for the removal of the "I" grade.
2. When removing an "I" grade during the next consecutive semester, a student should continue working under the instructor's direction and should not re-register for the course.
3. If a student has not removed the "I" grade by the end of the next consecutive semester, it may be necessary to re-register and re-take the course. "I" grades not removed during the next consecutive semester will be converted to an "F". "I" grades have the same effect as "F" grades while on the transcript.
4. When a student performs the work that allows the removal of the grade of "I", the instructor will submit a grade change form and the "I" will be deleted from the transcript, and the new grade will be entered.
5. If a student receives an "I" and the instructor is not at the institution the next consecutive semester, the student should meet the requirements of the course under the supervision of the department chairperson.
6. A grade of "I" may be replaced by a grade of "F" if a student, in attempting to remove an "I", completes the work required but averages an "F" in the course.

Grade Point Average

Grade point averages are based on points assigned as follows:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0
FW	0
I	0
WP	Not computed
DR	Not computed

P	Not computed
P1 – P3	Not computed
R	Not computed

A minimum major grade point average of 2.0 is required for graduation. In addition, students enrolled in health science programs will be required to achieve a letter grade of "C" or better in all required courses of the student's program of study with the exception of the students in the Health and Fitness Science program of study. All transfer degree students must earn a "C" or better in all courses applied toward the degree requirements.

In the computation of the grade point average for determining graduation eligibility, only grades for courses required for the completion of the current program of study will be computed. All other grades will remain on the student's record but will not be computed. Grades earned in foundation courses (indicated by numbers ranging from 002 through 098) will not be used in the computation of the grade point average for graduation, but those grades will be included in the grade point average to determine academic progress.

Students who plan to transfer to a four-year college/university should be aware that many four-year colleges/universities re-compute the grade point average based on all college-level hours that the student attempts. Students who have a cumulative grade point average of less than 2.0 may not be accepted by the University of North Carolina System institutions.

Course Repetition

A student who has earned a grade of "C" or better in a course may repeat the course one time in an effort to earn a higher grade or to add to his or her mastery of course content. A student who has not earned a grade of "C" or better may repeat the course as many times as necessary in order to earn a higher grade. When a course is repeated, only the higher grade will be counted in determining the hours earned and the institutional grade point average at Sandhills Community College. Both the original grade and the grade when the course was repeated count in the grade point average calculation for financial aid purposes.

Students planning to transfer should realize that universities do not have consistent policies regarding grades of repeated courses. University admissions personnel will review the transcripts of transfer applicants and may re-compute grade point averages and could include all grades of repeated courses. The Comprehensive Articulation Agreement (CAA) with the University of North Carolina System requires that a student earn a grade of "C" or better in each transfer course completed.

Students with a recorded "Audit" (or grade of "AU") for a course may repeat the course one time on an "Audit" basis. Exceptions to this must be approved by the Provost.

Course Change Procedures

Self-Service

Students can utilize Self-Service to make adjustments to their course schedule during authorized time periods. Typically, students can add courses to or delete courses from an upcoming semester between the opening of registration and the date published as the "last day to pay tuition". After this date, students must utilize the electronic Course Change form to add or drop courses. Online students as well as on-campus students will have access to electronic forms via the MySCC webpages.

Adding Courses

Once the first day of the semester has begun, a student must use the electronic Course Change form to request adding a course. The student will initiate the form, indicating the course section to be added. The form will be routed to the instructor. If approved, the Office of Student Records will enroll the student in the section. The student will be notified by email once processing is complete. If the instructor does not approve the request, the student will be notified by email of the denial. No registration will be permitted after the 10% census date of the semester.

Dropping or Withdrawing from Courses

Instructor permission and the student's last date of attendance (LDA) are required before a drop can be processed; therefore, students must use the electronic Course Change form to request to be dropped from a class. A student can request to drop (DR) a course at any time during the first 65% of the term. After the 65% point, a student can request to withdraw (WP or FW) from a course. See "Important Guidelines" below for more details. After the student initiates the form, it will be routed to the instructor to provide the required information, then forwarded to the Office of Student Records for processing, the student will be notified by email once processing is complete.

Please note: If the semester has begun and a student would like to drop a class but replace it with a different class (or a different section of the class) prior to the 10% census date, an electronic Course Change form must be submitted, and it must include both the course to be dropped and the course to be added. Failure to include the drop and add on the same form may result in forfeiting any applicable refund.

Important Guidelines

Students should familiarize themselves with these important guidelines for dropping/withdrawing from a class. Any questions regarding the impact on financial aid due to dropping one or more classes should first be addressed with the Office of Financial Aid and Veterans Services before initiating the electronic form.

1. If a course is dropped during the first 10% of the semester, the student will not receive a grade for the class and no record of enrollment in the class will appear on the student's transcript.
2. If the student drops the course after the 10% census date, but prior to the 65% point of the term, the class will be listed on the student's transcript with a grade of "DR". The "DR" grade will not be computed in the calculation of

the student's grade point average. Instructor initiated drops during this time period, due to a violation of the student code of conduct may result in an "FW".

3. Emergency situations may arise that make it necessary for a student to withdraw from one or more courses after the 65% point of the semester. In this case, the instructor will assign a grade of "WP" or "FW"; the grade will not be a "DR" for drop. If the student is passing at the time of withdrawal, the student may receive a grade of "WP" (withdraw passing). If the student is failing, the student may receive a grade of "FW" (failing withdrawal). The "WP" grade will not be computed in the calculation of the student's grade point average. The "FW" grade will be computed in the calculation of the student's grade point average and will have the same effect as a grade of "F".

In addition to regular, 16-week Fall and Spring semesters, the college offers other abbreviated terms such as 8-week modules in Fall and Spring semesters and Summer A, B, and C Sessions. The drop/add procedure will be the same, however, refund dates, add periods and drop periods for each of these sessions will vary. Specific dates for each session will be published in the Catalog and on the website.

Instructor-Initiated Drop or Withdrawal

An instructor will drop a student if the student has failed to attend two consecutive weeks' worth of class. Additionally, an instructor may drop or withdraw a student from a course under any of the following conditions:

- Student fails to meet the attendance policy of the course, if that policy is more restrictive than what is stated above.
- Student fails to meet the course requirements as established by the instructor including attendance, class participation, and/or completion of assignments in the classroom or in the online environment.
- Student is absent from the final exam without the instructor's permission.
- Student is in violation of the student code of conduct.

Withdrawal from a Course, Program, or the College

As noted above, emergency situations may arise after the no-penalty drop period (after the 65% point) whereby students must leave involuntarily. When withdrawing from a program and/or the college, students must officially request to withdraw from all their courses by initiating the electronic Course Change form. This form will be routed to instructors for approval and to the Office of Student Records for processing. This information will also be shared with the Office of Financial Aid and Veterans Services.

Change of Major, Re-entry, and Readmission

Change of Major

Students are never "locked in" a program of study for longer than one semester. Any time a student considers making a change, the student should immediately meet with a counselor, instructor, or advisor to discuss the advantages and disadvantages of the proposed change. Students should explore all program offerings at SCC, and The Purpose Center is prepared to help in that exploration.

If a student wishes to change from one instructional program to another, the student must complete a Change of Major Form. This form is available online on the MySCC page through the eForms link. Students may change their major at any

time during the academic year, but the students who are on financial aid should seek counsel from the Office of Financial Aid and Veterans Services in Stone Hall.

Re-entry into a Program

When a student wishes to be considered for re-entry into a program that has special placement requirements or enrollment limitations, these procedures will be followed:

1. The student should check with the Admissions Office to see if his or her application is current. If necessary, a new advisor will be assigned at that time.
2. The student should schedule an appointment with the assigned advisor to discuss re-entry into the desired program.
3. The advisor may recommend to the appropriate department chairperson that the student be permitted to re-enter the program. Such recommendation should be based upon the student's demonstration that remedial action has been taken that would prevent a repeat of earlier failure to succeed in the program.
4. The department chairperson will have responsibility for approving a student's re-entry into a program within that department.
5. Nursing and Health Science students should consult the department chair and/or program coordinator to review specific re-entry requirements as detailed in the program policy manual that applies.
6. Students who interrupt their program of study will be subject to the program requirements of the Catalog in effect at the time of their re-entry into the program.

Academic Forgiveness

A student may request academic forgiveness for grades lower than a "C," if the following conditions are met:

1. The student has not been enrolled in curriculum courses for 36 consecutive months.
2. During the previous enrollment period, the student experienced extenuating circumstances that contributed to grades lower than a "C."

The student requesting academic forgiveness must contact the Provost and verify conditions 1 and 2 above.

If a student is granted academic forgiveness, the following conditions apply:

1. The student's entire academic record at Sandhills Community College will be recorded on any subsequent transcript.
2. The subsequent institutional grade point average of a student who is granted academic forgiveness will be computed without inclusion of previous coursework in which a grade below "C" was received. However, unless the courses are completed with a better grade, this work may be included in calculations for consideration for honors.
3. A student may be granted academic forgiveness only one time.
4. This forgiveness policy is used for academic purposes only. Due to federal regulations, the Office of Financial Aid and Veterans Services is required to count all courses listed on a student's transcript when calculating financial aid eligibility.

Students planning to transfer should realize that universities do not have consistent policies regarding grade forgiveness. University admissions personnel will review the transcripts of transfer applicants and may re-compute grade point averages and could include forgiven low grades. The Comprehensive Articulation

Agreement (CAA) with the University of North Carolina System requires that a student earn a grade of "C" or better in each transfer course completed.

Academic Progress

Students who enroll in curriculum programs, or who enroll as special students, are expected to maintain satisfactory academic progress.

Academic Probation and Suspension

The purpose of the academic probation and suspension program is to identify when students are having academic difficulties that might jeopardize the reaching of their educational goals. Since a 2.0 GPA in a program is required for completion, students who fall below this standard are placed on academic probation.

At the end of Fall and Spring semesters, a student's cumulative and semester grade point averages are examined. The semester GPA is based on all courses taken during a single semester for which a grade is given. The cumulative GPA is based on all courses taken at SCC. Curriculum students who have a cumulative grade point average below a 2.0 after a total of ten credit hours have been attempted at the college will be placed on academic probation. When a student is placed on probation, they are notified in writing.

Students on academic probation will not be permitted to participate in early or pre-registration through Self-Service without approval from an assigned advisor. Any student on academic probation must complete all required interventions to maintain enrollment. Possible interventions include meetings with the appropriate program coordinator, academic advisor, and/or counselor. Failure to comply may result in academic suspension.

Students will be returned to normal academic status upon attaining a 2.0 or better cumulative GPA. Students on probation who achieve a 2.0 or greater semester GPA following being put on probation, but whose cumulative GPA is not 2.0 or greater, will remain on probation.

Curriculum students on probation who fail to make satisfactory improvement in their grade point average by earning at least a 2.0 semester grade point average will be suspended and must attend an advising session with the appropriate academic Dean, who will determine the limits to be placed on their registration of curriculum courses the following semester including not enrolling in any classes that semester. To be readmitted, the student must interview with a counselor and obtain permission from the Dean.

Academic Progress Policy for Students Receiving Financial Aid

Purpose

All financial aid recipients are required to meet Satisfactory Academic Progress (SAP) according to Federal regulations and policies set by Sandhills Community College (SCC). The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time

and within a reasonable number of credit hours attempted in their program of study.

Scope

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework, and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's academic progress for financial aid, the student's academic record will be evaluated including credit hours earned at other post-secondary institutions and transferred into the student's program of study at SCC. This requirement applies to all students who apply for financial assistance from Federal, State and Institutional Aid.

For students receiving financial aid, Satisfactory Academic Progress will be reviewed at the end of each semester of enrollment. Students who have attended SCC in the past without receiving financial aid will be evaluated for SAP based on their prior academic record, and subsequently, at the end of each semester of enrollment. Returning students are evaluated on a continuing basis from the first enrollment at Sandhills. Returning students who were previously enrolled under a Satisfactory Academic Progress Policy other than the current Satisfactory Academic Progress Policy will be required to meet the standards of the current policy upon returning. There is no requirement in the federal regulations for institutions to notify students who are not applying for or receiving Title IV, HEA aid of their eligibility under SAP.

Standards of Progress

To receive financial aid, the student must maintain Satisfactory Academic Progress toward an eligible program of study. There are two standards in the Office of Financial Aid and Veterans Services' standards of progress that students receiving financial aid must meet in order to maintain Satisfactory Academic Progress:

1. **Qualitative Standard**: The minimum **cumulative** grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is **0**. This includes all degree, diploma and certificate programs.
2. **Quantitative Standard**: 67 % Completion Rate and 150% Maximum Time Frame. (Normal rounding rules apply. Example: 66.5% = 67%)

The student must maintain the minimums as listed below:

- **Completion Rate Requirement:** The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 59 credit hours during enrollment, the student must successfully complete 40 credit hours (40 hours completed # 59 hours attempted = .67 or 67%). Successful completion is defined as receiving a grade of A, B, C, D, or P (Pass).
- **Maximum Time Frame:** The maximum timeframe for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student must complete the program, prior to the maximum of 113 credit hours before the student exceeds his eligibility for financial aid (75 credit hour program x 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework. If a student is pursuing more than one program of

study, maximum time frame standards of 150% will be applied toward each program for all attempted hours. If a student should need additional periods of enrollment to complete their program or if the student has a valid reason for pursuing an additional program of study, appeal procedures noted within this Satisfactory Academic Progress policy may be applied.

Please note: Both pace and maximum time frame are measured in credit hours (except for Clock Hour programs – see below), regardless of full time or part time attendance.

If a student does not meet any ONE of the above three criteria, the student has failed to maintain Satisfactory Academic Progress, and failure to do so will result in termination of eligibility to receive funds from federal Title IV, state, and institutional financial aid programs.

Treatment of Selected Grades

Withdrawals/Drops

Credit hours in which a student receives a grade of Drop (DR) and Withdraw Passing (WP) do not affect a student's GPA; however, Failing Withdraw (FW) is calculated as 0.0 in the GPA calculation for SAP. Grades of DR, WP, and FW are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements. Courses dropped during the official add/drop period (usually the first 8 days of the semester) are not included as attempted and/or unsuccessful credits.

Incomplete and Failing Grades

Credit hours in which a student receives a grade of Incomplete (I), Repeat (R), or Fail (F) are included in the number of attempted hours, but do not count toward successfully completed hours. All three grades are calculated as 0.0 in the GPA calculation for SAP. Students with incompletes may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation but may request reevaluation upon completion.

Incomplete Emergency and Withdraw Emergency (COVID-19)

In response to the national emergency due to the COVID-19 pandemic, SCC added two new grades to the curriculum grading schemes for the Spring 2020 semester only, the Incomplete Emergency (IE) and Withdraw Emergency (WE) grades, which are only applied to students in response to COVID-19. IE and WE grades are not included in the quantitative component of the Satisfactory Academic Progress calculation. If a student receives a final grade for a class, the new grade and number of credits attempted will be used to determine if the student is making SAP.

Transfer Credit

Students transferring from another college will be considered making satisfactory progress at the time of initial enrollment at SCC. Grades from courses taken at other institutions are not included in the GPA calculation for SAP. Any such transfer credits will be included in the completion rate requirement as both attempted and completed credits, while a student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours.

Audit and Never Attend

Audit (AU), Never Attend (NA) or Senior Audit (SR) grades are not considered attempted course work and are not included in the grade point average or completion rate determinations. A student cannot receive financial aid for courses that the student audits or is considered a no show (AU, NA, or SR).

Repeat Courses

For financial aid purposes, all hours attempted will continue to be counted in each component of the student's academic progress.

Credit by Exam

While Credit by Exam (CE) is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard. The grade CE has no numerical value at SCC and, therefore, does not affect the GPA.

Experiential Learning

When a student earns credit for Experiential Learning (EL) which is given for career experience and military training that duplicates experience required for a course, it is not included in enrollment status for purposes of awarding financial aid; however, the attempted and completed credits are counted in each component of the quantitative standard. The grade EL has no numerical value at SCC and, therefore, does not affect the GPA.

Foundation Courses

Courses taken at SCC and are numbered less than 100 are included in GPA calculations for SAP, as well as when calculating the 67% Completion Rate. One academic year of credit (30 credit hours) may be added for required foundation coursework when calculating the 150% Maximum Time Frame. Only 30 credits of foundation coursework will be included in a student's enrollment status for federal financial aid.

When calculating the cumulative GPA for foundation coursework, a P grade is the equivalent of a grade of A. An R grade is the equivalent of a grade of F and is calculated as 0.0 in the GPA calculation for SAP. Credit hours in which a student receives a grade of R are included in the number of attempted hours but do not count toward successfully completed hours.

Summer Session

Credit hours attempted and earned during summer session will be included in the calculation of Satisfactory Academic Progress, just as any other enrollment period. For purposes of financial aid, full time enrollment in summer is 12 credit hours.

Clock Hour Programs

Students enrolled in clock hour programs will have satisfactory academic performance (SAP) evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Maximum Time Frame is measured in cumulative clock hours required to complete the program

and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.) For example, if the program is 1200 clock hours and meets 30 clock hours per week, that means the program is 40 weeks in length. 150% of 40 weeks is 60 weeks. A student may receive aid while enrolled in this program for up to 60 weeks to complete the 1200 clock hours required for graduation.

Complete Academic Record

In order to measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's total academic record at Sandhills Community College must be evaluated whether or not the student received financial aid for the entire time of enrollment. This includes, but is not limited to, courses taken through dual enrollment, the Career and College Promise program, and the Sandhoke Early College program. When students complete course work for more than one major, college and financial aid academic progress standards must be met to receive student financial aid.

Financial Aid Eligibility Status

Eligibility Status

Satisfactory status is achieved when all the criteria explained above are met.

Financial Aid Warning

Students (not currently on Warning, Suspension, or Probation) who do not have the required cumulative grade point average of 2.0 and/or have not successfully completed 67% of their attempted credit hours, will be placed on Warning for the following semester. A student on financial aid warning may continue to receive Title IV aid for one payment period. Satisfactory progress will be monitored at the end of the semester to determine if the student has met the standards of progress and is eligible to continue to receive financial aid.

Financial Aid Suspension

Students on financial aid warning who have not attained at least a cumulative 67% completion rate and/or earned the minimum required cumulative grade point average of 2.0 will have their financial aid suspended at the conclusion of the Warning period.

Financial Aid Probation

If a status of Suspension is appealed and approved, a status of Probation is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.0 and a term completion rate equal to 100%. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled in for the term. The pace component may also require a course-by-course plan toward degree completion. If a student withdraws or fails a course during the Probation term dropping the term completion rate below 100% or does not maintain a term GPA greater than or equal to 2.0, the appeal is terminated, and the student will be placed on a financial aid Suspension status.

Warning Near Maximum Time Frame

Students who have attempted approximately 100% of the maximum allowable credit hours for their program of study will receive a courtesy notification status of Warning Near Maximum Time Frame.

Maximum Time Frame

Students will have their financial aid suspended when it becomes mathematically impossible for them to complete their program within 150% of its length.

Notification of Financial Aid Warning, Suspension, Probation, Warning Near Maximum Time Frame, or Maximum Time Frame

The Office of Financial Aid and Veterans Services will send correspondence to any student who is placed on financial aid Warning, Suspension, Warning Near Maximum Time Frame, or Maximum Time Frame.

Eligibility for Retaking Coursework

A student may receive financial aid to retake a course as long as the student has never passed the course. A student who previously passed a course with a grade higher than an "F" and wishes to retake it may receive financial aid to retake it one time only.

Regaining Eligibility

Students who attend Sandhills Community College (without federal financial aid) may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met. Paying for a semester or sitting out a semester does NOT permit you to regain satisfactory academic progress.

Appeal of Satisfactory Academic Progress Standards

Students who have been disqualified from receiving financial aid may appeal to the Office Financial Aid and Veterans Services to waive the satisfactory progress requirements only where there are extenuating circumstances. A student may submit written documentation to the Office of Financial Aid and Veterans Services by completing the Satisfactory Academic Progress Appeal Request form explaining the circumstances that have affected academic performance and what has changed that will allow the student to make Satisfactory Academic Progress at the end of the next term of enrollment or within a reasonable period of time prior to program graduation. Supporting documentation, must be presented for the semester at SCC that the student did not successfully complete/pass 67% of their classes and/or the semester GPA was below 2.0.

Examples of circumstances outside of your control that may be considered include death in the family, accident, illness, military deployment, or other serious personal problems that were beyond the control of the student and can be supported with proper documentation from involved third party sources.

Examples of circumstances within your control that will not be considered include returning to school after an extended period of absence, changing academic programs, and immaturity. An appeal may not be based on a student's financial

need or lack of understanding of actions that put the student's financial aid in jeopardy.

Students who have exceeded the maximum allowable time frame to complete a program of study may also appeal. These students must explain what caused them to exceed the Maximum Time Frame allowed for their major and how many credits are required to complete it. They must provide a graduation plan completed and signed by their academic advisor that lists the courses needed to graduate and when each course will be taken. If the plan is considered reasonable, the student may receive financial aid with his or her progress being monitored for one or more semesters until the degree is completed, as long as the conditions set forth are met.

A student whose appeal is approved and is allowed to continue on Financial Aid Probation based on extenuating circumstances may receive Title IV funds for one payment period. At that point, to maintain Title IV eligibility, the student must meet SCC's SAP standards or the requirement of an established individual academic plan.

Appeal Process

A student may appeal in writing to the Financial Aid Office using the Satisfactory Academic Progress Appeal Request form explaining why satisfactory academic progress requirements were not met and what has changed that will allow the student to make Satisfactory Academic Progress. Supporting documentation for the extenuating circumstance is required and specified according to the student's situation on the Satisfactory Academic Progress Appeal Request form. The Financial Aid Appeals Committee will review the appeal and a decision will be rendered within fifteen (15) business days. The student will be informed of the committee's appeal decision by letter.

Approved Appeals

A student whose appeal is approved and is allowed to continue on Financial Aid Probation based on extenuating circumstances may receive Title IV funds for one payment period. At that point, to maintain Title IV eligibility, the student must meet SCC's SAP standards or the requirement of an established individual academic plan that will ensure that the student is able to meet SAP standards by a specific time prior to graduation.

Denied Appeals

If your appeal is denied or if you do not meet the conditions of an approved appeal, you will be asked to attend at your own expense until you achieve the required completion rate, GPA, or both (you cannot make up a deficiency if your appeal was due to exceeding the maximum timeframe to earn a degree).

Second Appeals

A second appeal may be considered but you will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. As a result, very few second appeals are approved.

If a student disagrees with the determination by the Financial Aid Appeals Committee, the student may appeal their decision to the Vice President of Student

Services. This appeal must be submitted in writing within five (5) business days from the date of the letter from the Financial Aid Appeals Committee. The decision of the Vice President of Student Services is final.

NOTE: All notices regarding academic progress for financial aid purposes will be sent to SCC student email account. The student is responsible for monitoring the mailbox.

Academic Progress of Health Sciences and Nursing

Academic Progress Standards for Health Science Programs

To remain in good academic standing, health science students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study. All health science students must maintain an institutional GPA of 2.0 or higher.

Academic Progress Standards for Health and Fitness Science Program

To remain in good academic standing, health and fitness science students must satisfy the general academic progress requirements and maintain an Institutional GPA or 2.0 or higher **and** have a letter grade of C or better in all the HFS prefix required core courses.

Academic Progress Standards for Nursing Programs

To remain in good academic standing, nursing students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study. Students who do not achieve this will not be allowed to progress and will be subject to program suspension.

Academic Progress Standards for the Therapeutic Massage Program

To remain in good academic standing, therapeutic massage students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study.

In the event that a student withdraws from the program due to academic shortfall or life circumstance, the Therapeutic Massage program follows these guidelines for readmission:

Students who receive a "C" or better in one portion of the curriculum but who fail out of or leave the program during subsequent semesters must demonstrate proficiency in completed courses in order to be given credit for the courses taken earlier.

Recognition of Outstanding Academic Performance

President's List

The names of students who have achieved a 4.0 grade point average (for all non-foundation courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the President's List. Foundation courses (indicated by prefix number 002-098) are not considered college-level

work and will not be included in the computation of the grade point average for the President's List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Dean's List

The names of students who have achieved a grade point average of 3.5 or higher (for all non-foundation courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the Dean's List. The student can have no grade below a "C" on any college-level course. Foundation courses (indicated by prefix number 002-098) are not considered college-level work and will not be included in the computation of the grade point average for the Dean's List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Honors Graduates

Students who will receive a degree or diploma and have earned a cumulative grade point average of 3.5 or higher in their major by the end of the semester preceding their graduation semester will be recognized during graduation exercises for having achieved one of the following honors designations, which will also be noted on their diploma:

- **Cum Laude**: Grade point average between 3.5 and 3.74.
- **Magna Cum Laude**: Grade point average between 3.75 and 3.89.
- **Summa Cum Laude**: Grade point average between 3.9 and 4.0.

Foundation courses (indicated by prefix number (002-098) are not considered college-level work and will not be included in the computation of the grade point average for honors designation.

Resources for Learning and Support

Disability Services

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Sandhills Community College is committed to equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participation in, or the benefit of any program or activity operated by the College. Each qualified person with a disability shall receive necessary, reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

To obtain additional information or to read documentation guidelines and/or Policies and Procedures, please go to the Office of Disability Services web page at www.sandhills.edu/disability-services-sandhills-community-college-2/ or call us at (910) 246-4138.

eLearning Students

In order to accommodate the needs of eLearning students, Sandhills Community College has implemented policies and procedures to protect student rights and online student privacy (SCC Procedure 4.10.2) and to provide Student and Curriculum Support Services. These procedures are available on the

Sandhills website at www.sandhills.edu and on the MySCC page at http://www.sandhills.edu/myscc/.

Information Technology Resources

Sandhills Community College provides up-to-date information technology resources for students, faculty, staff, and community members. There are on-campus computer labs that are available for use by students and community members. Sandhills also provides an open wifi network throughout campus. All of the main buildings on the campus are networked, providing access to the Internet and the administrative computer system. A wide variety of software is available for use on these computers. (More information is available in the Information Technology Resources Acceptable Use Policy in this Catalog and online at www.sandhills.edu.)

Katharine L. Boyd Library

The Katharine L. Boyd Library houses the Peter and Regina Yellin Learning Resources Center made up of the Learning Resources Computer Lab, the Barbara H. Cole Children's Literature Center, and the library collection. The library is also home to the Teresa Wood Reading Room, the Jeanne Hastings Gallery, and the Luke Joseph Ryan Veteran's Center operated by the Student Services division. Boyd Library also contains Boyd Room 101, a 24-seat computer classroom, available for reservation on a "First come" basis.

The library's physical collection includes 69,787 books, 36 print periodicals, 4,037 DVDs and 144 databases containing thousands of resources in various formats. Several reserve instructional materials are available at the circulation desk for student use. These items are designated for on-site use or special checkout periods as prescribed by individual instructors. The library also houses study guides for entrance exams such as the HESI, and licensing exams such as the NCLEX. Some of these materials (or similar) can also be accessed through the NCLIVE database LearningExpress Library Complete/ PrepSTEP Academic and the StatRef database.

The Boyd Library provides comfortable, pleasant surroundings for study and reading in a 26,000- square-foot building. The library also includes a quiet area, access granted by the Veteran's Center, for people to reflect, read, or study without the intrusion of electronic devices. The rear of the library is designated as a quiet zone where students may study or read with minimal interruption. The Barbara H. Cole Children's Literature Center houses 3,360 books and DVDs for children. Through a generous donation, the Weiss special collection was established to enhance the children's area through a display of Caldecott Medal winner and honor books, as well as updated furnishings for the area. Other special books acquired through philanthropic donation include the Military and Veterans, Ralph and Vivian Jacobson Holocaust and World War II and the Peyton and Anne Cook Military collections.

Faculty, staff, and students are provided an SCC ID card, which also serves as their library card. Library and inter-library loan privileges are also available to Moore and Hoke County residents (and those who work in Moore and Hoke County but reside elsewhere). Community patron cards are issued to those 18 years of age or older. A photo ID and/or proof of residence must be presented during sign-up. Boyd Library is open 54 hours per week under the guidance of MSLS and/or MLS credentialed staff and has a seating capacity of 300.

The library provides 7 public-access computer stations for using the online catalog to find library materials and/or community patron "general use." In addition, patrons are also able to print documents from these workstations. The library also provides no-cost Notary services to all campus personnel, students, and community library patrons.

Boyd Library provides online access to library research databases to all on-campus and distance learning students at https://www.sandhills.edu/library/index.html. There is also a library guide for easy navigation of all databases, along with associated video tutorials for searching the databases and other student help topics at https://sandhills.libguides.com/boydintro academic. Off-campus access to research databases is gained by logging in with the "MySCC" username and password. On-site research assistance from librarians on the main campus can be arranged by appointment for students at both Pinehurst and Hoke campuses. Off-site assistance via live chat or by scheduling a face-to-face virtual meeting with screen sharing capability in ConexEd is also available during hours of operation. After hours reference assistance via live online chat with credentialed librarians is available through ChatStaff.

Learning Resources Computer Lab

The Learning Resources Computer Lab (LRCL), located inside the Boyd Library/ Peter and Regina Yellin Learning Resource Center, is a staffed, student computer lab with access to 17 computers. All computers are equipped with internet access, word processing, computer-based tutorials, printers, and a wide variety of software applications. Additionally, the LRCL is a designated support site that offers test proctoring and WorkKeys testing, assistance with e-Learning platforms and MySCC login issues.

The LRCL is limited to use by students with valid SCC ID cards and Continuing Education/HSE students. Local college/university students in attendance at other institutions may also sign in to use the LRCL when space permits. The LRCL is also a certified proctoring site for use by faculty and students in need of exam proctoring services. Those in need of proctoring services can contact an LRCL staff member for scheduling.

Students in attendance at SCC' Hoke Center campus, including those enrolled at the SandHoke Early College High School, can access computer resources online or by using one of five computers in the LRCL located in Upchurch Hall. Further support is available through staff at both the Hoke and Pinehurst campuses.

Transfer Center

The Transfer Center is designed to support students who enroll in the Associate in Science (AS), A10400, Associate in Arts (AA), A10100, Associate in Fine Arts Visual Arts (AFAVA), A10600, or Associate in Fine Arts Theatre (AFAT), A10800, degree with the goal of transferring to a four-year college or university. All students enrolled in these transfer degrees will be assigned to an academic advisor from the Transfer Center who will help guide the student in setting up an education plan to meet the transfer requirements and to successfully navigate the transfer process.

Purpose Center

The Purpose Center serves as a dedicated resource for students who are unsure of their academic program and career direction. The Center provides services to

help students identify career options, discover their purpose, and determine the best path to achieve their goals. In addition, all students enrolled in the Associate in General Education (AGE), A10300, degree will be assigned an academic advisor from the Purpose Center.

Testing

The College administers the General Education Development (HSE) high school equivalency test, and a variety of academic achievement and screening examinations requested by instructional departments. HSE testing is located in Van Dusen Hall.

Tutorial Services

An organized program of free tutorial assistance is provided to supplement the instruction given in the classroom. These services are provided by students and community volunteers. The Kelly Tutoring Center is located in Room 115 in Logan Hall. Online tutoring is also available. More information regarding Tutoring Services can be found on the MySCC page.

There are also drop-in labs on campus to assist students with their course work. Students should see their instructors for information regarding these labs.

WORKFORCE CONTINUING EDUCATION (WCE) CAREER CREDIT

Workforce Continuing Education programs offer a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke Counties. Students may acquire or enhance basic academic skills and general knowledge, earn industry-recognized credentials, and/or receive training to support employment.

Some courses are offered on a continuing basis while others are developed and offered in response to requests by individuals, business and industry or other community and public service groups. A printed class schedule is available prior to the beginning of a term and offerings are also posted and updated on the Sandhills website at www.sandhills.edu.

Personal Enrichment

Personal Enrichment classes at Sandhills Community College are designed to enhance the intellectual, physical, and personal well-being of the Sandhills community. The Center for Creative Living and the Lifelong Learning Institute facilitate innovative programs that are designed to promote access to services and community resources and to encourage participation and collaboration with various community organizations and agencies.

Admission

Any person 18 years or older may enroll in continuing education classes throughout the year. During summer months while local schools are not in operation, persons under 18 can enroll in continuing education classes as specified by the class offering. During the school year, exceptions can be made for 16- and

17-year-old students who have not completed high school. Students who request admission under these exceptions should contact Student Services for special instructions concerning admission and registration.

High school juniors and seniors may enroll in a WCE Career and College Promise (CCP) course offered at their high school in accordance with the CCP guidelines (see College Programs for High School Students).

Registration

Registration for continuing education classes may be completed online by visiting https://sandhillscc-register.fundfive.com/course or by contacting our registration office at 910-695-3980. Class registration is ongoing and start dates are announced in the printed class schedule and on the Sandhills website at sandhills.edu.

Fees

The NC Legislature establishes all tuition fees charged except for self-supporting classes. Additional specialty fees that cover specific course materials vary according to specific programs. College and Career Readiness, Career Development (for those students who qualify), and most small business seminars are offered to students at no cost. Tuition fees for occupational classes are determined by the Legislature. Classes designated “self-supporting” require varying registration fees. All registration fees are advertised in the printed class schedules. A $5.00 technology fee, a $10 CAPS fee and a $2.50 accident insurance fee is charged for some classes.

A full refund can be made if the class is canceled by the College or if the student requests the refund before the class starts. After the class begins, 75% of the registration fee can be refunded if requested by the 10% attendance point.

Students with any outstanding balance may still enroll in occupational extension certification classes and receive continuing education units (CEUs) **1)** if the course section is offered for the benefit of a company or agency and **2)** when course attendance is limited to employees of said company/agency, and **3)** the company/agency pays the tuition. The students will be made aware that the outstanding balance remains on their account. They will be restricted to taking company/agency sponsored classes until the outstanding balance is paid in full.

Location of Classes

Classes are held on the campuses of Sandhills Community College in both Moore and Hoke Counties, and at designated locations throughout the communities.

Continuing Education Units (CEUs)

Continuing Education Units (CEUs) are awarded for appropriate programs. The Commission on Colleges defines the CEU as follows: “One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

Scholarships

Workforce Continuing Education programs have a variety of scholarships made available by donors and various state and local partners. Applications are available through the Scholarship Office located in Stone Hall and on our website at www.sandhills.edu/wce/scholarships.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are maintained in the college's information system. Student information requested by the College, at the time of registration, consists of social security number, name, address, telephone number, date of birth, county of residence, email address, employment status, race, gender, emergency contact information, and level of education completed.

Transcripts

Workforce Continuing Education transcripts will be issued only upon students' written authorization to the Office of Records and Registration.

A separate process is required for High School Equivalency (HSE) and Adult High School (AHS) transcripts.

All requests for an HSE (to include GED® and HiSET®) transcripts should be directed to Diploma Sender, www.diplomasender.com. Fees may be applied.

Requests for an AHS transcript should be directed to the Office of College and Career Readiness. The request form is located online at www.sandhills.edu/wce/transcripts.

WORKFORCE CONTINUING EDUCATION (WCE) PROGRAMS (CAREER CREDIT)

Advanced Manufacturing

The Advanced Manufacturing Program provides training for students seeking to learn new job skills in the construction and industrial trades. Included are National Center for Construction Education and Research (NCCER) certification programs in welding as well as training in the Manufacturing Skills Standards Council (MSSC) and the Certified Production Technician (CPT) certification programs. Additional certification preparation programs are provided in the programmable logics, industrial electronics, mechatronics, ABB Robotics, and manual and CNC machining fields. Training is provided at both the **Palmer Advanced Manufacturing Center** on the main campus and the **Hoke Trades Center** at the Hoke Center. The program provides employment preparation and job opportunity identification for the students.

NCEdge Customized Training Program

The NCEdge Customized Training Program (CTP) provides training at no cost to qualifying companies new to the service area or those companies expanding their employment base, implementing innovative technology, or enhancing the skills of their current workforce to increase their productivity. Through consultation with the CTP, the company creates a training plan tailored to the specific needs of the company. Once approved, this plan is then funded by the NCEdge Customized Training Program and collaboratively implemented by the college and the company.

Career Readiness Assessment Center

Sandhills Community College has been designated a Career Readiness Assessment Center by the North Carolina Community College System. Through the Career Assessment Readiness Center, the department is authorized to assess individuals for the Career Readiness Certificate (CRC) workforce credentialing system. The credentialing system is based on three ACT WorkKeys assessments: Workplace Documents, Graphic Literacy, and Applied Mathematics. CRCs are awarded on four levels (Bronze, Silver, Gold and Platinum) and are based on the levels scored on the assessments. Sandhills Community College is an authorized ACT WorkKeys assessment site.

Career Training

Career Training courses provide instruction and training necessary to compete in today's workforce. Classes are offered to individuals seeking to improve their job marketability by learning new skills, those seeking to earn an industry-recognized credential and for seasoned professionals seeking CEU credit courses to stay abreast of new business practices. Other classes are provided for those who desire understanding of innovative technologies or who may need to comply with State and/or Federal licensing regulations. For the individual seeking to learn new job skills, courses are offered in areas such as automotive, health care, hospitality, business, construction trades, real estate, and languages. Professional development opportunities range from one-day workshops to certification programs in both traditional and online delivery. Sandhills Community College is an authorized Prometric Testing Center for the Automotive Service Excellence (ASE) assessments.

Construction Trades

We offer a range of constrtuction trades course, including electrical classes, at locations in both Moore and Hoke counties. Our new Breakthrough Construction Center, located at the Larry Caddell Public Safety Training Center in Carthage, holds National Center for Construction Education and Research (NCCER) certification programs in Core, Plumbing and HVAC. We also partner with Habitat for Humanity to build a tiny home several times a year.

Ed2Go® Online Training

Ed2Go® online courses provide an option for those seeking a convenient instructor moderated or self-guided option. There are hundreds of online courses available for professional development or personal interests in the following categories: Arts and Design, Business, Computer Science, Construction and Trades, Health and Fitness, Hospitality, Information Technology, Language, Computer Applications, Legal, Math and Science, Teacher Professional Development, Test Prep, and Writing.

Healthcare Training

Healthcare Training courses provide a broad scope of specialized training to meet the local demand of area healthcare industry providers. Included are courses and certification in areas such as Nurse Aide, Phlebotomy, EKG (Electrocardiogram Monitoring), Medication Aide, Medical Coding, Medical Terminology and Anatomy, CMAA (Medical Administrative Assistant), Central Sterile Processing, Pharmacy Technician, Medical Assisting, Ophthalmic Medical Assisting, and NC Community Health Worker.

Medical Assisting

The Medical Assisting Program at SCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of a CAAHEP accredited medical assisting program may be eligible to sit for the American Association of Medial Assistants' (AAMA) Certification Examination to become a Certified Medical Assistant (CMA). Students who successfully pass the MA program are also eligible to sit for the Registered Medical Assistant (RMA) with American Medical Technologies (AMT).

Technology Training

The **Frick Technology and Innovation Center** Technology Training programs provide up-to-date instruction in many areas of technology for adult learners of all experience levels. The program provides instruction in both Apple and personal computer platforms including such topics as operating systems; applications software; personal computer safety; maintenance and repair; 3D printing; tablets; photography and cyber security.

Workforce Skills Training

The Workforce Skills Training Program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults hoping to advance their careers. Workforce Skills Training classes assist students in assessing their interests, personality traits and abilities, in setting career and/or educational goals, and in creating a pathway leading to economic, social, and educational success. These goals are achieved through individual classes, coaching, and counseling. These course are fee-waived for those who qualify.

Larry R. Caddell Public Safety Training Center

The Larry R. Caddell Public Safety Training Center serves the training needs of approximately thirty (30) fire departments in Moore and Hoke counties.

Fire and Rescue Training

Under the auspices of the North Carolina Fire Commission, the college provides certification and training programs (and regional and state training) for fire and rescue personnel. The College offers biannual Fire Academies each year that provide cadets their Firefighter certification as well as additional Office of the State Fire Marshall certifications.

Emergency Medical Services

Emergency Medical Services training emphasizes initial and upgrade certification programs from the basic First Responder to Advance Life Support. Specialized lifesaving programs are offered to the general public and on site for business and industry.

Law Enforcement Training

The College provides upgrade and re-certification training programs for law enforcement and corrections personnel. Emphasis is placed on officer skills and duties necessary to enhance job performance and courses required for continued certification in these careers. Special law enforcement topic classes are offered to respond to a rapidly changing environment and based on the needs of the community. These classes equip law enforcement personnel with the information and skills necessary to serve. Instructional delivery is offered in both traditional and eLearning formats.

College and Career Readiness (CCR)

The **Furches Center for Lifelong Learning** offers a variety of College and Career Readiness (CCR) Programs. These Basic Skills programs provide educational opportunities at no cost to adults who would like to improve their academic skills to function more effectively in society or on the job. In accordance with the Workforce Innovation and Opportunity Act guidelines, students have the option to enroll in a career pathway program while attending a literacy program so they may reach their career goals sooner. Each of the CCR literacy programs are designed to meet students' unique learning needs. Classes are available during day and evening hours at several convenient locations in Moore and Hoke counties, as well as online offerings. Specific program areas are described below.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes provide adults, 18 or older, an opportunity to learn basic reading, writing, and math skills. Students experience firsthand how these skills relate to daily living and the workplace by completing such tasks as reading a newspaper, helping their children with homework, writing a letter,

calculating a budget and so much more. Upon completion of eighth grade level work, students may progress into the High School Equivalency (HSE) program to pursue their HSE diploma.

High School Equivalency (HSE)

The High School Equivalency program offers classes at no cost to students providing the knowledge and skills needed to successfully complete the high school equivalency test credential. Students have the option to take either the GED® test or the HiSET® test. Successful completion of either test results in the same High School Equivalency Diploma issued by the North Carolina Board of Community Colleges.

Applicants ages 16 and 17 may apply to the HSE program contingent upon an interview with a Coordinator. All accepted minor applicants must present a signed and notarized Petition for Admission of a Minor Form which can be obtained prior to the minor applicant's interview.

The completed petition will indicate applicant's parents, legal guardian, or other person or agency having legal custody and control. It will certify residency and date of birth and appropriate legal relationship of the petitioner to the applicant and official school drop date as determined by the previous school.

English Language Acquisition (ELA)

English Language Acquisition (ELA) classes are offered at no cost to applicants 16 or older having limited skills in the English language. Instruction is provided in life skills, communication, family and workplace literacy, reading and writing, U.S. culture, and civics. Preparation for the U.S. citizenship test is also available through the ELA class.

C. Harlan McCaskill Center

The C. Harlan McCaskill Center offers programs to meet the training needs of the public service sector and to enhance the cultural, academic, and social enrichment of area citizens.

Small Business Center

The mission of the Small Business Center is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners ultimately leading to business start-ups, job creation and retention. The Sandhills Community College Small Business Center is a community-based provider offering seminars, workshops, and business counseling at no cost to the participants.

Dedman Center for Business Leadership

Designed to prepare individuals to become effective leaders in their respective businesses or organizations, the Dedman Center offers an annual Dedman Institute

for Business Leadership. Participants are given a well-rounded look at the elements of leadership in corporate and institutional settings, including academia.

Those completing the program are designated a Dedman Fellow in Leadership from Sandhills Community College. Participation in the program is made possible through scholarships underwritten by the Robert Dedman Permanent Endowment to Benefit Sandhills Community College, an endowment created by the late Robert H. Dedman to support programs at Sandhills.

Personal Enrichment

The Center for Personal Enrichment and the Lifelong Learning Institute, both part of the C. Harlan McCaskill Center, facilitate the learning and participation of individuals in the region. Short-term courses are offered throughout the year allowing participants to strengthen proficiencies; experience cultural, personal, or academic enrichment; and investigate new curiosities promoting self-expansion and lifelong learning. Course topics and offerings range from academics such as foreign languages, art history or debates on issues regarding tour current legal processes to developing cultural and personal enrichment through healthy living, art, film, literature, horticulture and culinary.

College for Kids

College for Kids is a series of exciting summer youth enrichment and educational programs for students ages 8-14. Programs are designed to provide fun, hands-on learning activities promising to develop and build skills, encourage creativity and fuel a passion for lifelong learning.

COMPLIANCE STATEMENTS

It is the policy of Sandhills Community College to ensure equal education and employment opportunities without discrimination or harassment on the basis of race (including hairstyle/texture), color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Sandhills Community College prohibits any such discrimination or harassment. Denial of fair, courteous, and congenial treatment to any individual on the Sandhills campus will not be tolerated.

Sandhills has established a college-wide outcome that states, “The diversity of Sandhills faculty and staff will reflect the respective diversity in the college service areas of Moore and Hoke Counties.” Employees should at least be equal to their proportionate representation in the relevant labor markets for faculty, administrative, and non-academic staff positions. This outcome has been approved by the Trustees of the College. The President of the College shall oversee and monitor the use of this outcome assessment through the Director of Human Resources in cooperation with the faculty and staff.

Equal employment opportunity is viewed as an integral part of the mission and purpose of Sandhills Community College. The College is dedicated to the upward mobility and advancement of all people within its reach and seeks to comply with

all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

It shall be the policy of Sandhills Community College to comply with all federal and state statutes that are pertinent to the operation of institutions of higher learning. These statutes include but are not limited to those listed on the following pages.

Civil Rights Act of 1964

Sandhills Community College complies with the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, and gender identity in programs and activities.

Age Discrimination in Employment Act of 1967

Sandhills Community College complies with the Age Discrimination in Employment Act of 1967 (ADEA), which protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, and compensation; or in the terms, conditions, and privileges of employment.

Age Discrimination Act of 1975

Sandhills Community College complies with the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. The Act, which applies to all ages, permits the use of certain age distinctions and factors other than age that meet the Act's requirements.

Occupational Safety and Health Act of 1970

Sandhills Community College complies with the Federal Occupational Safety and Health Act of 1970 (PL 91-596). The College shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to college policies developed for the purpose of implementation of the Act.

Hepatitis B Vaccine Policy

Sandhills Community College complies with OSHA regulations requiring that college employees who may encounter occupational exposure to Hepatitis B through contact with blood and/or other bodily fluids be provided the Hepatitis B vaccine at no cost to the employee.

Section 504 of the Rehabilitation Act of 1973

Sandhills Community College provides equality of treatment and access for disabled students as required by Section 504 of the Rehabilitation Act of 1973, which guarantees protection of disabled persons against discrimination. Employees and students are expected to assist disabled students in ways that

will facilitate their participation in campus life and their access to programs and activities.

Pregnancy Discrimination Act of 1973

Sandhills Community College complies with the Amendment to Title VII of the Civil Rights Act of 1964 to prohibit sex discrimination on the basis of pregnancy, childbirth or a medical condition related to pregnancy or childbirth).

The Genetic Information Nondiscrimination Act of 2008 (GINA)

Sandhills Community College complies with GINA, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

Family Educational Rights and Privacy Act of 1974

Definition of the Law

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy and accessibility rights of eligible students enrolled in a postsecondary institution in relation to their education records.

- "Eligible student" is defined as a student 18 years of age or older, or a student who enters a postsecondary institution at any age.
- "Education record" is defined as those records that contain information directly related to the student and that are maintained by the educational institution.

Specific FERPA Rights

The law provides eligible students with specific rights under FERPA:

- The right to inspect and review information contained in their education records within 45 days after the institution receives the request.
- The right to challenge the contents of their education records, which are believed to be inaccurate, misleading, or in violation of the student's privacy right under FERPA.
- The right to have a hearing if the outcome of the challenge is unsatisfactory.
- The right to submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable.
- The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202) concerning alleged failures by the institution to comply with FERPA requirements.
- The right to provide written consent prior to the institution disclosing personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Limitations for Record Review

Students may not inspect and review the following:

- Education records of other students, even if they are contained within the same record of the student requesting the review

- Financial information, including parental records
- Confidential letters and recommendations associated with admission, employment, or academic honors

Directory Information

FERPA permits the release of some general student information known as "directory information" without written approval of students.

Sandhills Community College considers the following directory information:

- The student's name
- Address
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Grade level
- Student email address
- Degrees, honors, and awards received
- The most recent educational agency or institution attended by the student

Students who do not want any or all of this information released to the general public must submit the Request to Block Directory Information eForm no later than two (2) weeks after the first day of class each semester. The Director of Student Records manages these requests.

Third Parties Exempt from Consent Requirements

The College does not provide access to or disclose a student's education records to third parties without the student's written consent except in cases of:

- Authorized personnel within the institution, including administrators, faculty, and staff members with legitimate educational interest seeking to fulfill their job responsibilities.
- Authorized officials of other institutions in which student seeks to enroll.
- Persons or organizations providing the student financial aid.
- Accrediting agencies carrying out their accreditation function.
- Persons involved in an emergency situation in order to protect the health or safety of students or of other persons.
- Persons in compliance with a judicial order or lawfully issued subpoena.
- Federal, state and local authorities involved in the audit or evaluation of compliance with educational programs.
- Organizations conducting studies for or on behalf of the institution.
- Parents of a dependent student as defined by the IRS for tax purposes.
- Directory information being released.
- An alleged victim of a violent crime or non-forcible sex offense, to whom the results of a disciplinary hearing may be disclosed.
- Parents of a student related to the student's violation of any Federal, State, local or institutional law or policy regarding the use or possession of alcohol or controlled substance if the student perpetrated a disciplinary violation, as determined by the institution, and the student is under that age of 21 years of age.

Personnel Contact Information

- The Director of Student Records directs the procedures for students interested in inspecting or reviewing their education records and for student who do not want their directory information released by the institution.

- The Office of Student Records has been designated by the College to consider and coordinate inspection and review requests from third parties for students' educational records.
- The Office of Student Records oversees the process and maintains the records of FERPA release forms for eligible students.

Drug-Free Workplace Act and the Drug-Free Schools & Communities Act of 1988

In accordance with the Drug-Free Workplace Act of 1998 and the Drug-Free Schools and Communities Act of 1989 (Public Law 101–226), as well as the Underage Drinking Laws and the laws of the state of North Carolina, the College has endorsed the following drug and alcohol policy.

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions.

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The specifics of this policy are as follows:

1. Sandhills Community College does not differentiate between drug users or sellers. Any employee* or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR PART-1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" that are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college-sponsored activity, the employee will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
4. Each employee or student is required to inform the College, in writing, within five (5) days after they are convicted for violation of any federal, state, or local criminal drug statute wherein such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court. Students may lose federal student aid eligibility as a result of drug violations. The institution

must provide notice describing the ways in which the student can regain eligibility.
5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity shall be reported to the appropriate federal agency. The Director of Human Resources must notify the U. S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, they will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to complete successfully an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
8. The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the College, in writing, within five (5) days after they are convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.

*Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private non-profit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

Educational Programs & Activities: The College provides a variety of opportunities for students to learn more about the dangers of alcohol and drug abuse.

1. Annual written notification during registration informing every student of the college policy concerning alcohol and substance abuse.
2. A variety of special events, speakers, workshops, and programs that address current issues as related to alcohol and substance abuse.
3. Academic courses in health, physical education, and wellness.
4. Academic courses in drug abuse prevention, chemical dependency, and family therapy.
5. Academic courses in student success.

Counseling Provisions: In addition to providing counseling for students with alcohol/drug-related problems by members of the counseling staff of the Student Services Division, the College also provides the following assistance to those with abuse issues.

- Referral resource for students requiring long-term counseling or hospitalization

- Schedules for area meetings of AA, NA, Al-Anon support groups
- Schedule AA meeting on campus upon request
- Materials for dissemination on related topics

Student Right-to-Know, the Campus Crime and Security Act, and the Jeanne Clery Act

Sandhills Community College fully complies with the disclosure and reporting requirements of the Student Right-to-Know, the Campus Crime and Security Act of 1990, and the Jeanne Clery Act, 1990, amended 1992, 1998, and 2000. These requirements include graduation or completion rates, campus security policies and procedures, and statistical reports on security matters. The Jeanne Clery Act expands on the security requirements and affords victims of campus sexual assault certain basic rights. SCC stands in full compliance with this Act.

The SCC sexual assault policy is detailed in the Sandhills Community College Catalog and in the Policy and Procedures Manual. It is also published online at www.sandhills.edu. Further information or copies of this policy can be obtained by calling (910) 692-6185.

The College endeavors to provide an environment that is safe for all students, faculty, staff, and visitors. Under the reporting provisions of the Student Right-to-Know, the Campus Crime and Security Act, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the Act, which have occurred within the last three years. A full copy of the college's annual report on this subject is available free of charge to all students, potential students, and other interested parties. Those interested are invited to call the College at (910) 692-6185. The full annual security report is also published online at www.sandhills.edu.

Violence Against Women Act and the Sexual Violence Elimination (SaVE) Act

The College complies with the Violence Against Women Act and the Campus SAVE Act in providing campus awareness of these acts. VAWA requires the College to address sexual violence, interpersonal violence, and stalking. The Campus SaVE Act increases transparency on campus about incidents of sexual violence, guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement;
- Change academic, transportation, or working situations to avoid a hostile environment;
- Obtain or enforce a no contact directive or restraining order;
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions;
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community."

Students may reference information about sexual violence at http://www.sandhills.edu/safety-security/what-is-sexual-assault.html.

IPEDS Graduation Rate

To determine its graduation rate, Sandhills Community College used the Federal cohort of students who entered fall 2021 as first-time diploma or degree-seeking full-time students and who graduated by August 2024. This graduation rate was 53%.

This rate is comparable with those of other community colleges. Students enrolled in community colleges often take several years to complete a degree as they balance studies with employment and other activities. Some choose to transfer instead of completing a degree.

Americans with Disabilities Act (ADA)

Sandhills Community College seeks to comply fully with the Americans with Disabilities Act (ADA), enacted July 26, 1991, as an extension of the Civil Rights Act of 1964 to the disabled and as amended in 2009 and 2011. The College is committed to removal of physical barriers, psychological barriers, and policies or procedures that hinder full access to enrollment or employment opportunities.

The Office of Disability Services also manages services for disabled students. Responsibilities of this office include advising the administration concerning academic barriers and the adequacy of policies and procedures for protecting and providing access for disabled students and prospective students, planning and developing training for ADA awareness concerning accommodations for the disabled, and providing suggestions for “reasonable accommodations” to faculty and staff members.

The College expects that all students and employees will be aware of, and sensitive to, the needs of persons with disabilities and that the administration and staff will make every effort to make those “reasonable accommodations” that permit disabled persons to participate in the various programs and services offered by the College.

Procedure for Complaints of Discrimination

In accordance with Federal and State Guidelines, any staff member or student who believes that a Sandhills Community College employee has discriminated against him/her on the basis of gender, gender identity, genetic information, or disability, thus violating Title IX of the Education Amendment Act of 1972 including the SaVE Act, which is an amendment to the Cleary Act regarding sexual assault and other intimate partner violence, Title VII of the 1964 Civil Rights Act (race, color, national origin, sexual orientation, and gender identity), The Pregnancy Discrimination Act, The Age Discrimination in Employment Act of 1967 (ADEA), Title I of the Americans with Disabilities Act of 1990 (ADA) , Sections 501 and 505 of the Rehabilitation Act of 1973 (disability), and The Genetic Information Nondiscrimination Act of 2008 (GINA) may file a complaint.

Complainants should be made through our online Incident Reporting Form (http://www.sandhills.edu/incident-reporting/) or to the Title IX Coordinator, at (910)695-3979 or at bluek@sandhills.edu. The title IX policy and procedures are located at www.sandhills.edu/title-ix/.

Constitution and Citizenship Day

On September 17 of each year (or at the first opportunity should that date fall on a weekend), Sandhills Community College commemorates the September 17, 1787, signing of the United States Constitution by holding a variety of educational programs for students, faculty and staff. This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, "Dec. 8, 2004."

Public Complaints

In accordance with its Policies and Procedures Manual, Sandhills Community College offers a range of policies and procedures to address public complaints.

- The Mission Statement commitment to public satisfaction with the practices of the institution, and
- The associated Public Complaint Policy.

Procedure for Responding to Public Complaints

Sandhills Community College recognizes its obligation as a tax-supported member of the North Carolina Community College System (NCCCS) to provide the public the opportunity to direct both informal and formal complaints related to its adherence to its core values and its mission. To that end, the College has established the following procedure for addressing such complaints:

1. When a member of the public wishes to address an informal or formal complaint, that person should contact the Office of Human Resources, who will gather information as necessary and convene the appropriate dean or administrator from that area of the college to which the complaint is linked.
2. When possible, the Director of Human Resources will convene the concerned parties to reach an informal resolution to the complaint. If an informal resolution cannot be reached, complainant will be apprised of his or her right to initiate a formal complaint.
3. The member of the public will draft and submit a letter to the Director of Human Resources detailing the nature of the complaint. In instances in which the complaint is related to Human Resources, the letter should be submitted to the Chief of Staff.
4. The Director of Human Resources will submit a written response to the complainant acknowledging receipt of that complaint and will provide a copy of the complaint and the written response to the academic or administrative officer under whose purview the complaint is directed.
5. In such cases, the administrative officer will gather information and provide a written response to the complainant within one week of receiving the complaint, addressing the issue and, where applicable, offering reasonable resolution to the complaint.
6. If the complainant is not satisfied with the response, the complainant may file a written complaint with the President. In such cases, the President will gather information and provide a final written response to the complainant.

Individuals are strongly encouraged to make every attempt to resolve matters through the aforementioned administrative processes. However, when matters cannot be resolved through these, the student or member of the public has these avenues of further recourse:

- For complaints associated with the institution's compliance with academic program quality, fulfillment of its mission, or adherence to accrediting standards, individuals should complete the Student Complaint Form (NCCCS) found at www.sandhills.edu/about/general/ and send it to the NCCCS per directions in the text of the form.
- For issues related to specific compliance with SACSCOC Principles of Accreditation, Core Requirements and Standards, and policies and procedures, individuals should compose written evidence that all remedies available at the institution have been exhausted and then submit that evidence with the SACSCOC Complaints Against Institutions: Information Sheet and Form to the Southern Association of Colleges and Schools Commission on Colleges as directed in the front of the college Catalog and online at . The Commission should be contacted only if there is evidence that appears to support SCC's non-compliance with a SACSCOC requirement or standard.

Each year, Sandhills Community College (Institution #199364) files an annual report via survey in accordance with the federal government's Equity in Athletic Disclosure Act (outlined below):

Equity in Athletics Disclosure Act (EADA) Survey

The 2014 Equity in Athletics Disclosure Act is designed to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any co-educational institution of higher education that participates in a federal student aid program must prepare an EADA report by October 15. Institutions must also report data to the U.S. Department of Education via this online survey. This is a mandatory survey.

Data collected in this survey will be published by the Office of Postsecondary Education on the Equity in Athletics Data Analysis Cutting Tool website located at http://ope.ed.gov/athletics.

As part of the federally mandated Equity in Athletics Disclosure Act, information about athletic programs available at the college – including annual coaching participation specifics – can be found by visiting https://www.sandhills.edu/equity-in-athletics/.

EADA and Title IX Compliance

The data collected in this survey are provided by institutions in accordance with the EADA and may not be the same as data used for determining compliance with other Federal or state laws, including Title IX of the Education Amendments of 1972.

The compiled data for the most recent academic term is posted on the SCC website so that students and the public have access to this information related to SCC compliance; it is updated prior to October 1st each year.

Completion/Graduation and Transfer-Out Rates for Students Receiving Athletics-Related Student Aid

Information on Sandhills Community College's completion/graduation, retention, and transfer-out rates can be found by visiting the National Center for Education

Statistics website at https://nces.ed.gov/collegenavigator/?q=sandhills+community+college&s=NC&id=199634.

Graduation and Transfer-out rates must be provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletics-related student aid offer is made. As an NJCAA Division III institution, Sandhills Community College does not offer financial aid to student based on athletic ability. For more information, please contact the Athletic Director at (910) 246-2864.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4335)

The Uniformed Services Employment and Reemployment Rights Ace of 1994 was passed by U.S. Congress and signed into law by U.S. President Bill Clinton on October 13, 1994, to protect the civilian employment of active and reserve military personnel in the United States called to active duty. USERRA is a federal statute that protects servicemembers' and veterans' civilian employment rights. Among other things, under certain conditions, USERRA requires employers to put individuals back to work in their civilian jobs after military service.

Immigration Reform and Control Act (IRCA) of 1986

The Immigration Reform and Control Act (IRCA) was passed by Congress in 1986 and signed into law by President Ronald Reagan on November 6, 1986. The law made it illegal for employers to knowingly hire individuals unauthorized to work in the United States and established a system for verifying the legal status of employees.

State Authorization

Sandhills Community College has been approved by North Carolina to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education. SCC is approved to serve students in 49 states (all but California), the District of Columbia, Puerto Rico and the U.S. Virgin Islands (St. Thomas, St. Croix, and St. John).

Students who live in a state or pursue programs of study other than those for which we are approved will be admitted to SCC but will not be allowed to register until authorization has been obtained. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

Sandhills Community College determines a student's location for the purposes of state authorization at the time of a student's initial enrollment. If a student's location changes, a Change of Student Information Form is completed by the student and is processed by the Office of Student Records.

Residents outside the state of North Carolina enrolled in online courses from SCC who wish to resolve a grievance should first follow the college's student grievance procedure outlined in the college Catalog. If the complaint is still not satisfactorily resolved, the final step would be for the student to file a complaint with the home state.

PROGRAMS

ACCOUNTING (A25800)

The Accounting curricula is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
CIS-110 or	Introduction to Computers or			
OST-137	Office Applications I	2	2	3
ENG-111	Writing and Inquiry	3	0	3
***	Technical Elective			3
	Credit Hours	**8**	**6**	**14**
Second Semester (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-149	Intro to ACC Spreadsheets	1	3	2
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
***	Natural Science/Math Elective			3-5
***	Technical Elective			3
	Credit Hours	**7**	**5**	**15-17**
Third Semester (Summer)				
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**6**	**0**	**6**
Fourth Semester (Fall)				
ACC-131	Federal Income Taxes	2	2	3
ACC-220	Intermediate Accounting I	3	2	4

		Course Hours Per Week		Semester Hours
BUS-115	Business Law I	3	0	3
BUS-137	Principles of Management	3	0	3
BUS-225	Business Finance	2	2	3
	Credit Hours	**13**	**6**	**16**
Fifth Semester (Spring)				
ACC-140	Payroll Accounting	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-151	Acct Spreadsheet Appl	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
BUS-151	People Skills	3	0	3
ECO-251 or ECO-252	Prin of Microeconomics or Prin of Macroeconomics	3	0	3
	Credit Hours	**12**	**9**	**15**
Total Required Minimum Semester Hours Credit				66

Technical Electives:		Class	Lab	Credit
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-110	Introduction to Business	3	0	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
BUS-260	Business Communication	3	0	3
MKT-120	Principles of Marketing	3	0	3

View Catalog Archives

Professor Kirk Lynch, Accounting Coordinator
207 Little Hall
910.695.3866
lynchk@sandhills.edu

ACCOUNTING - BOOKKEEPING (C25800)

The Accounting curricula is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and

taxation. 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.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACC-120	Prin of Financial Accounting	3	2	4
	Credit Hours	**3**	**2**	**4**
Second Semester (Spring)				
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to ACC Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
	Credit Hours	**6**	**9**	**9**
Total Required Minimum Semester Hours Credit				13

View Catalog Archives

Professor Kirk Lynch, Accounting Coordinator
207 Little Hall
910.695.3866
lynchk@sandhills.edu

ADVANCED EMT (C45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

The Emergency Medical Services – Paramedic program at Sandhills Community College is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP:

Certificate Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
EMS-110	EMT	6	6	3	9
	Credit Hours	**6**	**6**	**3**	**9**
Second Semester (Spring)					
EMS-120	Advanced EMT	4	6		6
EMS-121	AEMT Clinical Practicum	0	0	6	2
	Credit Hours	**4**	**6**	**6**	**8**
Total Required Minimum Semester Hours Credit					17

View Catalog Archives

Associate Professor Ryan Teal, Emergency Medical Science Coordinator
108 Kennedy Hall
910.695.3768
tealr@sandhills.edu

Associate Professor Stefanie Williams, Emergency Medical Science Clinical Coordinator
109 Kennedy Hall
910.695.3936
williamss@sandhills.edu

ARCHITECTURAL TECHNOLOGY (A40100)

Architectural and Construction Pathway: These programs are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Architectural Technology: A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes

and standards, structural principles, cost estimation, planning, graphics, and presentation.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
ARC-111	Intro to Arch Technology	1	4	3
ARC-112	Constr Matls & Methods	3	2	4
BPR-130	Print Reading-Construction	3	0	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	1-3	0-2	2-3
	Credit Hours	**12-14**	**10-12**	**18-19**
Second Semester (Spring)				
ARC-114	Architectural CAD	1	3	2
CEG-111	Intro to Gis and Gnss	2	4	4
CST-241	Planning/Estimating I	2	2	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
	Credit Hours	**10-11**	**11**	**15-16**
Third Semester (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Physics Elective	3	2-3	4
	Credit Hours	**7**	**10-11**	**11**
Fourth Semester (Fall)				
ARC211				
SST-140	Green Bldg & Design Concepts	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Directed Elective	0-3	2-30	3
***	Directed Elective	0-3	2-30	4
	Credit Hours	**6-12**	**4-60**	**13**
Fifth Semester (Spring)				
ARC213				
ARC-230	Environmental Systems	3	3	4
***	Technical Elective	0-3	2-6	3-4
***	Social/Beh Sciences Elective	3	0	3

		Course Hours Per Week		Semester Hours
	Credit Hours	**6-9**	**5-9**	**10-11**
Total Required Minimum Semester Hours Credit				67

Technology Electives:		Class	Lab	Credit
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2
Physics Electives:				
PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4
PHY-251	General Physics I	3	3	4
Directed Electives:				
CIV-111	Soils and Foundations	2	4	4
CIV-221	Steel and Timber Design	2	3	3
MAT-263	Brief Calculus	3	2	4
MAT-271	Calculus I	3	2	4
MAT-272	Calculus II	3	2	4
WBL-111R	Work-Based Learning I	0	10	1
WBL-112R	Work-Based Learning I	0	20	2
WBL-113R	Work-Based Learning I	0	30	3
WBL-121R	Work-Based Learning II	0	10	1
WBL-122R	Work-Based Learning II	0	20	2
Technical Electives:				
ART-121	Two-Dimensional Design	0	6	3
ART-122	Three-Dimensional Design	0	6	3
CEG-212	Intro to Environmental Tech	2	3	3
CIV-222	Reinforced Concrete	2	3	3
ELC-113				
ELC-114	Commercial Wiring	2	6	4
ELC-115				
ELC-117	Motors and Controls	2	6	4
MAT-172	Precalculus Trigonometry	3	2	4
SRV-210	Surveying III	2	6	4
SRV-240	Topo/Site Surveying	2	6	4
WLD-111	Oxy-Fuel Welding	1	3	2
WLD-112	Basic Welding Processes	1	3	2

View Catalog Archives

Matthew Sheffield, Coordinator
170 Little Hall
(910) 246-4940
sheffieldm@sandhills.edu

ARCHITECTURAL TECHNOLOGY (C40100)

Architectural and Construction Pathway: These programs are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Architectural Technology: A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ARC-111	Intro to Arch Technology	1	4	3
ARC-112	Constr Matls & Methods	3	2	4
BPR-130	Print Reading-Construction	3	0	3
SST-140	Green Bldg & Design Concepts	3	0	3
	Credit Hours	**10**	**6**	**13**
Second Semester (Spring)				
ARC-114	Architectural CAD	1	3	2
CST-241	Planning/Estimating I	2	2	3
	Credit Hours	**3**	**5**	**5**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Matthew Sheffield, Coordinator
170 Little Hall
(910) 246-4940
sheffieldm@sandhills.edu

ASSOCIATE IN APPLIED SCIENCE GENERAL EDUCATION ELECTIVES

Candidates for the Associate in Applied Science degree must complete general education and major courses required for the program in which they are enrolled.

Students must successfully complete a minimum of 25 percent of course credit hours of the certificate, diploma, or associate degree requirements at Sandhills Community College, with that 25 percent coming from major and other major hours, and not from general education hours, for the program of study. The following exceptions to this policy may be made with approval from the Provost.

- Student has enrolled at Sandhills due to the closure of a program at another community college and is participating in a "teach-out" of that program.
- Credit has been cross-walked from Sandhills Workforce Continuing Education classes.
- Credit has been awarded based on industry or state recognized certifications.

The Director of Student Records verifies completion of 25 percent as part of the graduation application process.

Please note: In accordance with accreditation standards, 1) All associate degree students must either place out or have credit for DMA-010 through 030, MAT-003 or successfully complete MAT-025 or MAT-035 to demonstrate competence in fundamental mathematical skills. 2) All graduates of associate degree programs are required to complete successfully at least one mathematic or laboratory-based quantitative science course.

Associate in Applied Science General Education Electives

General Education electives for Associate in Applied Science degrees should be chosen from the list below:

GENERAL EDUCATION COURSES **SEMESTER HOURS**

Communication..... 6

Select **two** courses from the following:

COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114

Humanities/Fine Arts..... 3

Select **one** of the following:

ART-111, 114, 115, 121, 131, 171, 240, 281, 283

COM-140

DRA-111, 120, 126, 130, 211, 212

ENG-125, 131, 231, 232, 241, 242, 261, 262, 273

HUM-110, 115, 120, 122, 130, 150, 160, 170, 211, 212, 220, 230

MUS-110, 111, 112, 210

PHI-215, 240

REL-110, 211, 212, 221

Natural Sciences and Mathematics..... 3

Select **one** of the following:

AST-111 & 111A

BIO-110, 111, 140 & 140A, 163, 168

CHM-130 & 130A, 151

GEL-111

MAT-121, 143, 152, 171

PHY-110 & 110A

SCI-110

Social and Behavioral Sciences..... 3

Select **one** of the following:

ANT-210, 220, 221, 240

ECO-151, 251, 252

HIS-111, 112, 121, 122, 131, 132, 151, 221

POL-110, 120, 210, 220

PSY-118, 150, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281

SOC-210, 213, 220, 225, 230, 234, 240, 242

Contact the coordinator for the appropriate Associate in Applied Science degree

ASSOCIATE IN ARTS (A10100)

The Associate in Arts degree is designed for students who wish to transfer to a university to earn a Bachelor of Arts (or Bachelor of Science, depending upon the university) degree in one of the following fields of study: anthropology, architecture, business administration (accounting, finance, and marketing), communication, economics, education, English language and literature, foreign languages, geography, linguistics, history, humanities, interdisciplinary studies, journalism, library science, philosophy, political science, psychology, religion, social sciences, and visual and performing arts. Students who are interested in a career in dentistry, law, medicine, theology or ministry, optometry, pharmacy, physical therapy, or veterinary medicine are usually required or at least strongly encouraged to earn a bachelor's degree before applying to one of these graduate or professional degree programs.

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 and a maximum of 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). To be eligible for the transfer of credits under the CAA, A.A. graduates must obtain a grade of "C" or better in all CAA courses and an overall GPA of at least 2.0 on a 4.0 scale. A.A. graduates who have met these criteria will receive at least 60 semester hours of academic credit upon admission to a university. A.A. transfer students are strongly encouraged to align their course work to the Baccalaureate Degree Plan (BDP) of their intended major at their intended university. Baccalaureate Degree Plans are available at www.northcarolina.edu. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Through careful selection of courses with your advisor and/or the University Studies Coordinator, this degree can be completed as an eLearning Online Degree Program. Note that the only Mathematics courses offered online are MAT-143 and MAT-152.

Associate in Arts Degree

Courses **Semester Hours**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 SHC) 31-32

The Universal General Education Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

Two English composition courses are required:

ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC)..... 9

Select **three** courses. Those courses must be from at least **two** different disciplines areas:

Art (ART-111, 114, 115)

Communication (COM-120, 231)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

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

Select **three** courses. Those courses must be from at least **two** different disciplines areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (3-4 SHC)..... 3-4

Select one course from the following: MAT-143, 152, 171

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111)

Chemistry (CHM-151)

Geology (GEL-111)

Physics (PHY-110 & 110A)

ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC)*.. 13-14

An additional 13-14 SHC of courses should be selected from the list below. Those courses are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. While most of these are not UGETC courses, UGETC courses may also be used in this category, if not used elsewhere.

ANT-210, 220, 221, 240

ASL-111, 112, 211, 212

BIO-112, 120, 130, 140 and 140A

CHM-152

CIS-110, 115

COM-110, 140

DRA-126, 211, 212

ECO-151

ENG-114, 131, 261, 262

FRE-111, 112, 211, 212

HIS-121, 122

HUM-110, 115, 120, 122, 130, 150, 160, 211, 212, 220

MAT-172, 263, 271, 272, 273

MUS-210

PHY-151, 152, 251, 252

POL-110, 210, 220

PSY-237, 239, 241, 281

REL-110, 211, 212, 221

SOC-213, 220, 225, 230, 240

SPA-111, 112, 211, 212

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC).... 45

Note: If students have more than 45 credits in the General Education section, the extra credits can be applied to the Other Required Hours section.

OTHER REQUIRED HOURS (15 SHC)*..... 15

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success

An additional 14 SHC of courses should be selected from the list below. Those courses are classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. UGETC courses and Additional General Education Hours courses may also be used in this category, if not used elsewhere.

ACC-120, 121

All ART Prefix Courses

BIO-155, 163, 168, 169, 175, 271, 275

BUS-110, 115, 137

CHM-130 and 130A, 251, 252

CJC-111, 113, 121, 141, 212

COM-150

CSC-134, 139, 151

CTS-115

DFT-170

All DRA Prefix Courses

EDU-131, 144, 145, 216, 221

EGR-120, 150, 220

ENG-125, 126, 273

HEA-112

HIS-151, 221, 236

HUM-170, 180, 230

MAT-285

All MUS Prefix Courses

All PED Prefix Courses

PSY-230, 231, 243, 249, 259, 263, 271, 275

SOC-234, 242

SPA-161

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 60-61

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Arts Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
***	AST, BIO, CHM, GEL, or PHY UGETC course			4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3

		Course Hours Per Week		Semester Hours
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**12**	**2**	**17**
Second Semester (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3
MAT***	Math UGETC course			3-4
***	Hum/FA/Com UGETC course	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**12**	**0**	**15-16**
Third Semester (Fall)				
***	Additional Gen Ed courses or Other Required Hours courses			14
	Credit Hours	**0**	**0**	**14**
Fourth Semester (Spring)				
***	Additional Gen Ed courses or Other Required Hours courses			14
	Credit Hours	**0**	**0**	**14**
Total Required Minimum Semester Hours Credit				60

Please note: Students are strongly encouraged to complete their UGETC requirements during their first two **semesters at Sandhills.**

View Catalog Archives

Professor Catherine Skura, University Studies Coordinator
208 Little Hall
910.695.3750
skurac@sandhills.edu

ASSOCIATE IN ARTS IN TEACHER PREPARATION (A1010T)

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Associate in Arts in Teacher Preparation is based on the Uniform Articulation Agreement for Teacher Preparation. This agreement enables North Carolina community college graduates of two-year Associate in Arts in Teacher Preparation programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer into an educator preparation program with junior status. The Uniform Articulation for Teacher Preparation was founded

on the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA).

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Students must meet individual institutional requirements and application deadlines for entrance into an Educator Preparation Program, including a minimum GPA and required testing benchmarks. Admission to an EPP leading to licensure requires passing and obtaining competitive scores on the Praxis exam. Admission into a specific EPP is not guaranteed.

Associate Degree Program

Courses **Semester Hours**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (28-29 SHC) 28-29

The Universal General Education Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

Two English composition courses are required:

ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC)..... 9

Required Communication course:

Communication (COM-231)

Select **two** courses. Those courses must be from at least **two** different disciplines areas:

Art (ART-111, 114, 115)

Communication (COM-120)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses. Those courses must be from at least **two** different disciplines areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (3-4 SHC)..... 3-4

Select one course from the following: MAT-143, 152, 171

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111)

Chemistry (CHM-151)

Geology (GEL-111)

Physics (PHY-110 & 110A)

ADDITIONAL GENERAL EDUCATION HOURS (17-18 SHC)*.. 17-18

Other Required General Education (3 SHC)..... 3

The following course is required:

SOC-225 Social Diversity..... 3

An additional 14-15 SHC of courses should be selected from the list below. Those courses are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. While most of these are not UGETC courses, UGETC courses may also be used in this category, if not used elsewhere.

ANT-210, 220, 221, 240

ASL-111, 112, 211, 212

BIO-112, 120, 130, 140 and 140A

CHM-152

CIS-110, 115

COM-110, 140

DRA-126, 211, 212

ECO-151

ENG-114, 131, 261, 262

FRE-111, 112, 211, 212

HIS-121, 122

HUM-110, 115, 120, 122, 130, 150, 160, 211, 212, 220

MAT-172, 263, 271, 272, 273

MUS-210

PHY-151, 152, 251, 252

POL-110, 210, 220

PSY-237, 239, 241, 281

REL-110, 211, 212, 221

SOC-213, 220, 230, 240

SPA-111, 112, 211, 212

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC)..... 45

OTHER REQUIRED HOURS (15 SHC)*..... 15

Education (14 SHC)..... 14

The following courses are required:

EDU-187 Teaching and Learning for All..... 4

EDU-216 Foundations of Education..... 3

EDU-250 Teacher Licensure Preparation..... 3

EDU-279 Literacy Develop and Instruct..... 4

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 60-61

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Arts in Teacher Preparation Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-122	Transfer & Career Success	0	2	1
EDU-187	Teaching and Learning for All	3	3	4
ENG-111	Writing and Inquiry	3	0	3
***	AST, BIO, CHM, GEL, or PHY UGETC course			4
***	Hum/FA/Com UGETC course	3	0	3
	Credit Hours	**9**	**5**	**15**
Second Semester (Spring)				
EDU-279	Literacy Develop and Instruct	3	3	4
ENG-112	Writing/Research in the Disc	3	0	3
MAT***	Math UGETC course			3-4
SOC-225	Social Diversity	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
	Credit Hours	**12**	**3**	**16-17**
Third Semester (Fall)				
COM-231	Public Speaking	3	0	3
EDU-216	Foundations of Education	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
***	Additional Gen Ed courses			7
	Credit Hours	**9**	**0**	**16**
Fourth Semester (Spring)				
EDU250				
***	Soc/Beh Science UGETC course	3	0	3
***	Additional Gen Ed courses			7
	Credit Hours	**3**	**0**	**10**
Total Required Minimum Semester Hours Credit				57

View Catalog Archives

Dr. Robin Calcutt
Teacher Education Program Coordinator
Educator Preparation Program Coordinator
Instructor
Logan Hall 219
(910) 695-3735
calcuttr@sandhills.edu

ASSOCIATE IN ENGINEERING (A10500)

The Associate in Engineering degree is designed for students who wish to transfer to a state funded university with a Bachelor of Engineering program and earn a Bachelor of Science in Engineering. Baccalaureate Engineering Programs within the UNC system are offered at: East Carolina University, North Carolina Agricultural and Technical University, North Carolina State University, University of North Carolina at Charlotte, and Western Carolina University.

The Associate in Engineering shall be granted for a planned program of study consisting of a minimum of 60 and a maximum of 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the Associate in Engineering to the Bachelor of Science in Engineering Articulation Agreement (A.E. to B.S.E. AA), A.E. graduates must obtain a grade of "C" or better in each course **and** an overall GPA of at least 2.5 on a 4.0 scale.

Associate Degree Program

Courses **Semester Hours**

GENERAL EDUCATION (45-46 SHC)*..... 45-46

The general education courses include study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) Courses that are not classified as UGETC are italicized

English Composition (6 SHC) 6

Two English composition courses are required:

ENG-111 and ENG-112

Humanities/Fine Arts and Communication (6 SHC) 6

Humanities: Choose one:

Literature (ENG-231, 232, 241, 242)

Philosophy (PHI-215, 240)

Fine Arts and Communication: Choose one:

Art (ART-111, 114, 115)

Communication (COM-231)

Music (MUS-110, 112)

Social/Behavioral Sciences (6 SHC)..... 6

One course required:

Economics (ECO-251)

Select second course from the following:

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (12 SHC)..... 12

Calculus I (MAT-271) is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready must take additional math courses.

Calculus (MAT-271, 272, 273) Note: MAT-273 is not a UGETC course.

Natural Sciences (12 SHC)..... 12

Take all of the following:

Chemistry (CHM-151)

Physics (PHY-251, 252)

ADDITIONAL GENERAL EDUCATION HOURS (3-4 SHC)* 3-4

Select one course (not used elsewhere) from the following:

Biology (BIO-111)

Chemistry (CHM-152)**

Communication (COM-110, 231)

Economics (ECO-252)

Geology (GEL-111)**

Humanities (HUM-110)

Philosophy (PHI-240)

Use this table to choose the additional general education course recommended for you major.

Chemical Engineering	Civil Engineering	Mechanical, Aerospace, Industrial and Systems Engineering	Electrical Engineering
BIO-111 CHM-152	BIO-111 COM-231 GEL-111 HUM-110 PHI-240	BIO-111 COM-231 HUM-110 PHI-240	BIO-111 CHM-152 COM-231 HUM-110 PHI-240

TOTAL GENERAL EDUCATION HOURS REQUIRED (45-46 SHC) 45-46

OTHER REQUIRED HOURS (15 SHC)..... 15

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success..... 1

Students must complete ACA-122 within the first 30 hours of enrollment.

Pre-major Elective (2 SHC)

EGR-150 Introduction to Engineering..... 2

Other General Education and Pre-major Elective Hours (12 SHC)

Select 12 SHC from the following courses classified as pre-major, elective, or general education courses (not used elsewhere) within the Comprehensive Articulation Agreement. Students should choose courses appropriate to the specific university and engineering major requirements. See recommendations below.

Biology (BIO-111)

Chemistry (CHM-152, 251, 252)

Communication (COM-110, 231)

Computer Science (CSC-134, 151)

Drafting (DFT-170)

Economics (ECO-252)

Engineering Statics (EGR-220)

Geology (GEL-111)

Humanities (HUM-110)

Mathematics (MAT-285)

Physical Education (PED-110)

The following gives specific recommendations for the most popular engineering fields. Consult the Associate in Engineering Coordinator for recommendations for engineering fields not shown below.

Mechanical, Aerospace, and Industrial and Systems Engineering

BIO-111 General Biology I (4 SHC)

One programming course:

CSC-134 C++ Programming (3 SHC) ***or*** CSC-151 JAVA Programming (3 SHC)

DFT-170 Engineering Graphics (3 SHC)

EGR-220 Engineering Statics (3 SHC)

MAT-285 Differential Equations (3 SHC)

Civil Engineering

BIO-111 General Biology I (4 SHC)
One programming course:

CSC-134 C++ Programming (3 SHC) ***or*** CSC-151 JAVA Programming (3 SHC)

DFT-170 Engineering Graphics (3 SHC)
EGR-220 Engineering Statics (3 SHC)

GEL-111 Geology (4 SHC)
MAT-285 Differential Equations (3 SHC)

Chemical Engineering

BIO-111 General Biology I (4 SHC)

CHM-152 General Chemistry II (4 SHC)

CHM-251 Organic Chemistry I (4 SHC)

CHM-252 Organic Chemistry II (4 SHC)

COM-231 Public Speaking (3 SHC)

MAT-285 Differential Equations (3 SHC)

Electrical Engineering

Students interested in pursuing electrial engineering should transfer as soon as possible. Electrical engineering programs require circuits classes not offered at Sandhills Community College. Students who do not transfer early will need 3 years to complete a Bachelor's degree in Electrical Engineering.

BIO-111 General Biology I (4 SHC)

CHM-152 General Chemistry II (4 SHC)

COM-231 Public Speaking (3 SHC)

One programming course:

CSC-134 C++ Programming (3 SHC) ***or*** JAVA Programming (3 SHC)

DFT-170 Engineering Graphics (3 SHC)

MAT-285 Differential Equations (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 60-61***

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Engineering Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
MAT-271	Calculus I	3	2	4
CHM-151	General Chemistry I	3	3	4
EGR-150	Intro to Engineering	1	2	2
	Credit Hours	**10**	**9**	**14**
Second Semester (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3
MAT-272	Calculus II	3	2	4
ECO-251	Prin of Microeconomics	3	0	3

		Course Hours Per Week		Semester Hours
***	Humanities UGETC course	3	0	3
***	Additional Gen Ed Hours	3	0	3-4
	Credit Hours	**15**	**2**	**16-17**
Third Semester (Fall)				
PHY-251	General Physics I	3	3	4
***	Soc/Beh Science UGETC course	3	0	3
***	Other Gen Ed/Pre-major Elective	3	0	3-4
***	Other Gen Ed/Pre-major Elective	3	0	3-4
***	Other Gen Ed/Pre-major Elective	3	0	4
	Credit Hours	**15**	**3**	**17-19**
Fourth Semester (Spring)				
MAT-273	Calculus III	3	2	4
PHY-252	General Physics II	3	3	4
***	Fine Arts/Com UGETC course	2	3	3
***	Other Gen Ed/Pre-major Elective	3	0	2-4
	Credit Hours	**11**	**8**	**13-15**
Total Required Minimum Semester Hours Credit				60

View Catalog Archives

Professor Jeanne Morse, Associate in Engineering Coordinator
104 Meyer Hall
910.695.3762
morsej@sandhills.edu

ASSOCIATE IN FINE ARTS IN MUSIC (A10700)

The Associate in Fine Arts in Music (A.F.A. in Music) degree is designed for students who wish to transfer to one of the UNC Bachelor in Music (B.M.) programs under the Associate in Fine Arts in Music to Bachelor in Music Articulation Agreement (A.F.A. in Music to B.M. AA). There are ten B.M.-granting institutions within the UNC system: Appalachian State University, East Carolina University, North Carolina Central University, UNC Chapel Hill, UNC Charlotte, UNC Greensboro, UNC Pembroke, UNC School of the Arts, UNC Wilmington, and Western Carolina University.

A.F.A. in Music graduates must meet the admission requirements and associated timelines as published by each B.M. program. In addition to meeting entrance requirements, A.F.A. in music graduates may also be required to audition depending on the entrance requirements of each institution. Acceptance into any B.M. program is not guaranteed. Each student must follow the admissions process of the specific receiving university.

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical

skills, and basic computer use. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A. in Music to B. M. A.A., A.F.A. in Music graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Associate Degree Program

Courses	Semester Hours
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (25 SHC)*	**25**

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

ENG-111 and ENG-112

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

Select **one** courses from the following discipline areas:

Art (ART-111, 114, 115)

Communication (COM-120, 231)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses. Those courses must be from **two** different discipline areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (3 SHC)..... 3

MAT-143 Quantitative Literacy

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111)

Chemistry (CHM-151)

Geology (GEL-111)

Physics (PHY-110 & 110A)

Additional General Education (3 SHC)..... 3

Select one courses from the following discipline areas:

Art (ART-111, 114, 115)

Communication (COM-231)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

OTHER REQUIRED HOURS (36 SHC)*..... 36

Academic Related (1 SHC)

ACA-122 College Transfer Success..... 1

Major Core

Music Theory The following courses are required (12 SHC):

MUS-121 Music Theory I..... 3

MUS-122 Music Theory II..... 3

MUS-221 Music Theory III..... 3

MUS-222 Music Theory IV..... 3

Aural Skills The following courses are required (4 SHC):

MUS-125 Aural Skills I..... 1

MUS-126 Aural Skills II..... 1

MUS-225 Aural Skills III..... 1

MUS-226 Aural Skills IV..... 1

Applied Music The following courses are required (8 SHC):

MUS-161 Applied Music I..... 2

MUS-162 Applied Music II..... 2

MUS-261 Applied Music III..... 2

MUS-262 Applied Music IV..... 2

Other Required Music Courses

Music History The following courses are required (6 SHC):

MUS-271 Music History I..... 3

MUS-272 Music History II..... 3

Music Sequence Select one group from the following (3 SHC):

Chorus: MUS-131, MUS-132, MUS-231

Band: MUS-133, MUS-134, MUS-233

Jazz Ensemble: MUS-135, MUS-136, MUS-235

Orchestra: MUS-137, MUS-138, MUS-237

Ensemble: MUS-141, MUS-142, MUS-241

Class Music The following courses are required (2 SHC):

MUS-151B Class Music I – Piano..... 1

MUS-152B Class Music II – Piano..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 61

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Fine Arts in Music Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
MUS-121	Music Theory I	3	0	3
MUS-125	Aural Skills I	0	2	1
MUS-151B	Class Music I (piano)	0	2	1
MUS-161	Applied Music I	1	2	2
MUS***	Music Sequence	0	2	1
***	Hum/FA/Com UGETC course	3	0	3

		Course Hours Per Week		Semester Hours
	Credit Hours	**10**	**10**	**15**
Second Semester (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3
MUS-122	Music Theory II	3	0	3
MUS-126	Aural Skills II	0	2	1
MUS-152B	Class Music II (piano)	0	2	1
MUS-162	Applied Music II	1	2	2
MUS***	Music Sequence	0	2	1
***	Hum/FA/Com UGETC course	3	0	3
	Credit Hours	**10**	**8**	**14**
Third Semester (Fall)				
MAT-143	Quantitative Literacy	2	2	3
MUS-221	Music Theory III	3	0	3
MUS-225	Aural Skills III	0	2	1
MUS-261	Applied Music III	1	2	2
MUS-271	Music History I	3	0	3
MUS***	Music Sequence	0	2	1
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**12**	**8**	**16**
Fourth Semester (Spring)				
MUS-222	Music Theory IV	3	0	3
MUS-226	Aural Skills IV	0	2	1
MUS-262	Applied Music IV	1	2	2
MUS-272	Music History II	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
***	Natural Science UGETC course			4
	Credit Hours	**10**	**4**	**16**
Total Required Minimum Semester Hours Credit				61

View Catalog Archives

Professor Ryan Book, Associate in Fine Arts Coordinator
126 Wellard Hall
910.695.3828
booka@sandhills.edu

ASSOCIATE IN FINE ARTS IN THEATRE - ACTING (A10800A)

The Associate in Fine Arts (A.F.A.) in Theatre degree is designed for students who wish to transfer to one of the UNC Bachelor in Arts (B.A.) in Theatre programs under the Associate in Fine Arts in Theatre to Bachelor in Arts Articulation

Agreement (A.F.A.T. to B.A.). There are eleven B.A.-granting institutions within the UNC system whose focus is on theatre: Appalachian State University (B.A. in Theatre Generalist), East Carolina University (B.A. in Theater Arts), Fayetteville State University (B.A. in Theatre), North Carolina Central University (B.A. in Theatre), UNC Asheville (B.A. in Drama), UNC Chapel Hill (B.A. in Dramatic Art), UNC Charlotte (B.A. in Theatre), UNC Greensboro (B.A. in Drama), UNC Pembroke (B.A. in Theater Arts), UNC Wilmington (B.A. in Theatre), and Western Carolina University (B.A. in Arts in Stage and Screen).

The agreement enables students who have graduated from a NCCCS institution with an A.F.A. in Theatre to complete a common list of courses that meet the entrance requirements at all of the B.A. in Theatre programs at UNC institutions. However, because theatre program admissions are competitive, no student is guaranteed admission to a UNC theatre program. In addition to meeting entrance requirements, transfer students may also be required to submit evidence of their creative work, depending on the requirements for each institution.

The Associate in Fine Arts in Theatre degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. More specifically, students foster a great understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A.T. to B.A. AA., A.F.A. in Theatre graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Associate Degree Program

Courses	Semester Hours
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 SHC)* 31-32	

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC)..... 9

Select **three** courses. Those courses must be from at least **two** different discipline areas:

Art (ART-111, 114, 115)

Communication (COM-120, 231)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

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

Select **three** courses. Those courses must be from at least **two** different discipline areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (3-4 SHC)..... 3-4

Select one from the following:

MAT-143

MAT-152

MAT-171

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111)

Chemistry (CHM-151)

Geology (GEL-111)

Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (30 SHC)..... 30

Major Core 15

DRA-118 Script Analysis (3 SHC)

DRA-130 Acting I (3 SHC)

DRA-135 Acting for the Camera I (3 SHC)

DRA-170 Play Production I (3 SHC)

DRA-211 Theatre History I (3 SHC)

Acting Track Electives 14-15

The following courses are required:

DRA-120 Voice for Performance (3 SHC)

DRA-131 Acting II (3 SHC)

DRA-140 Stagecraft I (3 SHC)

Select **two** of the following:

DRA-128 Children's Theater (3 SHC)

DRA-145 Stage Make-up (2 SHC)

DRA-171 Play Production II (3 SHC)

DRA-270 Play Production III (3 SHC)

DRA-271 Play Production IV (3 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 61

*One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Theatre program of study. The transfer of this hour is not guaranteed.

Associate in Fine Arts in Theatre - Acting Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
DRA-130	Acting I	0	6	3
DRA-140	Stagecraft I	0	6	3
ENG-111	Writing and Inquiry	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**9**	**14**	**16**
Second Semester (Spring)				
DRA-120	Voice for Performance	3	0	3

		Course Hours Per Week		Semester Hours
DRA-135	Acting for the Camera I	1	4	3
DRA-170	Play Production I	0	9	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
	Credit Hours	**10**	**13**	**15**
Third Semester (Fall)				
DRA-131	Acting II	0	6	3
DRA-211	Theatre History I	3	0	3
MAT***	Math UGETC course	2-3	2	3-4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**11-12**	**8**	**15-16**
Fourth Semester (Spring)				
DRA-118	Script Analysis	3	0	3
DRA***	DRA Studio Elective	0-3	0-9	2-3
DRA***	DRA Studio Elective	0-3	0-9	3
***	Soc/Beh Science UGETC course	3	0	3
***	Natural Science UGETC course			4
	Credit Hours	**6-12**	**0-18**	**15-16**
Total Required Minimum Semester Hours Credit				61

DRA Electives:		Class	Lab	Credit
DRA-128	Children's Theatre	3	0	3
DRA-145	Stage Make-Up	1	2	2
DRA-171	Play Production II	0	9	3
DRA-270	Play Production III	0	9	3
DRA-271	Play Production IV	0	9	3

View Catalog Archives

Associate Professor Bill Saunders, Theatre Coordinator
010 Kennedy Hall
910.695.3874
saundersw@sandhills.edu

ASSOCIATE IN FINE ARTS IN THEATRE - TECHNICAL (A10800T)

The Associate in Fine Arts (A.F.A.) in Theatre degree is designed for students who wish to transfer to one of the UNC Bachelor in Arts (B.A.) in Theatre programs under the Associate in Fine Arts in Theatre to Bachelor in Arts Articulation Agreement (A.F.A.T. to B.A.). There are eleven B.A.-granting institutions within the UNC system whose focus is on theatre: Appalachian State University (B.A. in

Theatre Generalist), East Carolina University (B.A. in Theater Arts), Fayetteville State University (B.A. in Theatre), North Carolina Central University (B.A. in Theatre), UNC Asheville (B.A. in Drama), UNC Chapel Hill (B.A. in Dramatic Art), UNC Charlotte (B.A. in Theatre), UNC Greensboro (B.A. in Drama), UNC Pembroke (B.A. in Theater Arts), UNC Wilmington (B.A. in Theatre), and Western Carolina University (B.A. in Arts in Stage and Screen).

The agreement enables students who have graduated from a NCCCS institution with an A.F.A. in Theatre to complete a common list of courses that meet the entrance requirements at all of the B.A. in Theatre programs at UNC institutions. However, because theatre program admissions are competitive, no student is guaranteed admission to a UNC theatre program. In addition to meeting entrance requirements, transfer students may also be required to submit evidence of their creative work, depending on the requirements for each institution.

The Associate in Fine Arts in Theatre degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. More specifically, students foster a great understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A.T. to B.A. AA., A.F.A. in Theatre graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Associate Degree Program

Courses	Semester Hours
**UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 SHC)* **	**31-32**

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC)..... 9

Select **three** courses. Those courses must be from at least **two** different discipline areas:

Art (ART-111, 114, 115)

Communication (COM-120, 231)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

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

Select **three** courses. Those courses must be from at least **two** different discipline areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (3-4 SHC)..... 3-4

Select one from the following:

MAT-143

MAT-152

MAT-171

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111)

Chemistry (CHM-151)

Geology (GEL-111)

Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (30 SHC)..... 30

Major Core 15

DRA-118 Script Analysis (3 SHC)

DRA-140 Stagecraft I (3 SHC)

DRA-144 Introduction to Stage Design (3 SHC)

DRA-170 Play Production I (3 SHC)

DRA-211 Theatre History I (3 SHC)

Technical Track Electives 14-15

The following courses are required:

DRA-130 Acting I (3SHC)

DRA-171 Play Production II (3 SHC)

Select **three** of the following:

DRA-128 Children's Theater (3 SHC)

DRA-135 Acting for the Camera I (3 SHC)

DRA-141 Stagecraft II (3 SHC)

DRA-145 Stage Make-up (2 SHC)

DRA-240 Lighting for Theater (3 SHC)

DRA-270 Play Production III (3 SHC)

DRA-271 Play Production IV (3 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 61

*One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Theatre program of study. The transfer of this hour is not guaranteed.

Associate in Fine Arts in Theatre - Technical Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
DRA-130	Acting I	0	6	3
DRA-140	Stagecraft I	0	6	3
ENG-111	Writing and Inquiry	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**9**	**14**	**16**
Second Semester (Spring)				
DRA-144	Introduction to Stage Design	3	0	3

		Course Hours Per Week		Semester Hours
DRA-170	Play Production I	0	9	3
DRA***	DRA Studio Elective	0-3	0-9	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
	Credit Hours	**9-12**	**9-18**	**15**
Third Semester (Fall)				
DRA-171	Play Production II	0	9	3
DRA-211	Theatre History I	3	0	3
MAT***	Math UGETC course	2-3	2	3-4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**11-12**	**11**	**15-16**
Fourth Semester (Spring)				
DRA-118	Script Analysis	3	0	3
DRA***	DRA Studio Elective	0-3	0-9	2-3
DRA***	DRA Studio Elective	0-3	0-9	3
***	Soc/Beh Science UGETC course	3	0	3
***	Natural Sciences UGETC course	3	2-3	4
	Credit Hours	**9-15**	**2-21**	**15-16**
Total Required Minimum Semester Hours Credit				61

DRA Electives:		Class	Lab	Credit
DRA-128	Children's Theatre	3	0	3
DRA-135	Acting for the Camera I	1	4	3
DRA-141	Stagecraft II	0	6	3
DRA-145	Stage Make-Up	1	2	2
DRA-240	Lighting for the Theatre	2	2	3
DRA-270	Play Production III	0	9	3
DRA-271	Play Production IV	0	9	3

View Catalog Archives

Associate Professor Bill Saunders, Theatre Coordinator
010 Kennedy Hall
910.695.3874
saundersw@sandhills.edu

ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)

The Associate in Fine Arts (A.F.A.) in Visual Arts degree is designed for students who wish to transfer to one of the UNC Bachelor in Fine Arts (B.F.A.) in Visual Arts programs under the Associate in Fine Arts in Visual Arts to Bachelor in Fine Arts Articulation Agreement (A.F.A.V.A. to B.F.A. AA). There are seven B.F.A.-granting

institutions within the UNC system whose focus is on the visual arts: Appalachian State University (B.F.A. in Studio Art), East Carolina University (B.F.A. in Arts), UNC Asheville (B.F.A. in Art), UNC Chapel Hill (B.F.A. in Studio Art), UNC Charlotte (B.F.A. in Art), UNC Greensboro (B.F.A. in Studio Art), and Western Carolina University (B.F.A. in Art).

A.F.A. in Visual Arts graduates must meet the portfolio submission requirements and associated timelines as published by each B.F.A. program. Admission to a visual arts program is competitive and acceptance into any B.F.A. program is not guaranteed. Each student must follow the admissions process of the specific receiving university.

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. More specifically, students foster a great understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A.V.A. to B.F.A. AA, A.F.A. in Visual Arts graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Associate in Applied Science Degree Program

Courses **Semester Hours**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (25-26 SHC)* 25-26

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

ENG-111 and ENG-112

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

Select **two** courses. Those courses must be from **two** different discipline areas:

Art (ART-111)

Communication (COM-120, 231)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses. Those courses must be from **two** different discipline areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (3-4 SHC)..... 3-4

Select one from the following:

MAT-143

MAT-152

MAT-171

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111)

Chemistry (CHM-151)

Geology (GEL-111)

Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (35 SHC)..... 35

Major Core 15

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

ART-121 Two-Dimensional Design (3 SHC)

ART-122 Three-Dimensional Design (3 SHC)

ART-131 Drawing I (3 SHC)

Art Studio Electives 18

Select six courses from Art Studio Electives (choose at least one from each of the three groups.)

Two-dimensional Electives:

ART-132 Drawing II (3 SHC)

ART-135 Figure Drawing I (3 SHC)

ART-231 Printmaking I (3 SHC)

ART-232 Printmaking II (3 SHC)

ART-240 Painting I (3 SHC)

ART-241 Painting II (3 SHC)

Three-dimensional Electives:

ART-281 Sculpture I (3 SHC)

ART-283 Ceramics I (3 SHC)

ART-284 Ceramics II (3 SHC)

Digital Electives:

ART-171 Digital Design I (3 SHC)

ART-264 Digital Photography I (3 SHC)

Portfolio and Resume (1 SHC)

ART-214 Portfolio and Résumé 1

Validation of the level of achievement in studio course work may be determined through portfolio review at the receiving institution.

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 60-61

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Fine Arts in Visual Arts Course Sequence

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
ART-121	Two-Dimensional Design	0	6	3

		Course Hours Per Week		Semester Hours
ART-131	Drawing I	0	6	3
ENG-111	Writing and Inquiry	3	0	3
MAT***	Math UGETC course	2-3	2	3-4
***	Soc/Behav Science UGETC course	3	0	3
	Credit Hours	**8-9**	**16**	**16-17**
Second Semester (Spring)				
ART-122	Three-Dimensional Design	0	6	3
ART***	Art Studio Elective	0	6	3
ART***	Art Studio Elective	0	6	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
	Credit Hours	**6**	**18**	**15**
Third Semester (Fall)				
ART-114	Art History Survey I	3	0	3
ART***	Art Studio Elective	0	6	3
ART***	Art Studio Elective	0	6	3
***	Hum/FA/Com UGETC course	3	0	3
***	Natural Science UGETC course	2-4	0-3	4
	Credit Hours	**8-10**	**12-15**	**16**
Fourth Semester (Spring)				
ART-115	Art History Survey II	3	0	3
ART-214	Portfolio and Resume	0	2	1
ART***	Art Studio Elective	0-1	4-6	3
ART***	Art Studio Elective	0-1	4-6	3
***	Soc/Behav Science UGETC course	3	0	3
	Credit Hours	**6-8**	**10-14**	**13**
Total Required Minimum Semester Hours Credit				60

View Catalog Archives

Associate Professor Luke Huling, Visual Arts Coordinator
001A Kennedy Hall
910.695.3878
hulingl@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION (A10300)

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

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their fields of interest and become better qualified for a wide range of employment opportunities. Although Associate in General Education is not a transfer degree, students who decide to continue their studies at a senior institution may receive transfer credit for some of the courses taken at Sandhills. Acceptance of courses for transfer credit will be evaluated on a course-by-course basis by the receiving institution.

Program Requirements

Courses **Semester Hours**

English Composition..... 6

ENG-111 and **one** of the following: COM-110, COM-120, COM-140, ENG-112 or ENG-114

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111, 114, 115, 121, 131, 132, 171, 240, 241, 283)

Drama (DRA-111, 126)

Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 170, 180, 211, 212, 220, 230)

Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)

Music (MUS-110, 111, 112, 121, 122, 125, 126, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Social/Behavioral Sciences..... 3

Select **one** course from the approved general education courses in the following areas:

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

History (HIS-111, 112, 121, 122, 131, 132, 151, 221)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-118, 150, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281)

Sociology (SOC-210, 213, 220, 225, 230, 234, 240, 242)

Natural Sciences/Mathematics..... 3-4

Select **one** course from the approved general education courses in the following areas. In addition, you must also place out of or successfully complete MAT-003 to demonstrate competence in fundamental mathematical skills.

Astronomy (AST-111 and 111A)

Biology (BIO-110, 111, 112, 120, 130, 140 and 140A, 163, 168, 169, 175, 275)

Chemistry (CHM-130 and 130A, 151, 152, 251, 252)

Computer Science (CIS-110, 115)

Geology (GEL-111)

Mathematics (MAT-121, 143, 152, 171)

Physics (PHY-110 and 110A, 131, 151, 152)

Science (SCI-110)

Other Required Hours..... 49-50

Other required hours include additional general education and professional courses.

ACA-115 or 122 (1 SHC) is required at Sandhills Community College for college orientation.

A maximum of 7 SHC in health (HEA 112), physical education (any PED course), and college orientation and/or study skills (ACA-115 and 122) may be included as other required hours.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64-66

View Catalog Archives

Dr. Julie Voigt, Vice President of Instruction
106 Stone Hall
910.695.3715
voigtj@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION EMERGENCY MEDICAL SCIENCE (A10300EM)

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

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral

communication, fundamental mathematical skills, and the basic use of computers will be provided.

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

Students who have completed the AGE – Emergency Medical Science program of study will have completed all required general education and non-program specific courses prior to the application process for program entry. Students should refer to the Emergency Medical Science program webpage for specific program entry requirements.

Program Requirements

Courses	Semester Hours
English Composition	**6**
ENG-111 and **one** of the following: ENG-112 or ENG-114	
Humanities/Fine Arts	**3**
Select **one** course from the approved general education courses in the following areas:	
Art (ART-111, 114, 115, 121, 131, 171, 240, 283)	
Communications (COM-140)	
Drama (DRA-111, 120, 126, 130, 211, 212)	
Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 170, 211, 212, 220, 230)	
Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)	
Music (MUS-110, 111, 112, 210)	
Philosophy (PHI-215, 240)	
Religion (REL-110, 211, 212, 221)	
Social/Behavioral Sciences	**3**
Select **one** course from the approved general education courses in the following areas:	
Psychology (PSY-118, 150)	
Sociology (SOC-210, 220, 225)	
Natural Science	**8**
BIO-168 and BIO-169	
Program Requirements	**3**

ACA-115, MED-120

Other Required Credits..... 41

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health (HEA 112), and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64

View Catalog Archives

Associate Professor Ryan Teal, Emergency Medical Science Coordinator
108 Kennedy Hall
910.695.3768
tealr@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION HEALTH SCIENCE PARTNERSHIP (A10300HP)

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

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

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

Students in the AGE – Health Science Partnership program of study may enroll in required general education and non-program specific courses prior to transfer to a receiving school. Students should refer to the Health Science Regional Partnership webpage for specific program entry requirements.

Program Requirements

Courses **Semester Hours**

English Composition..... 6

ENG-111 and **one** of the following: COM-110, COM-120, COM-231, ENG-112 or ENG-114

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111, 114, 115)

Humanities (HUM-115)

Music (MUS-110, 112)

Social/Behavioral Sciences..... 3-6

Select **one** group from the approved general education courses:

PSY-150 **AND** SOC-210

SOC-240

Mathematics..... 3-4

Select **one** course from the approved general education courses in the following areas. In addition, you must also place out of or successfully complete MAT-003 to demonstrate competence in fundamental mathematical skills.

Mathematics (MAT-110, 121, 143, 152, 171)

Natural Science..... 9-16

Select **one** group from **each** of the approved general education courses in the following areas.

Biology (BIO-163 or BIO-168 and BIO-169)

Chemistry (CHM-130 and CHM-130A or CHM-151 and CHM-152)

Program Requirements..... 1

ACA-122

Other Required Credits..... 39

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health (HEA 112), and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64-73

View Catalog Archives

Dental Assisting - Professor Susan Senior
160 Kennedy Hall
910.695.3922
seniors@sandhills.edu

Veterinary Medical Technology - Tricia Donadio
125 Kennedy Hall
910.695.3727

donadiot@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION MEDICAL LABORATORY TECHNICIAN (A10300ML)

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

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

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

Students who have completed the AGE – Medical Laboratory Technician program of study will have completed all required general education and non-program specific courses prior to the application process for program entry. Students should refer to the Medical Laboratory Technician program webpage for specific program entry requirements.

Program Requirements

Courses **Semester Hours**

English Composition..... 6

ENG-111 and **one** of the following: ENG-112 or 114

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111, 114, 115, 121, 131, 171, 240, 283)

Communications (COM-140)

Drama (DRA-111, 120, 126, 130, 211, 212)

Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 170, 211, 212, 220, 230)

Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)

Music (MUS-110, 111, 112, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Social/Behavioral Sciences..... 3

Select **one** course from the approved general education courses in the following areas:

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

History (HIS-111, 112, 121, 122, 131, 132, 151, 221)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-118, 150, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281)

Sociology (SOC-210, 213, 220, 225, 230, 234, 240, 242)

Mathematics..... 3-4

Select **one** course from the approved general education courses in the following areas. In addition, you must also place out of or successfully complete MAT-003 to demonstrate competence in fundamental mathematical skills.

Mathematics (MAT-143, 152, 171)

Natural Science..... 9-16

Select **one** group from **each** of the approved general education courses in the following areas.

Biology (BIO-163 or BIO-168 and BIO-169)

Chemistry (CHM-130 and CHM-130A or CHM-151 and CHM-152)

Program Requirements..... 3

ACA-115, MED-120

Other Required Credits..... 37

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health (HEA 112), and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64-72

View Catalog Archives

Instructor Aimi Vanden Oever, Medical Laboratory Technician Coordinator
164 Kennedy Hall
910.695.3839
vandenoevera@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION NURSING (A1030N)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Courses **Semester Hours**

English Composition..... 6

ENG-111 and **one** of the following: ENG-112 or 114

Humanities/Fine Arts..... 9

Select **one** course from **each** of the following approved general education course groups:

Group One:

Art (ART-111, 114, 115)

Music (MUS-110, 112)

Group Two:

Humanities (HUM-115)

Philosophy (PHI-215, 240)

Group Three:

Literature (ENG-231, 232)

Social/Behavioral Sciences..... 15

Take **all** of the following approved general education courses:

Psychology (PSY-150, 241)

Sociology (SOC-210)

Select **one** course from **each** of the following approved general education course groups:

Group One:

Sociology (SOC-213, 220, 225, 230, 240)

Group Two:

History (HIS-111, 112, 131, 132)

Natural Sciences..... 16

Take **all** of the following approved general education courses:

Biology (BIO-168, 169, 275)

Select **one** sequence from the following approved general education courses:

Chemistry (CHM-151)

Chemistry (CHM-130 and 130A)

Mathematics..... 7-8

Take **all** of the following approved general education courses:

Mathematics (MAT-152)

Select **one** of the following approved general education courses:

Mathematics (MAT-143, 171)

Other Required Hours..... 7-8

Other required hours include additional general education and professional courses.

ACA-122 (1 SHC)

Select **one** course from **each** category below:

Social Behavioral Science:

Economics (ECO-251, 252)

Political Science (POL-120)

Electives - must take three credits (3 SHC) from the following:

Anthropology (ANT-220)

Art (ART-111, 114, 115)

Biology (BIO-111, 155)

Chemistry (CHM-152)

Communication (COM-120, 140, 231)

English (ENG-231, 232)

History (HIS-111, 112, 131, 132)

Humanities (HUM-115, 122, 130, 211, 212)

Mathematics (MAT-143, 171)

Music (MUS-110, 112)

Physical Education (PED-110)

Philosophy (PHI-215, 240)

Psychology (PSY-281)

Religion (REL-110)

Sociology (SOC-213, 220, 225, 230, 240)

*Additional elective choices may be selected from the Transfer Course List in the Comprehensive Articulation Agreement.

Total Semester Hours Credit (SHC) in Program..... 60-62

Professor Heather Cox, Nursing Coordinator
1010 Foundation Hall
910.695.3852
coxh@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION RADIOGRAPHY (A10300RG)

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

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

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

Students who have completed the AGE – Radiography program of study will have completed all required general education and non-program specific courses prior to the application process for program entry. Students should refer to the Radiography program webpage for specific program entry requirements.

Program Requirements

Courses **Semester Hours**

English Composition..... 6

ENG-111 and ENG-112

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111)

Humanities (HUM-122, 150)

Music (MUS-110)

Philosophy (PHI-240)

Religion (REL-110)

Social/Behavioral Sciences..... 3

Select **one** course from the approved general education courses in the following areas:

History (HIS-111, 112, 131, 132)

Psychology (PSY-118, 150)

Sociology (SOC-210, 220)

Mathematics..... 3

MAT-143

Natural Science..... 12

Select **all** course from the approved general education courses in the following areas:

BIO-168 and BIO-169

PHY-110 and PHY-110A

Program Requirements..... 3

ACA-115, MED-120

Other Required Credits..... 34

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health (HEA 112), and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64

View Catalog Archives

Professor Robin Garner, Radiography Coordinator
158 Kennedy Hall
910.695.3916
garnerr@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION RESPIRATORY THERAPY (A10300RT)

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

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

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

Students who have completed the AGE – Respiratory Therapy program of study will have completed all required general education and non-program specific courses prior to the application process for program entry. Students should refer to the Respiratory Therapy program webpage for specific program entry requirements.

Program Requirements

Courses **Semester Hours**

English Composition..... 6

ENG-111 and ENG-112

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111, 114, 115, 121, 131, 171, 240, 283)

Communications (COM-140)

Drama (DRA-111, 120, 126, 130, 211, 212)

Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 170, 211, 212, 220, 230)

Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)

Music (MUS-110, 111, 112, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Social/Behavioral Sciences..... 3

Select **one** course from the approved general education courses in the following areas:

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

History (HIS-111, 112, 121, 122, 131, 132, 151, 221)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-118, 150, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281)

Sociology (SOC-210, 213, 220, 225, 230, 234, 240, 242)

Natural Science..... 16

Select **all** course from the approved general education courses in the following areas:

Biology (BIO-168, 169)

Chemistry (CHM-151, 152)

Program Requirements..... 1

ACA-115

Other Required Credits..... 35

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health (HEA 112), and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64

View Catalog Archives

Associate Professor TyRonda Pettigrew, Respiratory Therapy Coordinator
166 Kennedy Hall
910.695.3836

pettigrewt@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION SURGICAL TECHNOLOGY (A10300ST)

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

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

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

Students who have completed the AGE – Surgical Technology program of study will have completed all required general education and non-program specific courses prior to the application process for program entry. Students should refer to the Surgical Technology program webpage for specific program entry requirements.

Program Requirements

Courses **Semester Hours**

English Composition..... 9

ENG-111, COM-231 and **one** of the following: ENG-112 or 114

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111, 114, 115, 121, 131, 171, 240, 283)

Communications (COM-140)

Drama (DRA-111, 120, 126, 130, 211, 212)

Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 170, 211, 212, 220, 230)

Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)

Music (MUS-110, 111, 112, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Social/Behavioral Sciences..... 3

Select **one** course from the approved general education courses in the following areas:

Psychology (PSY-118, 150, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281)

Sociology (SOC-210, 213, 220, 225, 230, 234, 240, 242)

Natural Sciences/Mathematics..... 3-4

Select **one** course from the approved general education courses in the following areas. In addition, you must also place out of or successfully complete MAT-003 to demonstrate competence in fundamental mathematical skills.

Astronomy (AST-111 and 111A)

Biology (BIO-110, 111, 112, 120, 130, 140 and 140A, 163, 168, 169, 175, 275)

Chemistry (CHM-130 and 130A, 151, 152, 251, 252)

Computer Science (CIS-110, 115)

Geology (GEL-111)

Mathematics (MAT-121, 143, 152, 171)

Physics (PHY-110 and 110A, 131, 151, 152)

Science (SCI-110)

Biology Requirements..... 8-12

Select **one** group from **each** of the approved general education courses in the following areas.

Biology (BIO-163 or BIO-168 and BIO-169)

Biology (BIO-175 or BIO-275)

Business Requirements..... 6

Select **one** group from each of the approved general education courses in the following areas.

Business (BUS-137 and BUS-255 or BUS-230)

Program Requirements..... 1

ACA-115

Other Required Credits..... 31

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health (HEA 112), and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64-69

View Catalog Archives

Associate Professor Jordan Sprouse, Surgical Technology Coordinator
161 Kennedy Hall
910.695.3918
sprousej@sandhills.edu

ASSOCIATE IN GENERAL EDUCATION THERAPEAUTIC MASSAGE (A10300MT)

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

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

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

Students who have completed the AGE – Therapeutic Massage program of study will have completed all required general education and non-program specific courses prior to the application process for program entry. Students should refer to the Therapeutic Massage program webpage for specific program entry requirements.

Program Requirements

Courses **Semester Hours**

English Composition..... 6

ENG-111 and **one** of the following: COM-110, COM-120, COM-231, ENG-112 or ENG-114

Humanities/Fine Arts..... 3

Select **one** course from the approved general education courses in the following areas:

Art (ART-111, 114, 115, 121, 131, 171, 240, 283)

Communications (COM-140)

Drama (DRA-111, 120, 126, 130, 211, 212)

Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 170, 211, 212, 220, 230)

Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)

Music (MUS-110, 111, 112, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Social/Behavioral Sciences..... 3

Select **one** course from the approved general education courses in the following areas:

Psychology (PSY-118, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281)

Sociology (SOC-210, 213, 220, 225, 230, 234, 240, 242)

Natural Science..... 5-8

Select **one** group from each of the approved general education courses in the following areas.

Biology (BIO-163 or BIO-168 and BIO-169)

Business Requirement..... 3

Select **one** group from the approved general education courses in the following areas.

Business (BUS-230 or BUS-139)

Physical Education Requirement..... 1

Select **one** from the approved general education courses in the following areas.

Physical Education (PED-111, 112, 113, 117, 118, 119, 120, 121, 122, 123, 125, 128, 129, 130, 131, 135, 137, 138, 142, 143, 145, 147, 149, 152, 153, 154, 157, 160, 161, 162, 163, 169, 170, 173, 174, 181, 186, 187, 212, 217, 218, 219, 254

Program Requirements..... 7

The following courses are required.

ACA-115, MED-120, PSY-150, WBL-111

Other Required Credits..... 36

Other required hours include additional general education and professional courses.

A maximum of 6 SHC in health (HEA 112) and physical education (any PED course) combined.

Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64-67

View Catalog Archives

Professor Samantha Allen, Therapeutic Massage Coordinator
116A Meyer Hall
910.695.3996
allens@sandhills.edu

ASSOCIATE IN SCIENCE (A10400)

The Associate in Science degree is designed for students who wish to transfer to a university to earn a Bachelor of Science degree in one of the following fields: architecture; agriculture; biological and life sciences; business, management, and marketing; computer and information sciences; corrections and criminal justice; engineering; engineering technologies; health professions and clinical sciences; mathematics and statistics; parks, recreation, and fitness studies; physical sciences; science education; social sciences; and transportation and materials moving. Students who are interested in a career in dentistry, law, medicine, theology or ministry, optometry, pharmacy, physical therapy, or veterinary medicine are usually required or at least strongly encouraged to earn a bachelor's degree before applying to one of these graduate or professional degree programs.

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 and a maximum of 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). To be eligible for the transfer of credits under the CAA, A.S. graduates must obtain a grade of “C” or better in all CAA courses and an overall GPA of at least 2.0 on a 4.0 scale. A.S. graduates who have met these criteria will receive at least 60 semester hours of academic credit upon admission to a university. A.S. transfer students are strongly encouraged to align their course work to the Baccalaureate Degree Plan (BDP) of their intended major at their intended university. Baccalaureate Degree Plans are available at www.northcarolina.edu. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Associate Degree Program

Courses	Semester Hours
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (34 SHC)	**34**

The Universal General Education Transfer Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

Two English composition courses are required:

ENG-111 and ENG-112

Humanities/Fine Arts (6 SHC) 6

Select **two** courses. Those courses must be from **two** different discipline areas:

Art (ART-111, 114, 115)

Communication (COM-120, 231)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses. Those courses must be from **two** different discipline areas:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (8 SHC)..... 8

Select **two** courses from the following. One course must be a 200-level course:

MAT-171, 172, 263, 271, 272

Natural Sciences (8 SHC)..... 8

Select an 8 SHC two-course sequence from the following:

BIO-111 General Biology I (4 SHC) **and** BIO-112 General Biology II (4 SHC) or

CHM-151 General Chemistry I (4 SHC) **and** CHM-152 General Chemistry II (4 SHC) or

PHY-151 College Physics I (4 SHC) **and** PHY-152 College Physics II (4 SHC) or

PHY-251 General Physics I (4 SHC) **and** PHY-252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (11 SHC)..... 11

Select an additional 11 SHC of courses from the list below. Those courses are classified as mathematics, natural sciences, or computer science general education courses from the Comprehensive Articulation Agreement. Some are UGETC courses. Students should select these courses based on their intended major and transfer university.

AST-111 and 111A

BIO-110, 111, 112, 120, 130, 140 and 140A

CHM-151, 152

CIS-110, 115

GEL-111

MAT-143, 152, 171, 172, 263, 271, 272, 273

PHY-110 and 110A, 151, 152, 251, 252

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC).... 45

Note: If students have more than 45 credits in the General Education section, the extra credits can be applied to the Other Required Hours section.

OTHER REQUIRED HOURS (15 SHC)*..... 15

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success..... 1

An additional 14 SHC of courses should be selected from the list below. Those courses are classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. UGETC courses and Additional General Education Hours courses may also be used in this category, if not used elsewhere.

ACC-120, 121

ANT-210, 220, 221, 240

All ART Prefix Courses

ASL-111, 112, 211, 212

BIO-155, 163, 168, 169, 175, 271, 275

BUS-110, 115, 137

CHM-130 and 130A, 251, 252

CJC-111, 113, 121, 141, 212

COM-110, 140, 150

CSC-134, 139, 151

CTS-115

DFT-170

All DRA Prefix Courses

ECO-151

EDU-131, 144, 145, 216, 221

EGR-120, 150, 220

ENG-114, 125, 126, 131, 261, 262, 273

FRE-111, 112, 211, 212

HEA-112

HIS-121, 122, 151, 221, 236

HUM-110, 115, 120, 122, 130, 150, 160, 170, 180, 211, 212, 220, 230

MAT-285

ALL MUS Prefix Courses

ALL PED Prefix Courses

POL-110, 210, 220

PSY-230, 231, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281

REL-110, 211, 212, 221

SOC-213, 220, 225, 230, 234, 240, 242

SPA 111, 112, 161, 211, 212

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 60-61

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Science Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
MAT***	Math UGETC course**			4
***	BIO, CHM, or PHY I UGETC course			4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**9**	**2**	**18**
Second Semester (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3

		Course Hours Per Week		Semester Hours
MAT***	Math UGETC course**			4
***	BIO, CHM, or PHY II UGETC course			4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
	Credit Hours	**9**	**0**	**17**
Third Semester (Fall)				
***	Sci/Math Gen Ed courses or Other Required Hours courses			13
	Credit Hours	**0**	**0**	**13**
Fourth Semester (Spring)				
***	Sci/Math Gen Ed courses or Other Required Hours courses			12
	Credit Hours	**0**	**0**	**12**
Total Required Minimum Semester Hours Credit				60

**At least one math UGETC course must be a 200-level course.

Note: Students are strongly encouraged to complete their UGETC requirements during their first two semesters **at Sandhills.**

View Catalog Archives

Professor Catherine Skura, University Studies Coordinator
208 Little Hall
910.695.3750
skurac@sandhills.edu

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (A1040T)

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Associate in Science in Teacher Preparation is based on the Uniform Articulation Agreement for Teacher Preparation. This agreement enables North Carolina community college graduates of two-year Associate in Science in Teacher Preparation programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institution of North Carolina Independent Colleges and Universities to transfer into an educator preparation program with junior status. The Uniform Articulation for Teacher Preparation was founded on the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA).

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with

a junior status. Courses may also transfer through bilateral agreements between institutions.

Students must meet individual institutional requirements and application deadlines for entrance into an Educator Preparation Program, including a minimum GPA and required testing benchmarks. Admission to an EPP leading to licensure requires passing and obtaining competitive scores on the Praxis exam. Admission into a specific EPP is not guaranteed.

Associate Degree Program

Courses	Semester Hours
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31 SHC)	**31**

The Universal General Education Transfer Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

Two English composition courses are required:

ENG-111 and ENG-112

Humanities/Fine Arts (6 SHC) 6

Required Communication course:

Communication (COM-231)

Select **one** course:

Art (ART-111, 114, 115)

Drama (DRA-111)

Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)

Philosophy (PHI-215, 240)

Social/Behavioral Sciences (3 SHC)..... 3

Select **one** course:

Economics (ECO-251, 252)

History (HIS-111, 112, 131, 132)

Political Science (POL-120)

Psychology (PSY-150)

Sociology (SOC-210)

Mathematics (8 SHC)..... 8

Select **two** courses from the following. One course must be a 200-level course:

MAT-171, 172, 263, 271, 272

Natural Sciences (8 SHC)..... 8

Select an 8 SHC two-course sequence from the following:

BIO-111 General Biology I (4 SHC) **and** BIO-112 General Biology II (4 SHC) or

CHM-151 General Chemistry I (4 SHC) **and** CHM-152 General Chemistry II (4 SHC) or

PHY-151 College Physics I (4 SHC) **and** PHY-152 College Physics II (4 SHC) or

PHY-251 General Physics I (4 SHC) **and** PHY-252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (14-15 SHC).... 14-15

Other Required General Education (3 SHC)..... 3

The following course is required:

SOC-225 Social Diversity..... 3

Select an additional 11-12 SHC of courses from the list below. Those courses are classified as mathematics, natural sciences, or computer science general education courses from the Comprehensive Articulation Agreement. Some are UGETC courses. Students should select these courses based on their intended major and transfer university.

AST-111 and 111A

BIO-110, 111, 112, 120, 130, 140 and 140A

CHM-151, 152

CIS-110, 115

GEL-111

MAT-143, 152, 171, 172, 263, 271, 272, 273

PHY-110 and 110A, 151, 152, 251, 252

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC).... 45

OTHER REQUIRED HOURS (15 SHC)*..... 15

Education (14 SHC)

The following courses are required:

EDU-187 Teaching and Learning for All..... 4

EDU-216 Foundations of Education..... 3

EDU-250 Teacher Licensure Preparation..... 3

EDU-279 Literacy Develop and Instruct..... 4

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 60-61

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Science in Teacher Preparation Course Sequence Example

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-122	Transfer & Career Success	0	2	1
EDU-187	Teaching and Learning for All	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT***	Math UGETC course**			4
***	BIO, CHM, or PHY I UGETC course			4
	Credit Hours	**6**	**5**	**16**
Second Semester (Spring)				
EDU-279	Literacy Develop and Instruct	3	3	4
MAT***	Math UGETC course**			4
SOC-225	Social Diversity	3	0	3
***	BIO, CHM, or PHY II UGETC course			4
	Credit Hours	**6**	**3**	**15**
Third Semester (Fall)				
EDU-216	Foundations of Education	3	0	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
***	Additional Gen Ed courses			4
	Credit Hours	**12**	**0**	**16**
Fourth Semester (Spring)				

		Course Hours Per Week		Semester Hours
COM-231	Public Speaking	3	0	3
EDU250				
***	Additional Gen Ed Courses			7
	Credit Hours	**3**	**0**	**10**
Total Required Minimum Semester Hours Credit				57

**At least one math UGETC course must be a 200-level course.

View Catalog Archives

Dr. Robin Calcutt
Teacher Education Program Coordinator
Educator Preparation Program Coordinator
Instructor
Logan Hall 219
(910) 695-3735
calcuttr@sandhills.edu

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Associate in Applied Science Degree Program

	Course Hours Per Week		Semester Hours
First Semester (Fall)	Class	Lab	Credit

		Course Hours Per Week		Semester Hours
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
MAT***	MAT-110 or higher	2-3	2	3-4
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
	Credit Hours	**9-10**	**15**	**15-16**
Second Semester (Spring)				
AUM-111	Managing Automotive Org	3	0	3
AUT-151	Brake Systems	2	3	3
AUT-151A	Brakes Systems Lab	0	3	1
AUT-163	Adv Auto Electricity	2	3	3
TRN-180	Basic Welding for Transp	1	4	3
	Credit Hours	**8**	**13**	**13**
Third Semester (Summer)				
ENG-111	Writing and Inquiry	3	0	3
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
	Credit Hours	**5**	**4**	**7**
Fourth Semester (Fall)				
AUT-116	Engine Repair	2	3	3
AUT-116A	Engine Repair Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
AUT-183	Engine Performance 2	2	6	4
TRN-112	Powertrain Maint/Light Repair	2	6	4
	Credit Hours	**8**	**21**	**15**
Fifth Semester (Spring)				
AUT-113	Automotive Servicing I	0	6	2
AUT-231	Man Trans/Axles/Drtrains	2	3	3
COM-231 or	Public Speaking or			
COM-120	Intro Interpersonal Com	3	0	3
PSY-118	Interpersonal Psychology	3	0	3
***	Restricted Elective	0-3	0-20	2-4
	Credit Hours	**8-11**	**9-29**	**13-15**
Sixth Semester (Summer)				
AUT-221	Auto Transm/Transaxles	2	3	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**5**	**3**	**6**
Total Required Minimum Semester Hours Credit				69

		Course Hours Per Week		Semester Hours
Restricted Electives:		**Class**	**Lab**	**Credit**
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to ACC Spreadsheets	1	3	2
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
LDD-112	Intro Light-Duty Diesel	2	2	3
LDD-181	LDD Fuel Systems	2	6	4
WBL-112S	Work-Based Learning I	0	20	2

View Catalog Archives

Associate Professor Charles Proulx, Automotive Systems Technology Coordinator
109 Sirotek Hall
910.695.3976
proulxc@sandhills.edu

AUTOMOTIVE SYSTEMS TECHNOLOGY (D60160)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Diploma Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
MAT***	MAT-110 or higher	2-3	2	3-4
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
	Credit Hours	**9-10**	**15**	**15-16**
Second Semester (Spring)				
AUM-111	Managing Automotive Org	3	0	3
AUT-151	Brake Systems	2	3	3
AUT-151A	Brakes Systems Lab	0	3	1
AUT-163	Adv Auto Electricity	2	3	3
TRN-180	Basic Welding for Transp	1	4	3
	Credit Hours	**8**	**13**	**13**
Third Semester (Summer)				
AUT-113	Automotive Servicing I	0	6	2
ENG-111	Writing and Inquiry	3	0	3
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
	Credit Hours	**5**	**10**	**9**
Total Required Minimum Semester Hours Credit				37

View Catalog Archives

Associate Professor Charles Proulx, Automotive Systems Technology Coordinator
109 Sirotek Hall
910.695.3976
proulxc@sandhills.edu

AUTOMOTIVE SYSTEMS TECHNOLOGY - AUTOMOTIVE MANAGEMENT (C60160A)

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

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

finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
	Credit Hours	**9**	**4**	**11**
Second Semester (Spring)				
ACC-149	Intro to ACC Spreadsheets	1	3	2
AUM-111	Managing Automotive Org	3	0	3
	Credit Hours	**4**	**3**	**5**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Associate Professor Charles Proulx, Automotive Systems Technology Coordinator
109 Sirotek Hall
910.695.3976
proulxc@sandhills.edu

AUTOMOTIVE SYSTEMS TECHNOLOGY - C-TECH (C60160C)

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

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems,

engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
TRN-110	Intro to Transport Tech	1	2	2
	Credit Hours	**3**	**10**	**7**
Second Semester (Spring)				
AUT-151	Brake Systems	2	3	3
AUT-151A	Brakes Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
	Credit Hours	**4**	**9**	**7**
Third Semester (Summer)				
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
	Credit Hours	**2**	**4**	**4**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Associate Professor Charles Proulx, Automotive Systems Technology Coordinator
109 Sirotek Hall
910.695.3976
proulxc@sandhills.edu

AUTOMOTIVE SYSTEMS TECHNOLOGY - LIGHT-DUTY DIESELS & EMERGING TECHNOLOGIES (C60160LD)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
LDD-112	Intro Light-Duty Diesel	2	2	3
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
	Credit Hours	**7**	**7**	**10**
Second Semester (Spring)				
AUT-163	Adv Auto Electricity	2	3	3
LDD-181	LDD Fuel Systems	2	6	4
	Credit Hours	**4**	**9**	**7**
Total Required Minimum Semester Hours Credit				17

View Catalog Archives

Associate Professor Charles Proulx, Automotive Systems Technology Coordinator
109 Sirotek Hall
910.695.3976
proulxc@sandhills.edu

AVIATION MANAGEMENT (A60180A)

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

Students in the Aviation Management and Career Pilot Technology program will be required to fly simulator hours during the Air Navigation course and within the Flight-Private Pilot, -Instrument Pilot, -Commercial Pilot and -Certified Flight Instructor courses toward their FAA certification which are required to receive credit for flight courses. There will be a per hour fee for simulator use that will be set by the department.

The Aviation Management track focuses on the skills and knowledge required for aviation related careers including those in general aviation, the aerospace industry and state and federal aviation organizations.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3
AER-111	Aviation Meteorology	3	0	3
AER-150	Private Pilot Flt Theory	2	2	3
ENG-111	Writing and Inquiry	3	0	3
MAT***	MAT-121 higher	2-3	2	3-4
	Credit Hours	**12-13**	**8**	**16-17**
Second Semester (Spring)				
AER-112	Aviation Laws and FARs	2	0	2
AER-113	History of Aviation	2	0	2
AER-160	Instrument Flight Theory	2	2	3
BUS-137	Principles of Management	3	0	3
PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	0	2	1
***	Aviation Elective	1-3	0-3	2-3

		Course Hours Per Week		Semester Hours
	Credit Hours	**13-15**	**4-7**	**16-17**
Third Semester (Summer)				
COM-120 or	Intro Interpersonal Com or			
COM-231 or	Public Speaking or			
BUS-260	Business Communication	3	0	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**0**	**9**
Fourth Semester (Fall)				
AER-114	Aviation Management	3	0	3
AER-170	Commercial Flight Theory	3	0	3
AER-211	Air Traffic Control	2	0	2
AER-216	Engines & Systems	2	2	3
AER-218	Human Factors in Aviation	2	0	2
	Credit Hours	**12**	**2**	**13**
Fifth Semester (Spring)				
ACC-120	Prin of Financial Accounting	3	2	4
AER-215	Flight Safety	3	0	3
AER-217	Air Transportation	3	0	3
PSY-150	General Psychology	3	0	3
***	Aviation Elective	1-3	0-2	2-3
	Credit Hours	**13-15**	**2-4**	**15-16**
Total Required Minimum Semester Hours Credit				69

Aviation Electives: Please select two electives from the following:		Class	Lab	Credit
AER-115	Instrument Flight Simulator	1	3	2
AER-116	Private Pilot Flight Simulato	1	2	2
AER-119	Aircraft Structures	2	0	2
AER-212	Air Transport Pilot	3	0	3
AER-220	Airport Management	2	0	2
AER-280	Instructor Pilot Flt Theory	3	0	3
AER-281	Flight-CFI	0	3	1
AER-285	Flight-Multi-Engine	0	3	1
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2

View Catalog Archives

James McAdoo, Program Coordinator/Instructor
167 Causey Hall
910.693.2076
mcadooj@sandhills.edu

BAKING AND PASTRY ARTS (A55130)

This Baking and Pastry Arts Curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Serv Lab	0	2	1
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
	Credit Hours	**7**	**16**	**15**
Second Semester (Spring)				
BPA-150	Artisan & Specialty Bread	1	6	4
BPA-165	Hot and Cold Desserts	1	4	3
CUL-112	Nutrition for Foodservice	3	0	3
CUL-170	Garde Manger I	1	4	3
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**9**	**14**	**16**
Third Semester (Summer)				
BPA-130	European Cakes and Tortes	1	4	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3

		Course Hours Per Week		Semester Hours
	Credit Hours	**7**	**4**	**9**
Fourth Semester (Fall)				
BPA-120	Petit Fours & Pastries	1	4	3
BPA-210	Cake Design & Decorating	1	4	3
BPA-250	Dessert/Bread Production	1	8	5
MAT***	MAT-110 or higher	2-3	2	3-4
WBL***	WBL-111 or take WBL-132 in SPRING	0	0-10	1-0
	Credit Hours	**5-6**	**18-28**	**15**
Fifth Semester (Spring)				
BPA-212	Adv. Cake Design & Decorating	1	4	3
BPA260				
CUL-120	Purchasing	2	0	2
HRM-245	Human Resource Mgmt-Hosp	3	0	3
WBL***	WBL-131 (if WBL-111 taken) or WBL-132	0	10-20	1-2
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**14-24**	**12-13**
Total Required Minimum Semester Hours Credit				67

View Catalog Archives

Professor Martin Brunner, Baking and Pastry Arts Coordinator
113 Little Hall
910.695.3932
brunnerm@sandhills.edu

BAKING AND PASTRY ARTS (C55130)

This Baking and Pastry Arts Curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-160	Baking I	1	4	3
	Credit Hours	**3**	**6**	**6**
Second Semester (Spring)				
BPA-150	Artisan & Specialty Bread	1	6	4
BPA-165	Hot and Cold Desserts	1	4	3
	Credit Hours	**2**	**10**	**7**
Third Semester (Summer)				
BPA-130	European Cakes and Tortes	1	4	3
	Credit Hours	**1**	**4**	**3**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Professor Martin Brunner, Baking and Pastry Arts Coordinator
113 Little Hall
910.695.3932
brunnerm@sandhills.edu

BASIC LAW ENFORCEMENT TRAINING (C55120)

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

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

Students must successfully complete and pass all units of study 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.

Student successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogations, CJC-131 Criminal Law, CJC-132 Court Procedure and Evidence, CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination and completed Basic Law Enforcement Training since 1985.

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
LET-110	Basic Law Enforcement BLET	28	27	37
	Credit Hours	**28**	**27**	**37**
Total Required Minimum Semester Hours Credit				37

View Catalog Archives

Ronald Turk, Basic Law Enforcement Training (BLET) Director
127 Blue Hall
910.693.2666
turkr@sandhills.edu

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Building Construction Technology: This program is designed to prepare individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ARC-111	Intro to Arch Technology	1	4	3
ARC-112	Constr Matls & Methods	3	2	4
BPR-130	Print Reading-Construction	3	0	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3

		Course Hours Per Week		Semester Hours
CIS-111 or EGR-125	Basic PC Literacy or Appl Software for Tech	1	2	2
	Credit Hours	**12**	**12**	**18**
Second Semester (Spring)				
ARC-114	Architectural CAD	1	3	2
CEG-111	Intro to Gis and Gnss	2	4	4
CST-241	Planning/Estimating I	2	2	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
	Credit Hours	**10-11**	**11**	**15-16**
Third Semester (Summer)				
CST-221	Statics/Structures	3	3	4
PHY-131 or PHY-151	Physics-Mechanics or College Physics I	3	2	4
SRV-110	Surveying I	2	6	4
	Credit Hours	**8**	**11**	**12**
Fourth Semester (Fall)				
CMT-210	Construction Management Fund	3	0	3
CST-111	Construction I	3	3	4
CST-231	Soils & Site Work	3	2	4
SST-140	Green Bldg & Design Concepts	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**15**	**5**	**17**
Fifth Semester (Spring)				
CMT-212	Total Safety Performance	3	0	3
CST-112	Construction II	3	3	4
***	Social/Beh Sciences Elective	3	0	3
***	Technical Elective	1-3	3-6	4
	Credit Hours	**10-12**	**6-9**	**14**
Total Required Minimum Semester Hours Credit				76

Technical Electives: Take 4 credits		Class	Lab	Credit
ARC-230	Environmental Systems	3	3	4
ELC-113				
ELC-114	Commercial Wiring	2	6	4
ELC-115				
ELC-117	Motors and Controls	2	6	4
PLU-115				

		Course Hours Per Week		Semester Hours
SRV-240	Topo/Site Surveying	2	6	4
WLD-111	Oxy-Fuel Welding	1	3	2
WLD-112	Basic Welding Processes	1	3	2

View Catalog Archives

Instructor Roger Lyons, Building Construction Technology Coordinator
168 Little Hall
(910) 695-3792
lyonsr@sandhills.edu

BUILDING CONSTRUCTION TECHNOLOGY (C35140)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Building Construction Technology: This program is designed to prepare individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
BPR-130	Print Reading-Construction	3	0	3
CMT-210	Construction Management Fund	3	0	3
CST-111	Construction I	3	3	4
	Credit Hours	**9**	**3**	**10**
Second Semester (Spring)				
CMT-212	Total Safety Performance	3	0	3
CST-112	Construction II	3	3	4
	Credit Hours	**6**	**3**	**7**
Total Required Minimum Semester Hours Credit				17

View Catalog Archives

Instructor Roger Lyons, Building Construction Technology Coordinator
168 Little Hall
(910) 695-3792
lyonsr@sandhills.edu

BUSINESS ADMINISTRATION (A25120B)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**11**	**6**	**14**
Second Semester (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
ENG-112 or	Writing/Research in the Disc or			

		Course Hours Per Week		Semester Hours
ENG-114 or	Prof Research & Reporting or			
COM-110 or	Introduction to Communication or			
COM-120 or	Intro Interpersonal Com or			
COM-231	Public Speaking	3	0	3
***	Math/Natural Science Elective	0-4	0-3	3-4
	Credit Hours	**11-15**	**4-7**	**16-17**
Third Semester (Summer)				
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**6**	**0**	**6**
Fourth Semester (Fall)				
BUS-115	Business Law I	3	0	3
ECO-151 or	Survey of Economics or			
ECO-251 or	Prin of Microeconomics or			
ECO-252	Prin of Macroeconomics	3	0	3
MKT-120	Principles of Marketing	3	0	3
***	Technical Elective	0-3	0-10	3
***	Technical Elective	0-3	0-10	3
	Credit Hours	**9-15**	**0-20**	**15**
Fifth Semester (Spring)				
ACC-149	Intro to ACC Spreadsheets	1	3	2
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
ECM-210	Intro. to E-Commerce	2	2	3
	Credit Hours	**11**	**7**	**14**
Total Required Minimum Semester Hours Credit				65

Technical Electives:		Class	Lab	Credit
ACC-151	Acct Spreadsheet Appl	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-151	People Skills	3	0	3

		Course Hours Per Week		Semester Hours
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
WBL-111B	Work-Based Learning I	0	10	1

*If taking ACC-151 or WBL-111, student must choose a 3rd technical elective.

View Catalog Archives

Professor Nevius Toney, Business Administration Coordinator
202 Little Hall
910.695.3752
toneyn@sandhills.edu

BUSINESS ADMINISTRATION (D25120)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Diploma Program

First Semester (Fall)		Course Hours Per Week: Class	Lab	Semester Hours: Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3

		Course Hours Per Week		Semester Hours
MKT-120	Principles of Marketing	3	0	3
	Credit Hours	**14**	**6**	**17**
Second Semester (Spring)				
ACC-121 or	Prin of Managerial Accounting or			
BUS-121	Business Math	2	2	3
ACC-149	Intro to ACC Spreadsheets	1	3	2
BUS-115	Business Law I	3	0	3
BUS-137	Principles of Management	3	0	3
ECO-151 or	Survey of Economics or			
ECO-251 or	Prin of Microeconomics or			
ECO-252	Prin of Macroeconomics	3	0	3
***	Technical Electives	0-3	0-10	3
	Credit Hours	**10-13**	**5-15**	**17-18**
Third Semester (Summer)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114 or	Prof Research & Reporting or			
COM-120 or	Intro Interpersonal Com or			
COM-231	Public Speaking	3	0	3
	Credit Hours	**3**	**0**	**3**
Total Required Minimum Semester Hours Credit				37

Technical Electives:		Class	Lab	Credit
ACC-151	Acct Spreadsheet Appl	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-151	People Skills	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
WBL-111	Work-Based Learning I	0	10	1

If taking ACC-151 or WBL-111, student must choose a 2nd technical elective.

View Catalog Archives

Professor Nevius Toney, Business Administation Coordinator
212B Stone Hall

910.695.3752
toneyn@sandhills.edu

BUSINESS ADMINISTRATION - BANKING AND FINANCE (C25120B)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BAF-110	Principles of Banking	3	0	3
BUS-148	Survey of Real Estate	3	0	3
	Credit Hours	**9**	**4**	**11**
Second Semester (Spring)				
ACC-149	Intro to ACC Spreadsheets	1	3	2
BAS-120	Intro to Analytics	2	3	3
	Credit Hours	**3**	**6**	**5**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Professor Nevius Toney, Business Administration Coordinator
212B Stone Hall

910.695.3752
toneyn@sandhills.edu

BUSINESS ADMINISTRATION - ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT (C25120)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-139	Entrepreneurship I	3	0	3
	Credit Hours	**6**	**4**	**8**
Second Semester (Spring)				
BUS-137	Principles of Management	3	0	3
BUS-230	Small Business Management	3	0	3
	Credit Hours	**6**	**0**	**6**
Total Required Minimum Semester Hours Credit				14

View Catalog Archives

Professor Nevius Toney, Business Administration Coordinator
212B Stone Hall
910.695.3752

toneyn@sandhills.edu

BUSINESS ADMINISTRATION - HOSPITALITY MANAGEMENT (A25120H)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**11**	**6**	**14**
Second Semester (Spring)				
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
BUS-230	Small Business Management	3	0	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114 or	Prof Research & Reporting or			
COM-120 or	Intro Interpersonal Com or			

		Course Hours Per Week		Semester Hours
COM-231	Public Speaking	3	0	3
***	Math/Natural Science Elective	0-4	0-3	3-4
	Credit Hours	**11-15**	**2-5**	**15-16**
Third Semester (Summer)				
ACC-149	Intro to ACC Spreadsheets	1	3	2
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**7**	**3**	**8**
Fourth Semester (Fall)				
BUS-115	Business Law I	3	0	3
ECO-151 or	Survey of Economics or			
ECO-251 or	Prin of Microeconomics or			
ECO-252	Prin of Macroeconomics	3	0	3
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-275	Leadership-Hospitality	3	0	3
MKT-120	Principles of Marketing	3	0	3
	Credit Hours	**15**	**0**	**15**
Fifth Semester (Spring)				
BUS-151	People Skills	3	0	3
BUS-225	Business Finance	2	2	3
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Resource Mgmt-Hosp	3	0	3
***	Technical Elective	1-3	0-3	2
***	Technical Elective	1-3	0-3	2
	Credit Hours	**13-17**	**2-8**	**16**
Total Required Minimum Semester Hours Credit				68

Technical Electives:		Class	Lab	Credit
ACC-140	Payroll Accounting	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-151	Acct Spreadsheet Appl	1	3	2
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-260	Business Communication	3	0	3

View Catalog Archives

Professor Nevius Toney, Business Administration Coordinator
212B Stone Hall

910.695.3752
toneyn@sandhills.edu

BUSINESS ADMINISTRATION - HOSPITALITY MANAGEMENT (C25120H)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-275	Leadership-Hospitality	3	0	3
	Credit Hours	**6**	**2**	**7**
Second Semester (Spring)				
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Resource Mgmt-Hosp	3	0	3
	Credit Hours	**6**	**0**	**6**
Total Required Minimum Semester Hours Credit				13

View Catalog Archives

Professor Nevius Toney, Business Administration Coordinator
212B Stone Hall
910.695.3752

toneyn@sandhills.edu

BUSINESS ADMINISTRATION - HUMAN RESOURCE (C25120R)

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

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

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

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BUS-115	Business Law I	3	0	3
BUS-153	Human Resource Management	3	0	3
	Credit Hours	**6**	**2**	**7**
Second Semester (Spring)				
BUS-151	People Skills	3	0	3
BUS-255	Org Behavior in Business	3	0	3
	Credit Hours	**6**	**0**	**6**
Total Required Minimum Semester Hours Credit				13

View Catalog Archives

Professor Nevius Toney, Business Administration Coordinator
212B Stone Hall
910.695.3752
toneyn@sandhills.edu

CIVIL ENGINEERING TECHNOLOGY (A40140)

Engineering and Technology Pathway: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Civil Engineering Technology: A course of study that prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. Includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying. Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BPR-130	Print Reading-Construction	3	0	3
CEG-210	Construction Mtls & Methods	2	3	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
EGR-115	Intro to Technology	2	3	3
EGR-115A				
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	1-3	0-2	2-3
	Credit Hours	**12-14**	**10-12**	**17-18**
Second Semester (Spring)				
CEG-111	Intro to Gis and Gnss	2	4	4
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
	Credit Hours	**11-12**	**11**	**16-17**
Third Semester (Summer)				

		Course Hours Per Week		Semester Hours
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Physics Elective	3	2-3	4
	Credit Hours	**7**	**10-11**	**11**
Fourth Semester (Fall)				
CEG-211	Hydrology & Erosion Control	2	3	3
CIV-111	Soils and Foundations	2	4	4
SRV-111	Surveying II	2	6	4
***	Humanities/Fine Arts Elective	3	0	3
***	Directed Elective	0-3	2-30	3-4
	Credit Hours	**9-12**	**15-43**	**17-18**
Fifth Semester (Spring)				
CEG-212	Intro to Environmental Tech	2	3	3
SRV-240	Topo/Site Surveying	2	6	4
***	Social/Beh Sciences Elective	3	0	3
***	Directed Elective	0-3	2-30	3
	Credit Hours	**7-10**	**11-39**	**13**
Total Required Minimum Semester Hours Credit				74

Technology Electives:		Class	Lab	Credit
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2
Physics Electives:				
PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4
PHY-251	General Physics I	3	3	4
Directed Electives:				
CIV-221	Steel and Timber Design	2	3	3
CIV-222	Reinforced Concrete	2	3	3
MAT-172	Precalculus Trigonometry	3	2	4
MAT-263	Brief Calculus	3	2	4
MAT-271	Calculus I	3	2	4
MAT-272	Calculus II	3	2	4
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-121	Work-Based Learning II	0	10	1

		Course Hours Per Week		Semester Hours
WBL-122	Work-Based Learning II	0	20	2

View Catalog Archives

Matthew Sheffield, Civil Engineering Technology Professor and Coordinator
170 Little Hall
(910) 246-4940
sheffieldm@sandhills.edu

CIVIL ENGINEERING TECHNOLOGY (C40140)

Engineering and Technology Pathway: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Civil Engineering Technology: A course of study that prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. Includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying. Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CEG-210	Construction Mtls & Methods	2	3	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
EGR-115	Intro to Technology	2	3	3
EGR-115A				
	Credit Hours	**5**	**8**	**8**
Second Semester (Spring)				
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
	Credit Hours	**4**	**5**	**6**

		Course Hours Per Week		Semester Hours
Third Semester (Summer)				
EGR-251	Statics	2	2	3
	Credit Hours	**2**	**2**	**3**
Total Required Minimum Semester Hours Credit				17

View Catalog Archives

Matthew Sheffield, Civil Engineering Technology Professor and Coordinator
170 Little Hall
(910) 246-4940
sheffieldm@sandhills.edu

COLLISION ENGINEERING TECHNOLOGY (A60130CE)

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

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

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

Collision Engineering Technology: An immersive apprenticeship training model aimed at developing a new generation of highly skilled, motivated and passionate collision repair professionals. This program facilitates an innovative and holistic training approach that brings together industry and education to provide sustainable pathways to rewarding careers in the industry.

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
AUB-122	Non-Structural Damage II	2	6	4
AUB-141	Mech & Elec Components I	2	2	3
AUB-150	Automotive Detailing	1	3	2
ENG-111	Writing and Inquiry	3	0	3

		Course Hours Per Week		Semester Hours
WBL-111K	Work-Based Learning I	0	10	1
	Credit Hours	**8**	**23**	**14**
Second Semester (Spring)				
AUB-111	Painting & Refinishing I	2	6	4
PSY-118	Interpersonal Psychology	3	0	3
TRN-110	Intro to Transport Tech	1	2	2
TRN-180	Basic Welding for Transp	1	4	3
WBL-121K	Work-Based Learning II	0	10	1
	Credit Hours	**7**	**22**	**13**
Third Semester (Summer)				
AUB-121	Non-Structural Damage I	1	4	3
AUB-131	Structural Damage I	2	4	4
AUB-162	Autobody Estimating	1	2	2
COM-120 or COM-231	Intro Interpersonal Com or Public Speaking	3	0	3
WBL-131K	Work-Based Learning III	0	10	1
	Credit Hours	**7**	**20**	**13**
Fourth Semester (Fall)				
AUB-112	Painting & Refinishing II	2	6	4
AUB-132	Structural Damage II	2	6	4
MAT***	MAT-110 or higher	2-3	2	3-4
WBL-211K	Work-Based Learning IV	0	10	1
	Credit Hours	**6-7**	**24**	**12-13**
Fifth Semester (Spring)				
AUB-114	Special Finishes	1	2	2
AUB-136	Plastics & Adhesives	1	4	3
AUB-144	Mech & Elec Specialties	2	2	3
WLD-110	Cutting Processes	1	3	2
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**8**	**11**	**13**
Total Required Minimum Semester Hours Credit				65

View Catalog Archives

Professor Brian Garner, Collision Repair & Refinishing Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COLLISION REPAIR & REFINISHING TECHNOLOGY (A60130CR)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
ENG-111	Writing and Inquiry	3	0	3
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
	Credit Hours	**10**	**13**	**15**
Second Semester (Spring)				
AUM-111	Managing Automotive Org	3	0	3
AUT-151	Brake Systems	2	3	3
AUT-151A	Brakes Systems Lab	0	3	1
AUT-163	Adv Auto Electricity	2	3	3
PSY-118	Interpersonal Psychology	3	0	3
TRN-180	Basic Welding for Transp	1	4	3

		Course Hours Per Week		Semester Hours
	Credit Hours	**11**	**13**	**16**
Third Semester (Summer)				
COM-120 or COM-231	Intro Interpersonal Com or Public Speaking	3	0	3
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
	Credit Hours	**5**	**4**	**7**
Fourth Semester (Fall)				
AUB-111	Painting & Refinishing I	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
MAT***	MAT-110 or higher	2-3	2	3-4
	Credit Hours	**6-7**	**14**	**12-13**
Fifth Semester (Spring)				
AUB-112	Painting & Refinishing II	2	6	4
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**16**	**15**
Sixth Semester (Summer)				
AUB-136	Plastics & Adhesives	1	4	3
***	Restricted Elective	1-2	2-6	2-4
	Credit Hours	**2-3**	**6-10**	**5-7**
Total Required Minimum Semester Hours Credit				70

Restricted Electives:		Class	Lab	Credit
AUB-114	Special Finishes	1	2	2
AUB-132	Structural Damage II	2	6	4
AUB-150	Automotive Detailing	1	3	2
AUC-112	Auto Custom Fabrication	2	4	4
AUC114				

View Catalog Archives

Professor Brian Garner, Collision Repair & Refinishing Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COLLISION REPAIR & REFINISHING TECHNOLOGY (D60130)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Diploma Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
AUB-111	Painting & Refinishing I	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
COM-231 or COM-120	Public Speaking or Intro Interpersonal Com	3	0	3
PSY-118	Interpersonal Psychology	3	0	3
	Credit Hours	**10**	**12**	**15**
Second Semester (Spring)				
AUB-112	Painting & Refinishing II	2	6	4
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**16**	**15**
Third Semester (Summer)				

		Course Hours Per Week		Semester Hours
AUB-114	Special Finishes	1	2	2
AUB-136	Plastics & Adhesives	1	4	3
***	Restricted Elective	1-2	3-6	2-4
	Credit Hours	**3-4**	**9-12**	**7-9**
Total Required Minimum Semester Hours Credit				37

Restricted Electives:		Class	Lab	Credit
AUB-132	Structural Damage II	2	6	4
AUB-150	Automotive Detailing	1	3	2
AUC-112	Auto Custom Fabrication	2	4	4
AUC114				

Professor Brain Garner, Collision Repair & Refinishing Technology Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COLLISION REPAIR & REFINISHING TECHNOLOGY - NON-STRUCTURAL REPAIR (C60130N)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-121	Non-Structural Damage I	1	4	3
	Credit Hours	**1**	**6**	**4**
Second Semester (Spring)				
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
	Credit Hours	**4**	**10**	**8**
Third Semester (Summer)				
AUB-136	Plastics & Adhesives	1	4	3
	Credit Hours	**1**	**4**	**3**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Professor Brian Garner, Collision Repair & Refinishing Technology Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COLLISION REPAIR & REFINISHING TECHNOLOGY - PAINT AND REFINISHING (C60130P)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-111	Painting & Refinishing I	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
	Credit Hours	**4**	**14**	**10**
Second Semester (Spring)				
AUB-112	Painting & Refinishing II	2	6	4
	Credit Hours	**2**	**6**	**4**
Total Required Minimum Semester Hours Credit				14

View Catalog Archives

Professor Brian Garner, Collision Repair & Refinishing Technology Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COLLISION REPAIR & REFINISHING TECHNOLOGY - STRUCTURAL REPAIR (C60130S)

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

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

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

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

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
	Credit Hours	**2**	**8**	**5**
Second Semester (Spring)				
AUB-131	Structural Damage I	2	4	4
TRN-180	Basic Welding for Transp	1	4	3
	Credit Hours	**3**	**8**	**7**
Third Semester (Summer)				
AUB-132	Structural Damage II	2	6	4
	Credit Hours	**2**	**6**	**4**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Professor Brian Garner, Collision Repair & Refinishing Technology Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COLLISION REPAIR AND REFINISHING TECHNOLOGY - AUTOMOTIVE FABRICATION (C60130C)

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

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

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

Collision Repair and Refinishing Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile

bodies, fenders, and external features. Includes instruction in structural analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time, entry-level employment in dealerships and repair shops in the automotive service industry.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-111	Painting & Refinishing I	2	6	4
AUB-114	Special Finishes	1	2	2
AUC-112	Auto Custom Fabrication	2	4	4
AUC114				
	Credit Hours	**5**	**14**	**11**
Total Required Minimum Semester Hours Credit				11

View Catalog Archives

Professor Brian Garner, Collision Repair & Refinishing Technology Coordinator
112 Sirotek Hall
910.695.3887
garnerd@sandhills.edu

COMPUTED TOMOGRAPHY IMAGING TECHNOLOGY (C45200C)

The Computed Tomography Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry-eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Certificate Program

	Course Hours Per Week		Semester Hours
First Semester (Fall)	Class	Lab	Credit
CAT211			
CAT225			
Credit Hours	**0**	**0**	**0**
Second Semester (Spring)			
CAT210			
CAT226			
Credit Hours	**0**	**0**	**0**
Total Required Minimum Semester Hours Credit			0

View Catalog Archives

Instructor Denise Nash, Computed Tomography Imaging Technology Coordinator
159 Kennedy Hall
910.246.2854
nashd@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - CYBERSECURITY (A40160SE)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
CIS-110 or	Introduction to Computers or			
EGR-125	Appl Software for Tech	1	2	2
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
SEC-110	Security Concepts	2	3	3
	Credit Hours	**7**	**13**	**13-14**
Second Semester (Spring)				
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
NET-126	Switching and Routing	2	3	3
	Credit Hours	**10-11**	**8**	**13-14**
Third Semester (Summer)				
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux Single User	2	3	3
PHY-131 or	Physics-Mechanics or			
PHY-151	College Physics I	3	2	4
	Credit Hours	**8**	**8**	**11**
Fourth Semester (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
CSC-111	Intro to Ethical Hacking	2	2	3
CSC-134	C++ Programming	2	3	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**12**	**8**	**15**
Fifth Semester (Spring)				
ELN-232	Intro to Microprocessors	3	3	4
SEC-160	Security Administration I	2	2	3
SEC-210	Intrusion Detection	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Technical Elective	0-2	2-30	3
	Credit Hours	**10-12**	**9-37**	**16**
Total Required Minimum Semester Hours Credit				68

		Course Hours Per Week		Semester Hours
Technical Electives: Please select one of the following:		Class	Lab	Credit
CIS-115	Intro to Prog & Logic	2	3	3
CTI-175	Intro to Wireless Technology	2	2	3
DBA-110	Database Concepts	2	3	3
ELC-128	Intro to PLC	2	3	3
NET-225	Enterprise Networking	2	3	3
NOS-130	Windows Single User	2	2	3
NOS-230	Windows Administration I	2	2	3
If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111E	Work-Based Learning I	0	10	1
WBL-112E	Work-Based Learning I	0	20	2
WBL-113E	Work-Based Learning I	0	30	3
WBL-115E	Work-Based Learning Seminar I	1	0	1
WBL-121E	Work-Based Learning II	0	10	1
WBL-122E	Work-Based Learning II	0	20	2

View Catalog Archives

Professor Rick Hooker, CET - Security Coordinator
242 Little Hall
910.695.3791
hookerr@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - GENERALIST (C40160CE)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
***	Technical Elective	2	2	3
	Credit Hours	**7**	**8**	**10**
Second Semester (Spring)				
CET-111	Computer Upgrade/Repair I	2	3	3
NET-126	Switching and Routing	2	3	3
	Credit Hours	**4**	**6**	**6**
Total Required Minimum Semester Hours Credit				16

Technical Electives: Please choose one:		**Class**	**Lab**	**Credit**
NOS-120	Linux Single User	2	3	3
NOS-130	Windows Single User	2	2	3

View Catalog Archives

Professor Paul Steel, CET - Generalist Coordinator
240 Little Hall
910.695.3815
steelp@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - HARDWARE AND SOFTWARE SUPPORT (A40160SU)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics

and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
CIS-110 or	Introduction to Computers or			
EGR-125	Appl Software for Tech	1	2	2
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
SEC-110	Security Concepts	2	3	3
	Credit Hours	**7**	**13**	**13-14**
Second Semester (Spring)				
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
NET-126	Switching and Routing	2	3	3
NOS-130	Windows Single User	2	2	3
	Credit Hours	**12-13**	**10**	**16-17**
Third Semester (Summer)				
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux Single User	2	3	3
PHY-131 or	Physics-Mechanics or			
PHY-151	College Physics I	3	2	4
	Credit Hours	**8**	**8**	**11**
Fourth Semester (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
CSC-134	C++ Programming	2	3	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**10**	**6**	**12**
Fifth Semester (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-232	Intro to Microprocessors	3	3	4

		Course Hours Per Week		Semester Hours
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	0-2	2-30	3
	Credit Hours	**8-10**	**8-36**	**13**
Total Required Minimum Semester Hours Credit				65

Technical Electives: Please select one of the following:		Class	Lab	Credit
CIS-115	Intro to Prog & Logic	2	3	3
CSC-111	Intro to Ethical Hacking	2	2	3
CTI-140	Virtualization Concepts	1	4	3
CTI-175	Intro to Wireless Technology	2	2	3
ELC-128	Intro to PLC	2	3	3
NET-225	Enterprise Networking	2	3	3
NOS-230	Windows Administration I	2	2	3
SEC-160	Security Administration I	2	2	3
If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111E	Work-Based Learning I	0	10	1
WBL-112E	Work-Based Learning I	0	20	2
WBL-113E	Work-Based Learning I	0	30	3
WBL-115E	Work-Based Learning Seminar I	1	0	1
WBL-121E	Work-Based Learning II	0	10	1
WBL-122E	Work-Based Learning II	0	20	2

View Catalog Archives

Professor Paul Steel, Harware and Software Support Coordinator
240 Little Hall
910.695.3815
steelp@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - HARDWARE AND SOFTWARE SUPPORT (C40160SU)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CET-111	Computer Upgrade/Repair I	2	3	3
ELC-131	Circuit Analysis I	3	3	4
NOS-130	Windows Single User	2	2	3
	Credit Hours	**7**	**10**	**11**
Second Semester (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-131	Analog Electronics I	3	3	4
	Credit Hours	**5**	**6**	**7**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Professor Paul Steel, CET - Hardware and Software Support Coordinator
240 Little Hall
910.695.3815
steelp@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - MEDICAL EQUIPMENT SUPPORT (A40160ME)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
CIS-110 or	Introduction to Computers or			
EGR-125	Appl Software for Tech	1	2	2
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
SEC-110	Security Concepts	2	3	3
	Credit Hours	**7**	**13**	**13-14**
Second Semester (Spring)				
BMT-111	Intro to Biomed Field	2	0	2
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
NOS-130	Windows Single User	2	2	3
	Credit Hours	**12-13**	**7**	**15-16**
Third Semester (Summer)				
BMT-212	BMET Instrumentation I	3	6	6
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux Single User	2	3	3
	Credit Hours	**8**	**12**	**13**
Fourth Semester (Fall)				
BIO-163	Basic Anat & Physiology	4	2	5
CET-111	Computer Upgrade/Repair I	2	3	3
CSC-134	C++ Programming	2	3	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
	Credit Hours	**11**	**8**	**14**
Fifth Semester (Spring)				

		Course Hours Per Week		Semester Hours
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-232	Intro to Microprocessors	3	3	4
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	0-2	2-30	3
	Credit Hours	**11-13**	**8-36**	**16**
Total Required Minimum Semester Hours Credit				71

Technical Electives: Please select one of the following:		Class	Lab	Credit
CIS-115	Intro to Prog & Logic	2	3	3
CSC-111	Intro to Ethical Hacking	2	2	3
CTI-110	IT Foundations	2	2	3
CTI-140	Virtualization Concepts	1	4	3
CTI-175	Intro to Wireless Technology	2	2	3
ELC-128	Intro to PLC	2	3	3
NET-225	Enterprise Networking	2	3	3
NOS-230	Windows Administration I	2	2	3
SEC-160	Security Administration I	2	2	3
If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111E	Work-Based Learning I	0	10	1
WBL-112E	Work-Based Learning I	0	20	2
WBL-113E	Work-Based Learning I	0	30	3
WBL-115E	Work-Based Learning Seminar I	1	0	1
WBL-121E	Work-Based Learning II	0	10	1
WBL-122E	Work-Based Learning II	0	20	2

View Catalog Archives

Professor Paul Steel, CET - Medical Equipment Support Coordinator
240 Little Hall
910.695.3815
steelp@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - NETWORKING (A40160NE)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
CIS-110 or	Introduction to Computers or			
EGR-125	Appl Software for Tech	1	2	2
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
SEC-110	Security Concepts	2	3	3
	Credit Hours	**7**	**13**	**13-14**
Second Semester (Spring)				
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
NET-126	Switching and Routing	2	3	3
	Credit Hours	**10-11**	**8**	**13-14**
Third Semester (Summer)				
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux Single User	2	3	3
PHY-131 or	Physics-Mechanics or			
PHY-151	College Physics I	3	2	4
	Credit Hours	**8**	**8**	**11**
Fourth Semester (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
CSC-134	C++ Programming	2	3	3
CTI-140	Virtualization Concepts	1	4	3

		Course Hours Per Week		Semester Hours
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
NET-225	Enterprise Networking	2	3	3
	Credit Hours	**10**	**13**	**15**
Fifth Semester (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-232	Intro to Microprocessors	3	3	4
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	0-2	2-30	3
	Credit Hours	**11-13**	**8-36**	**16**
Total Required Minimum Semester Hours Credit				68

Technical Electives: Please selct one of the following:		Class	Lab	Credit
CIS-115	Intro to Prog & Logic	2	3	3
CSC-111	Intro to Ethical Hacking	2	2	3
CTI-175	Intro to Wireless Technology	2	2	3
ELC-128	Intro to PLC	2	3	3
NOS-130	Windows Single User	2	2	3
NOS-230	Windows Administration I	2	2	3
SEC-160	Security Administration I	2	2	3
If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111E	Work-Based Learning I	0	10	1
WBL-112E	Work-Based Learning I	0	20	2
WBL-113E	Work-Based Learning I	0	30	3
WBL-115E	Work-Based Learning Seminar I	1	0	1
WBL-121E	Work-Based Learning II	0	10	1
WBL-122E	Work-Based Learning II	0	20	2

View Catalog Archives

Professor Rick Hooker, CET- Networking Coordinator
242 Little Hall
910.695.3791
hookerr@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - NETWORKING (C40160NE)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
NET-225	Enterprise Networking	2	3	3
	Credit Hours	**7**	**11**	**11**
Second Semester (Spring)				
NET-126	Switching and Routing	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				14

View Catalog Archives

Professor Rick Hooker, CET - Networking Coordinator
242 Little Hall
910.695.3791
hookerr@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - SECURITY (C40160SE)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
NET-125	Introduction to Networks	2	3	3
SEC-110	Security Concepts	2	3	3
	Credit Hours	**4**	**8**	**7**
Second Semester (Spring)				
NET-126	Switching and Routing	2	3	3
SEC-160	Security Administration I	2	2	3
	Credit Hours	**4**	**5**	**6**
Total Required Minimum Semester Hours Credit				13

View Catalog Archives

Professor Rick Hooker, CET - Security Coordinator
242 Little Hall
910.695.3791
hookerr@sandhills.edu

COMPUTER ENGINEERING TECHNOLOGY - SUPPORT PROFESSIONAL (C40160PR)

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer-controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CET-111	Computer Upgrade/Repair I	2	3	3
NET-125	Introduction to Networks	2	3	3
SEC-110	Security Concepts	2	3	3
	Credit Hours	**6**	**9**	**9**
Second Semester (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
NET-126	Switching and Routing	2	3	3
SEC-160	Security Administration I	2	2	3
	Credit Hours	**6**	**8**	**9**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Professor Paul Steel, CET - Support Professional Coordinator
240 Little Hall
910.695.3815
steelp@sandhills.edu

CONSTRUCTION MANAGEMENT TECHNOLOGY (A35190)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Construction Management Technology: A program that prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ARC-111	Intro to Arch Technology	1	4	3
ARC-112	Constr Matls & Methods	3	2	4
BPR-130	Print Reading-Construction	3	0	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	1-3	0-2	2-3
	Credit Hours	**12-14**	**10-12**	**18-19**
Second Semester (Spring)				
ARC-114	Architectural CAD	1	3	2
CEG-111	Intro to Gis and Gnss	2	4	4
CST-241	Planning/Estimating I	2	2	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
	Credit Hours	**10-11**	**11**	**15-16**
Third Semester (Summer)				
EGR-251	Statics	2	2	3
PHY-131 or	Physics-Mechanics or			

		Course Hours Per Week		Semester Hours
PHY-151	College Physics I	3	2	4
SRV-110	Surveying I	2	6	4
	Credit Hours	**7**	**10**	**11**
Fourth Semester (Fall)				
CEG-211	Hydrology & Erosion Control	2	3	3
CMT-210	Construction Management Fund	3	0	3
CST-231	Soils & Site Work	3	2	4
SST-140	Green Bldg & Design Concepts	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**14**	**5**	**16**
Fifth Semester (Spring)				
ACC-120	Prin of Financial Accounting	3	2	4
BUS-139 or	Entrepreneurship I or			
BUS-230	Small Business Management	3	0	3
CMT-212	Total Safety Performance	3	0	3
***	Social/Beh Sciences Elective	3	0	3
	Credit Hours	**12**	**2**	**13**
Total Required Minimum Semester Hours Credit				73

Technology Electives:		Class	Lab	Credit
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3

View Catalog Archives

Associate Professor Mike Sassano, Construction Management Technology Coordinator
153 Little Hall
(910) 695-3940
sassanom@sandhills.edu

CONSTRUCTION MANAGEMENT TECHNOLOGY (C35190)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Construction Management Technology: A program that prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
BPR-130	Print Reading-Construction	3	0	3
CMT-210	Construction Management Fund	3	0	3
	Credit Hours	**6**	**0**	**6**
Second Semester (Spring)				
ACC-120	Prin of Financial Accounting	3	2	4
CMT-212	Total Safety Performance	3	0	3
CST-241	Planning/Estimating I	2	2	3
	Credit Hours	**8**	**4**	**10**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Associate Professor Mike Sassano, Construction Management Technology Coordinator
153 Little Hall
(910) 695-3940
sassanom@sandhills.edu

COSMETOLOGY (A55140)

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

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

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

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit

		Course Hours Per Week		Semester Hours
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
	Credit Hours	**4**	**24**	**12**
Second Semester (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
	Credit Hours	**4**	**24**	**12**
Third Semester (Summer)				
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
	Credit Hours	**4**	**12**	**8**
Fourth Semester (Fall)				
COS-117	Cosmetology Concepts IV	2	0	2
COS-118	Salon IV	0	21	7
COS-223	Contemp Hair Coloring	1	3	2
	Credit Hours	**3**	**24**	**11**
Fifth Semester (Spring)				
ACA-115	Success & Study Skills	0	2	1
BUS-110	Introduction to Business	3	0	3
ENG-111	Writing and Inquiry	3	0	3
PSY-118 or	Interpersonal Psychology or			
PSY-150	General Psychology	3	0	3
***	Natural Science/Math Elective	3	0	3
	Credit Hours	**12**	**2**	**13**
Sixth Semester (Summer)				
BUS-137	Principles of Management	3	0	3
CIS-110 or	Introduction to Computers or			
CIS-111	Basic PC Literacy	1	2	2
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**2**	**11-12**
Total Required Minimum Semester Hours Credit				67

View Catalog Archives

Professor Tonya Parks, Cosmetology Coordinator
157 Causey Hall
910.695.3794
parkst@sandhills.edu

COSMETOLOGY (C55140)

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

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

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

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
	Credit Hours	**4**	**24**	**12**
Second Semester (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
COS-223	Contemp Hair Coloring	1	3	2
	Credit Hours	**5**	**27**	**14**
Third Semester (Summer)				
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
	Credit Hours	**4**	**12**	**8**
Total Required Minimum Semester Hours Credit				34

View Catalog Archives

Professor Tonya Parks, Cosmetology Coordinator
157 Causey Hall
910.695.3794
parkst@sandhills.edu

COSMETOLOGY (D55140)

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

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

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

Diploma Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
PSY-118 or PSY-150	Interpersonal Psychology or General Psychology	3	0	3
	Credit Hours	**7**	**24**	**15**
Second Semester (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**7**	**24**	**15**
Third Semester (Summer)				
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
	Credit Hours	**4**	**12**	**8**
Fourth Semester (Fall)				
***	COS Elective	1-2	3-21	2-9
	Credit Hours	**1-2**	**3-21**	**2-9**
Total Required Minimum Semester Hours Credit				40

COS Elective: Take 1 of the following options		**Class**	**Lab**	**Credit**
COS-223	Contemp Hair Coloring	1	3	2
COS-117	Cosmetology Concepts IV	2	0	2
COS-118	Salon IV	0	21	7

View Catalog Archives

Professor Tonya Parks, Cosmetology Coordinator
157 Causey Hall
910.695.3794
parkst@sandhills.edu

CRIMINAL JUSTICE TECHNOLOGY (A55180)

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

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

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

Student successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogations, CJC-131 Criminal Law, CJC-132 Court Procedure and Evidence, CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination and completed Basic Law Enforcement Training since 1985.

Students successfully completing the North Carolina Department of Public Safety Basic Correctional Officer Training course, accredited by the North Carolina Justice Education and Training Standards Commission, will receive credit for CJC-132 Court Procedure and Evidence, CJC-141 Corrections, and CJC-232 Civil Liability.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3
CJC-112	Criminology	3	0	3
CJC-113	Juvenile Justice	3	0	3
ENG-111	Writing and Inquiry	3	0	3
PSY-150	General Psychology	3	0	3
	Credit Hours	**15**	**2**	**16**
Second Semester (Spring)				
CIS***	CIS-110 or CIS-111	1-2	2	2-3
CJC-120	Interviews/Interrogations	1	2	2
CJC-121	Law Enforcement Operations	3	0	3
CJC-131	Criminal Law	3	0	3

		Course Hours Per Week		Semester Hours
CJC-132	Court Procedure & Evidence	3	0	3
	Credit Hours	**11-12**	**4**	**13-14**
Third Semester (Summer)				
CJC-212	Ethics & Comm Relations	3	0	3
CJC-232	Civil Liability	3	0	3
	Credit Hours	**6**	**0**	**6**
Fourth Semester (Fall)				
CJC-221	Investigative Principles	3	2	4
CJC-225	Crisis Intervention	3	0	3
CJC-231	Constitutional Law	3	0	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
PSY-281	Abnormal Psychology	3	0	3
	Credit Hours	**15**	**2**	**16**
Fifth Semester (Spring)				
CJC-141	Corrections	3	0	3
CJC-241	Community-Based Corrections	3	0	3
MAT***	MAT-143 or higher	2-3	2	3-4
PSY-231	Forensic Psychology	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Elective(s)	1-3	0-10	2-3
	Credit Hours	**15-18**	**2-12**	**17-19**
Total Required Minimum Semester Hours Credit				68

Electives: Choose a minimum of two (2) CREDITS from the following courses.		Class	Lab	Credit
COM-231	Public Speaking	3	0	3
SOC-210	Introduction to Sociology	3	0	3
SOC-213	Sociology of the Family	3	0	3
SOC-220	Social Problems	3	0	3
WBL-111J	Work-Based Learning I	0	10	1
WBL-115J	Work-Based Learning Seminar I	1	0	1

View Catalog Archives

Professor Dave Reece, Criminal Justice Coordinator
103 Blue Hall
910.695.3931
reeced@sandhills.edu

CRIMINAL JUSTICE TECHNOLOGY (C55180)

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

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

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

Student successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogations, CJC-131 Criminal Law, CJC-132 Court Procedure and Evidence, CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination and completed Basic Law Enforcement Training since 1985.

Students successfully completing the North Carolina Department of Public Safety Basic Correctional Officer Training course, accredited by the North Carolina Justice Education and Training Standards Commission, will receive credit for CJC-132 Court Procedure and Evidence, CJC-141 Corrections, and CJC-232 Civil Liability.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3
CJC-112	Criminology	3	0	3
	Credit Hours	**6**	**2**	**7**
Second Semester (Spring)				
CJC-121	Law Enforcement Operations	3	0	3
CJC-131	Criminal Law	3	0	3
	Credit Hours	**6**	**0**	**6**
Total Required Minimum Semester Hours Credit				13

View Catalog Archives

Professor David Reece, Criminal Justice Technology Coordinator

103 Blue Hall
910.695.3931
reeced@sandhills.edu

CRIMINAL JUSTICE TECHNOLOGY - FORENSIC SCIENCE (A5518C)

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

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

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

Student successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogations, CJC-131 Criminal Law, CJC-132 Court Procedure and Evidence, CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination and completed Basic Law Enforcement Training since 1985.

Students successfully completing the North Carolina Department of Public Safety Basic Correctional Officer Training course, accredited by the North Carolina Justice Education and Training Standards Commission, will receive credit for CJC-132 Court Procedure and Evidence.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3
CJC-144	Crime Scene Processing	2	3	3
CJC-146	Trace Evidence	2	3	3
CJC-221	Investigative Principles	3	2	4
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**13**	**10**	**17**
Second Semester (Spring)				

		Course Hours Per Week		Semester Hours
CIS***	CIS-110 or CIS-111	1-2	2	2-3
CJC-115	Crime Scene Photography	2	3	3
CJC-131	Criminal Law	3	0	3
CJC-244	Footwear and Tire Imprint	2	3	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
PSY-150	General Psychology	3	0	3
	Credit Hours	**14-15**	**8**	**17-18**
Third Semester (Summer)				
CJC-212	Ethics & Comm Relations	3	0	3
CJC-245	Friction Ridge Analysis	2	3	3
	Credit Hours	**5**	**3**	**6**
Fourth Semester (Fall)				
BIO-110	Principles of Biology	3	3	4
CJC-112	Criminology	3	0	3
CJC-113	Juvenile Justice	3	0	3
CJC-231	Constitutional Law	3	0	3
MAT***	MAT-143 or higher	2-3	2	3-4
	Credit Hours	**14-15**	**5**	**16-17**
Fifth Semester (Spring)				
CHM-151	General Chemistry I	3	3	4
CJC-120	Interviews/Interrogations	1	2	2
CJC-132	Court Procedure & Evidence	3	0	3
CJC-222	Criminalistics	3	0	3
CJC-246	Adv. Friction Ridge Analy	2	3	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**15**	**8**	**18**
Total Required Minimum Semester Hours Credit				74

View Catalog Archives

Professor David Reece, Criminal Justice Technology Coordinator
103 Blue Hall
910.695.3931
reeced@sandhills.edu

CRIMINAL JUSTICE TECHNOLOGY - FORENSIC SCIENCE (A5518C)

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human

testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

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

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

Student successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogations, CJC-131 Criminal Law, CJC-132 Court Procedure and Evidence, CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination and completed Basic Law Enforcement Training since 1985.

Students successfully completing the North Carolina Department of Public Safety Basic Correctional Officer Training course, accredited by the North Carolina Justice Education and Training Standards Commission, will receive credit for CJC-132 Court Procedure and Evidence.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3
CJC-144	Crime Scene Processing	2	3	3
CJC-146	Trace Evidence	2	3	3
CJC-221	Investigative Principles	3	2	4
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**13**	**10**	**17**
Second Semester (Spring)				
CIS***	CIS-110 or CIS-111	1-2	2	2-3
CJC-115	Crime Scene Photography	2	3	3
CJC-131	Criminal Law	3	0	3
CJC-244	Footwear and Tire Imprint	2	3	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
PSY-150	General Psychology	3	0	3
	Credit Hours	**14-15**	**8**	**17-18**

		Course Hours Per Week		Semester Hours
Third Semester (Summer)				
CJC-212	Ethics & Comm Relations	3	0	3
CJC-245	Friction Ridge Analysis	2	3	3
	Credit Hours	**5**	**3**	**6**
Fourth Semester (Fall)				
BIO-110	Principles of Biology	3	3	4
CJC-112	Criminology	3	0	3
CJC-113	Juvenile Justice	3	0	3
CJC-231	Constitutional Law	3	0	3
MAT***	MAT-143 or higher	2-3	2	3-4
	Credit Hours	**14-15**	**5**	**16-17**
Fifth Semester (Spring)				
CHM-151	General Chemistry I	3	3	4
CJC-120	Interviews/Interrogations	1	2	2
CJC-132	Court Procedure & Evidence	3	0	3
CJC-222	Criminalistics	3	0	3
CJC-246	Adv. Friction Ridge Analy	2	3	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**15**	**8**	**18**
Total Required Minimum Semester Hours Credit				74

View Catalog Archives

Professor David Reece, Criminal Justice Technology Coordinator
103 Blue Hall
910.695.3931
reeced@sandhills.edu

CRIMINAL JUSTICE TECHNOLOGY - FORENSIC SCIENCE (C5518C)

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

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

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

Student successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogations, CJC-131 Criminal Law, CJC-132 Court Procedure and Evidence, CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination and completed Basic Law Enforcement Training since 1985.

Students successfully completing the North Carolina Department of Public Safety Basic Correctional Officer Training course, accredited by the North Carolina Justice Education and Training Standards Commission, will receive credit for CJC-132 Court Procedure and Evidence.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CJC-144	Crime Scene Processing	2	3	3
CJC-146	Trace Evidence	2	3	3
	Credit Hours	**4**	**6**	**6**
Second Semester (Spring)				
CJC-115	Crime Scene Photography	2	3	3
CJC-244	Footwear and Tire Imprint	2	3	3
	Credit Hours	**4**	**6**	**6**
Third Semester (Summer)				
CJC-245	Friction Ridge Analysis	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Professor David Reece, Criminal Justice Technology Coordinator
103 Blue Hall
910.695.3931
reeced@sandhills.edu

CULINARY ARTS (A55150)

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing, wine appreciation, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
MAT***	MAT-110 or higher	2-3	2	3-4
	Credit Hours	**7-8**	**16**	**15-16**
Second Semester (Spring)				
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Serv Lab	0	2	1
CUL-240	Culinary Skills II	1	8	5
ENG-111	Writing and Inquiry	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Technical Elective	1-3	0-6	2-4
	Credit Hours	**10-12**	**10-16**	**16-18**
Third Semester (Summer)				
CUL-130	Menu Design	2	0	2
CUL-170	Garde Manger I	1	4	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**6**	**4**	**8**
Fourth Semester (Fall)				
CUL-214	Wine Appreciation	1	2	2
CUL-230	Global Cuisines	1	8	5
CUL-260	Baking II	1	4	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
WBL***	WBL-111 or take WBL-112 in Spring	0	0-10	1-0
	Credit Hours	**6**	**14-24**	**14-13**

		Course Hours Per Week		Semester Hours
Fifth Semester (Spring)				
CUL-112	Nutrition for Foodservice	3	0	3
CUL-120	Purchasing	2	0	2
CUL-245	Contemporary Cuisines	1	8	5
HRM-245	Human Resource Mgmt-Hosp	3	0	3
WBL***	WBL-121 (if WBL-111 taken) or WBL-112	0	10-20	1-2
	Credit Hours	**9**	**18-28**	**14-15**
Total Required Minimum Semester Hours Credit				67

Technical Electives:		Class	Lab	Credit
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
BPA-150	Artisan & Specialty Bread	1	6	4
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-139	Entrepreneurship I	3	0	3
BUS-230	Small Business Management	3	0	3
HOR-142	Fruit & Vegetable Prod	1	2	2

View Catalog Archives

Professor Erin Durkee, Culinary Arts Coordinator
105 Little Hall
910.246.4941
durkeeer@sandhills.edu

CULINARY ARTS (C55150)

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing, wine appreciation, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CUL-110	Sanitation & Safety	2	0	2
CUL-140	Culinary Skills I	2	6	5
CUL-170	Garde Manger I	1	4	3
	Credit Hours	**5**	**10**	**10**
Second Semester (Spring)				
CUL-160	Baking I	1	4	3
CUL-240	Culinary Skills II	1	8	5
	Credit Hours	**2**	**12**	**8**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Professor Erin Durkee, Culinary Arts Coordinator
105 Little Hall
910.246.4941
durkeeer@sandhills.edu

CULINARY ARTS - RESTAURANT MANAGEMENT (C55150R)

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing, wine appreciation, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1

		Course Hours Per Week		Semester Hours
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Serv Lab	0	2	1
CUL-214	Wine Appreciation	1	2	2
	Credit Hours	**5**	**6**	**8**
Second Semester (Spring)				
CUL-112	Nutrition for Foodservice	3	0	3
CUL-120	Purchasing	2	0	2
HRM-245	Human Resource Mgmt-Hosp	3	0	3
	Credit Hours	**8**	**0**	**8**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Professor Erin Durkee, Culinary Arts Coordinator
105 Little Hall
910.246.4941
durkeeer@sandhills.edu

EARLY CHILDHOOD EDUCATION (A55220E)

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

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

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

This is a 2-year degree only and ***does not*** transfer to a 4-year university. Students who choose this degree pathway may teach in childcare centers, serve as an assistant teacher in the public schools or work in after-school care programs.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Education	4	0	4
EDU-144	Child Development I	3	0	3

		Course Hours Per Week		Semester Hours
EDU-151	Creative Activities	3	0	3
EDU-157	Active Play	2	2	3
	Credit Hours	**12**	**4**	**14**
Second Semester (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety and Nutrition	3	0	3
EDU234				
EDU-251	Exploration Activities	3	0	3
	Credit Hours	**12**	**0**	**12**
Third Semester (Summer)				
ENG-111	Writing and Inquiry	3	0	3
EDU***	EDU Elective	1-3	0-3	2-3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**7-9**	**0-3**	**8-9**
Fourth Semester (Fall)				
EDU-131	Child, Family, and Community	3	0	3
EDU-235	School-Age Activities	3	0	3
EDU-259	Curriculum Planning	3	0	3
EDU-280	Language/Literacy Experiences	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**15**	**0**	**15**
Fifth Semester (Spring)				
EDU-221	Children With Exceptionalities	3	0	3
EDU-284	Early Child Capstone Prac	1	9	4
***	Communication Elective	3	0	3
***	Natural Science/Math Elective	0-4	0-3	3-5
	Credit Hours	**7-11**	**9-12**	**13-15**
Total Required Minimum Semester Hours Credit				62

EDU Elective:		Class	Lab	Credit
ASL-111	Elementary ASL I	3	0	3
EDU-114	Intro to Family Childcare	4	0	4
EDU-184	Early Child Intro Pract	1	3	2
EDU-271	Educational Technology	2	2	3
EDU-275	Effective Teach Train	2	0	2

View Catalog Archives

Professor Susan Wright, Early Childhood Education Coordinator

216 Logan Hall
910.246.5360
wrightsu@sandhills.edu

EARLY CHILDHOOD EDUCATION - ADMINISTRATION (C55220A)

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

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

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

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
EDU-119	Intro to Early Child Education	4	0	4
	Credit Hours	**4**	**0**	**4**
Second Semester (Spring)				
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety and Nutrition	3	0	3
	Credit Hours	**6**	**0**	**6**
Third Semester (Summer)				
EDU-261	Early Childhood Admin I	3	0	3
EDU-262	Early Childhood Admin II	3	0	3
	Credit Hours	**6**	**0**	**6**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Professor Susan Wright, Early Childhood Education Coordinator
216 Logan Hall
910.246.5360
wrightsu@sandhills.edu

EARLY CHILDHOOD EDUCATION - BIRTH-KINDERGARTEN LICENSURE TRANSFER (A55220L)

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

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

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

This is a 2-year degree that transfers to any NC state 4-year university that offers a bachelor's degree in "Birth through Kindergarten". Students who choose this degree pathway plan to become a licensed teacher.

*This degree is required to be the lead preschool teacher in the public schools or a Kindergarten teacher. If students want to teach a grade higher than kindergarten, an additional Praxis exam would be required.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Education	4	0	4
EDU-144	Child Development I	3	0	3
EDU-151	Creative Activities	3	0	3
PSY-150	General Psychology	3	0	3
***	Social/Behavioral Science Elective	3	0	3
	Credit Hours	**16**	**2**	**17**
Second Semester (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety and Nutrition	3	0	3
EDU234				
MAT-143	Quantitative Literacy	2	2	3
	Credit Hours	**11**	**2**	**12**
Third Semester (Summer)				
BIO-110 or BIO-111	Principles of Biology or General Biology I	3	3	4

		Course Hours Per Week		Semester Hours
ENG-111	Writing and Inquiry	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**3**	**10**
Fourth Semester (Fall)				
EDU-131	Child, Family, and Community	3	0	3
EDU-216	Foundations of Education	3	0	3
EDU-280	Language/Literacy Experiences	3	0	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
***	Natural Science Elective	2-4	0-3	4
	Credit Hours	**14-16**	**0-3**	**16**
Fifth Semester (Spring)				
COM-231	Public Speaking	3	0	3
EDU-221	Children With Exceptionalities	3	0	3
EDU250				
EDU-284	Early Child Capstone Prac	1	9	4
	Credit Hours	**7**	**9**	**10**
Total Required Minimum Semester Hours Credit				65

Social/Behavioral Science Elective list:		Class	Lab	Credit
ECO-251	Prin of Microeconomics	3	0	3
ECO-252	Prin of Macroeconomics	3	0	3
HIS-111	World Civilizations I	3	0	3
HIS-112	World Civilizations II	3	0	3
HIS-131	American History I	3	0	3
HIS-132	American History II	3	0	3
POL-120	American Government	3	0	3
SOC-210	Introduction to Sociology	3	0	3
Natural Science Elective list:				
AST***	AST-111 and AST-111A	3	2	4
CHM-151	General Chemistry I	3	3	4
GEL-111	Geology	3	2	4
PHY***	PHY-110 and PHY-110A	3	2	4
Humanities/Fine Arts Elective list:				
ART-111	Art Appreciation	3	0	3
ART-114	Art History Survey I	3	0	3
ART-115	Art History Survey II	3	0	3
MUS-110	Music Appreciation	3	0	3
MUS-112	Introduction to Jazz	3	0	3

		Course Hours Per Week		Semester Hours
PHI-215	Philosophical Issues	3	0	3
PHI-240	Introduction to Ethics	3	0	3

View Catalog Archives

Professor Susan Wright, Early Childhood Education Coordinator
216 Logan Hall
910.246.5360
wrightsu@sandhills.edu

EARLY CHILDHOOD EDUCATION - INFANT/TODDLER CARE (C55220IT)

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

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

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

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Education	4	0	4
EDU-131	Child, Family, and Community	3	0	3
EDU-144	Child Development I	3	0	3
	Credit Hours	**10**	**2**	**11**
Second Semester (Spring)				
EDU-146	Child Guidance	3	0	3
EDU234				
	Credit Hours	**3**	**0**	**3**
Total Required Minimum Semester Hours Credit				14

View Catalog Archives

Professor Susan Wright, Early Childhood Education Coordinator
216 Logan Hall

910.246.5360
wrightsu@sandhills.edu

EARLY CHILDHOOD EDUCATION - NON-TEACHING LICENSURE TRANSFER (A55220NL)

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

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

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

This is a 2-year degree that transfers to any NC state 4-year university for a bachelor's degree in a program such as "Early Care and Education". Students who choose this degree pathway ***do not*** plan to become a licensed teacher, but rather plan to work with children and families in various community settings.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Education	4	0	4
EDU-144	Child Development I	3	0	3
EDU-151	Creative Activities	3	0	3
***	Social/Behavioral Science Elective	3	0	3
	Credit Hours	**13**	**2**	**14**
Second Semester (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety and Nutrition	3	0	3
EDU234				
ENG-111	Writing and Inquiry	3	0	3
MAT-143	Quantitative Literacy	2	2	3
	Credit Hours	**14**	**2**	**15**
Third Semester (Summer)				
BIO-110 or BIO-111	Principles of Biology or General Biology I	3	3	4

		Course Hours Per Week		Semester Hours
EDU-261	Early Childhood Admin I	3	0	3
EDU-262	Early Childhood Admin II	3	0	3
	Credit Hours	**9**	**3**	**10**
Fourth Semester (Fall)				
EDU-131	Child, Family, and Community	3	0	3
EDU-280	Language/Literacy Experiences	3	0	3
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective	2-4	0-3	4
	Credit Hours	**14-16**	**0-3**	**16**
Fifth Semester (Spring)				
COM-231	Public Speaking	3	0	3
EDU-221	Children With Exceptionalities	3	0	3
EDU-284	Early Child Capstone Prac	1	9	4
PSY-150	General Psychology	3	0	3
	Credit Hours	**10**	**9**	**13**
Total Required Minimum Semester Hours Credit				68

Social/Behavioral Science Elective list:		Class	Lab	Credit
ECO-251	Prin of Microeconomics	3	0	3
ECO-252	Prin of Macroeconomics	3	0	3
HIS-111	World Civilizations I	3	0	3
HIS-112	World Civilizations II	3	0	3
HIS-131	American History I	3	0	3
HIS-132	American History II	3	0	3
POL-120	American Government	3	0	3
SOC-210	Introduction to Sociology	3	0	3
Natural Science Elective list:				
AST***	AST-111 and AST-111A	3	2	4
CHM-151	General Chemistry I	3	3	4
GEL-111	Geology	3	2	4
PHY***	PHY-110 and PHY-110A	3	2	4
Humanities/Fine Arts Elective list:				
ART-111	Art Appreciation	3	0	3
ART-114	Art History Survey I	3	0	3
ART-115	Art History Survey II	3	0	3
MUS-110	Music Appreciation	3	0	3
MUS-112	Introduction to Jazz	3	0	3

		Course Hours Per Week		Semester Hours
PHI-215	Philosophical Issues	3	0	3
PHI-240	Introduction to Ethics	3	0	3

View Catalog Archives

Professor Susan Wright, Early Childhood Education Coordinator
216 Logan Hall
910.246.5360
wrightsu@sandhills.edu

EARLY CHILDHOOD EDUCATION - PRESCHOOL (C55220PC)

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

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

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

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Education	4	0	4
EDU-131	Child, Family, and Community	3	0	3
	Credit Hours	**7**	**2**	**8**
Second Semester (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety and Nutrition	3	0	3
	Credit Hours	**9**	**0**	**9**
Total Required Minimum Semester Hours Credit				17

View Catalog Archives

Professor Susan Wright, Early Childhood Education Coordinator
216 Logan Hall

910.246.5360
wrightsu@sandhills.edu

ELEMENTARY EDUCATION RESIDENCY LICENSURE (C55490)

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes learning theory, instructional/educational technology, diverse learners, school policies and procedures, expectations and responsibilities of educators, teaching strategies/methods for specific content/specialty areas, formative/summative assessment, data informed practice, and classroom organization/management to enhance learning.

Graduates should meet general pedagogical competencies and demonstrate effective teaching practices. Additional requirements, such as pre-service training, passing the state required assessments, and the criteria included in the North Carolina Teacher Evaluation System, are required for licensure.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
EDU-270	Effective Instructional Enviro	2	0	2
	Credit Hours	**2**	**0**	**2**
Second Semester (Spring)				
EDU-272	Technology, Data, and Assess	2	3	3
EDU-277	Integr CU Inst: Math/Science	2	3	3
	Credit Hours	**4**	**6**	**6**
Third Semester (Fall)				
EDU-278	Integr CU Inst: Soc Stu/ELA	2	3	3
EDU-279	Literacy Develop and Instruct	3	3	4
	Credit Hours	**5**	**6**	**7**
Fourth Semester (Spring)				
EDU-283	Educator Preparation Practicum	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				18

Dr. Robin Calcutt
Teacher Education Program Coordinator
Educator Preparation Program Coordinator
Instructor
Logan Hall 219
(910) 695-3735
calcuttr@sandhills.edu

EMERGENCY MEDICAL SCIENCE (A45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

The Emergency Medical Services – Paramedic program at Sandhills Community College is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP:

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2		1
BIO-168	Anatomy and Physiology I	3	3		4
EMS-110	EMT	6	6	3	9
MED-120	Survey of Med Terminology	2	0		2
	Credit Hours	**11**	**11**	**3**	**16**
Second Semester (Spring)					
BIO-169	Anatomy and Physiology II	3	3		4
EMS-122	EMS Clinical Practicum I	0	0	3	1
EMS-130	Pharmacology	3	3		4
EMS-131	Advanced Airway Management	1	2		2
EMS-160	Cardiology I	2	3		3
EMS-210	Adv. Patient Assessment	1	3		2
ENG-111	Writing and Inquiry	3	0		3
	Credit Hours	**13**	**14**	**3**	**19**

		Course Hours Per Week			Semester Hours
Third Semester (Summer)					
EMS-220	Cardiology II	2	3		3
EMS-221	EMS Clinical Practicum II	0	0	6	2
EMS-260	Trauma Emergencies	1	3		2
	Credit Hours	**3**	**6**	**6**	**7**
Fourth Semester (Fall)					
EMS-231	EMS Clinical Pract III	0	0	9	3
EMS-240	Patients W/ Special Challenges	1	2		2
EMS-250	Medical Emergencies	3	3		4
EMS-270	Life Span Emergencies	3	3		4
ENG-112 or	Writing/Research in the Disc or				
ENG-114	Prof Research & Reporting	3	0		3
	Credit Hours	**10**	**8**	**9**	**16**
Fifth Semester (Spring)					
EMS-241	EMS Clinical Practicum IV	0	0	12	4
EMS-285	EMS Capstone	1	3		2
EMS***	EMS Elective	1-2	2-3		2-3
***	Humanities/Fine Arts Elective	3	3		3
***	Social/Behavioral Science Elective**	3	0		3
	Credit Hours	**8-9**	**8-9**	**12**	**14-15**
Total Required Minimum Semester Hours Credit					72

Select one of the following for Social/Behavioral Science Elective:		Class	Lab	Clinic	Credit
PSY-118	Interpersonal Psychology	3	0		3
PSY-150	General Psychology	3	0		3
SOC-210	Introduction to Sociology	3	0		3
SOC-220	Social Problems	3	0		3
SOC-225	Social Diversity	3	0		3
Select one of the following for EMS Elective:					
EMS-115	Defense Tactics for EMS	1	3		2
EMS-125	EMS Instructor Methodology	2	2		3
EMS-140	Rescue Scene Management	1	3		2
EMS-150	Emergency Vehicles & EMS Comm	1	3		2
EMS-235	EMS Management	2	0		2
EMS-243	Wilderness EMT	1	2		2

Note: Other courses from the Social/Behavioral Science offerings may be approved pending review by the Vice President of Instruction.

View Catalog Archives

Associate Professor Ryan Teal, Emergency Medical Science Coordinator
108 Kennedy Hall
910.695.3768
tealr@sandhills.edu

Instructor Emily Gunter, Emergency Medical Science Clinical Coordinator
115 Kennedy Hall
910.246.4132
guntere@sandhills.edu

EMERGENCY MEDICAL SCIENCE (D45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

The Emergency Medical Services – Paramedic program at Sandhills Community College is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP:

Diploma Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2		1
BIO-163	Basic Anat & Physiology	4	2		5
EMS-110	EMT	6	6	3	9
MED-120	Survey of Med Terminology	2	0		2
	Credit Hours	**12**	**10**	**3**	**17**
Second Semester (Spring)					
EMS-122	EMS Clinical Practicum I	0	0	3	1

		Course Hours Per Week			Semester Hours
EMS-130	Pharmacology	3	3		4
EMS-131	Advanced Airway Management	1	2		2
EMS-160	Cardiology I	2	3		3
ENG-111	Writing and Inquiry	3	0		3
	Credit Hours	**9**	**8**	**3**	**13**
Third Semester (Summer)					
EMS-210	Adv. Patient Assessment	1	3		2
EMS-220	Cardiology II	2	3		3
EMS-221	EMS Clinical Practicum II	0	0	6	2
EMS-260	Trauma Emergencies	1	3		2
	Credit Hours	**4**	**9**	**6**	**9**
Fourth Semester (Fall)					
EMS-231	EMS Clinical Pract III	0	0	9	3
EMS-240	Patients W/ Special Challenges	1	2		2
EMS-250	Medical Emergencies	3	3		4
EMS-270	Life Span Emergencies	3	3		4
	Credit Hours	**7**	**8**	**9**	**13**
Fifth Semester (Spring)					
EMS-140	Rescue Scene Management	1	3		2
EMS-241	EMS Clinical Practicum IV	0	0	12	4
EMS-285	EMS Capstone	1	3		2
	Credit Hours	**2**	**6**	**12**	**8**
Total Required Minimum Semester Hours Credit					60

View Catalog Archives

Associate Professor Ryan Teal, Emergency Medical Science Coordinator
108 Kennedy Hall
910.695.3768
tealr@sandhills.edu

Instructor Emily Gunter, Emergency Medical Science Clinical Coordinator
115Kennedy Hall
910.246.4132
guntere@sandhills.edu

EMERGENCY MEDICAL SCIENCE BRIDGING

EMS Bridging Students will be required to complete the EMS Bridging Course, selected courses from the core curriculum, and general education courses. Bridging Students must provide documentation that they have attained a Paramedic certification through a continuing education certificate program and passed the North Carolina, National Registry, or another state certification examination. Bridging students are exempt from the requirement of 25% of hours

coming from major or other major hours. In addition, bridging students are not required to complete ACA-115 or MED-120.

Bridging Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
BIO-168	Anatomy and Physiology I	3	3	4
BIO-169	Anatomy and Physiology II	3	3	4
EMS-280	EMS Bridging Course	2	2	3
ENG-111	Writing and Inquiry	3	0	3
ENG-114	Prof Research & Reporting	3	0	3
***	EMS Directed Elective	2-3	3	3-4
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Science Elective	3	0	3
	Credit Hours	**22-23**	**11**	**26-27**
Total Required Minimum Semester Hours Credit				26

Select one of the following for Social/Behavioral Science Elective:		Class	Lab	Credit
PSY-118	Interpersonal Psychology	3	0	3
PSY-150	General Psychology	3	0	3
SOC-210	Introduction to Sociology	3	0	3
SOC-220	Social Problems	3	0	3
Select one of the following for EMS Directed Elective:				
EMS-220	Cardiology II	2	3	3
EMS-250	Medical Emergencies	3	3	4
EMS-270	Life Span Emergencies	3	3	4

Note: Other courses from the Social/Behavioral Science offerings may be approved pending review by the Vice President of Instruction.

Associate Professor Ryan Teal, Emergency Medical Science Coordinator
117 Kennedy Hall
910.695.3768
tealr@sandhills.edu

ENVIRONMENTAL ENGINEERING TECHNOLOGY (A40150)

Engineering and Technology Pathway: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Environmental Engineering Technology: A course of study that prepares students to use mathematical and scientific principles to modify, test, and operate equipment and devices used in the prevention, control and remediation of environmental problems and development of environmental remediation devices. Includes instruction in environmental safety principles, environmental standards, testing and sampling procedures, laboratory techniques, instrumentation calibration, safety and protection procedures, equipment maintenance, and report preparation.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
BPR-130	Print Reading-Construction	3	0	3
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
CEG-210	Construction Mtls & Methods	2	3	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	1-3	0-2	2-3
	Credit Hours	**12-14**	**13-15**	**18-19**
Second Semester (Spring)				
CEG-111	Intro to Gis and Gnss	2	4	4
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
	Credit Hours	**11-12**	**11**	**16-17**
Third Semester (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Social/Beh Science Elective	3	0	3
	Credit Hours	**7**	**8**	**10**
Fourth Semester (Fall)				
CEG-211	Hydrology & Erosion Control	2	3	3
CIV-111	Soils and Foundations	2	4	4

		Course Hours Per Week		Semester Hours
SRV-111	Surveying II	2	6	4
SST-140	Green Bldg & Design Concepts	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**12**	**13**	**17**
Fifth Semester (Spring)				
CEG-212	Intro to Environmental Tech	2	3	3
CEG-230	Subdivision Planning & Design	1	6	3
CHM-151	General Chemistry I	3	3	4
ENV-226	Environmental Law	3	0	3
	Credit Hours	**9**	**12**	**13**
Total Required Minimum Semester Hours Credit				74

Technology Electives:		Class	Lab	Credit
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2

View Catalog Archives

Professor Matt Sheffield, Environmental Engineering Technology Coordinator
170 Little Hall
(910) 246-4940
sheffieldm@sandhills.edu

ENVIRONMENTAL ENGINEERING TECHNOLOGY (C40150)

Engineering and Technology Pathway: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Environmental Engineering Technology: A course of study that prepares students to use mathematical and scientific principles to modify, test, and operate equipment and devices used in the prevention, control and remediation of environmental problems and development of environmental remediation devices. Includes instruction in environmental safety principles, environmental standards, testing and sampling procedures, laboratory techniques, instrumentation calibration, safety and protection procedures, equipment maintenance, and report preparation.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
SST-140	Green Bldg & Design Concepts	3	0	3
	Credit Hours	**5**	**6**	**7**
Second Semester (Spring)				
CEG-111	Intro to Gis and Gnss	2	4	4
CHM-151	General Chemistry I	3	3	4
EGR-120	Eng and Design Graphics	2	2	3
	Credit Hours	**7**	**9**	**11**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Professor Matt Sheffield, Environmental Engineering Technology Coordinator
170 Little Hall
(910) 246-4940
sheffieldm@sandhills.edu

FIRE PROTECTION TECHNOLOGY (A55240)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS***	CIS-110 or CIS-111	1-2	2	2-3

		Course Hours Per Week		Semester Hours
ENG-111	Writing and Inquiry	3	0	3
FIP-120	Intro to Fire Protection	3	0	3
FIP-124	Fire Prevention & Public Ed	3	0	3
FIP-136	Inspections & Codes	3	0	3
	Credit Hours	**13-14**	**4**	**15-16**
Second Semester (Spring)				
FIP-132	Building Construction	3	0	3
FIP-152	Fire Protection Law	3	0	3
FIP-220	Fire Fighting Strategies	3	0	3
FIP-228	Local Govt Finance	3	0	3
MAT***	MAT-121 or higher	2-3	2	3-4
	Credit Hours	**14-15**	**2**	**15-16**
Third Semester (Summer)				
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**6**	**0**	**6**
Fourth Semester (Fall)				
EPT-140	Emergency Management	3	0	3
***	FIP-128 or WBL-111F	0-3	0-10	1-3
FIP-224	Fire Instructor I & II	4	0	4
FIP-230	Chem of Hazardous Mat I	5	0	5
FIP-232	Hydraulics & Water Dist	2	2	3
	Credit Hours	**14-17**	**2-12**	**16-18**
Fifth Semester (Spring)				
FIP-240	Fire Service Supervision	3	0	3
FIP-256	Munic Public Relations	3	0	3
FIP-276	Managing Fire Services	3	0	3
PSY-150 or SOC-210	General Psychology or Introduction to Sociology	3	0	3
	Credit Hours	**12**	**0**	**12**
Total Required Minimum Semester Hours Credit				64

View Catalog Archives

Instructor Floyd Fritz, Fire Protection Technology Coordinator
116 Kennedy Hall
910.695.3897
fritzf@sandhills.edu

FIRE PROTECTION TECHNOLOGY - FIRE INSPECTION (C55240F)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
FIP-120	Intro to Fire Protection	3	0	3
FIP-136	Inspections & Codes	3	0	3
	Credit Hours	**6**	**0**	**6**
Second Semester (Spring)				
FIP-132	Building Construction	3	0	3
FIP-152	Fire Protection Law	3	0	3
FIP-220	Fire Fighting Strategies	3	0	3
	Credit Hours	**9**	**0**	**9**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Instructor Floyd Fritz, Fire Protection Technology Coordinator
116 Kennedy Hall
910.695.3897
fritzf@sandhills.edu

FIRE PROTECTION TECHNOLOGY - FIRE MANAGEMENT (C55240M)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Spring)		Class	Lab	Credit
ENG-111	Writing and Inquiry	3	0	3
FIP-228	Local Govt Finance	3	0	3
FIP-240	Fire Service Supervision	3	0	3
FIP-256	Munic Public Relations	3	0	3
FIP-276	Managing Fire Services	3	0	3
	Credit Hours	**15**	**0**	**15**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Instructor Floyd Fritz, Fire Protection Technology Coordinator
116 Kennedy Hall
910.695.3897
fritzf@sandhills.edu

FIRE AND RESCUE TRAINING - WCE

Fire Academy

Our program prepares students for the fast-paced environment of fire rescue. Students receive hands-on instruction from industry professionals who have decades of real-world knowledge. These courses dedicate most of their time to putting the skills and techniques taught in the classroom into practice.

This course is offered consistent with the current NC Fire and Rescue Commission guidelines.

Course Hours: 514

Course Offering:

- July 06, 2026 - December 11, 2026
- January 11, 2027 - June 18, 2027

Fire and Rescue Certifications:

State Governing Body: NC Fire and Rescue Commission
Associated State Agency: NC Department of Insurance (DOI) – Office of State Fire Marshal (OSFM)

Check out the additional Fire and Rescue Training we offer!

The Firefighter course will present the candidate with the knowledge, skills, and abilities to satisfy the requirements of The National Fire Protection Association (NFPA).

NFPA 1001 - Standard for Firefighter Professional Qualifications

NFPA 1072 - Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications

Also included is:

- Traffic Incident Management System (TIMS) training
- Mayday and Firefighter Safety and Survival
- Emergency Medical requirements of NFPA 1001

Chad Thomason, Director, Fire Academy
thomasonc@sandhills.edu

Richard Allred, Part-time Coordinator, Fire & Rescue
123 Kennedy Hall
910.695.3774
allredri@sandhills.edu

Hannah Butner, Coordinator, Program Support Operations for Public Safety Programs
121 Kennedy Hall
910.695.3776
butnerh@sandhills.edu

GEOMATICS TECHNOLOGY (A40420)

Engineering and Technology Pathway: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Geomatics Technology: A course of study that prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning of land tracts, boundaries, contours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports.

Includes instruction in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography.

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

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
BPR-130	Print Reading-Construction	3	0	3
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
CEG-210	Construction Mtls & Methods	2	3	3
EGR110				
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	1-3	0-2	2-3
	Credit Hours	**12-14**	**13-15**	**18-19**
Second Semester (Spring)				
CEG-111	Intro to Gis and Gnss	2	4	4
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MAT***	MAT-121 or MAT-171	2-3	2	3-4
	Credit Hours	**11-12**	**11**	**16-17**
Third Semester (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Physics Elective	3	2-3	4
	Credit Hours	**7**	**10-11**	**11**
Fourth Semester (Fall)				

		Course Hours Per Week		Semester Hours
CEG-211	Hydrology & Erosion Control	2	3	3
SRV-111	Surveying II	2	6	4
SRV-220	Surveying Law	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Directed Elective	0-3	2-30	3-4
	Credit Hours	**9-12**	**13-41**	**16-17**
Fifth Semester (Spring)				
CEG-230	Subdivision Planning & Design	1	6	3
SRV-210	Surveying III	2	6	4
SRV-240	Topo/Site Surveying	2	6	4
***	Social/Beh Sciences Elective	3	0	3
	Credit Hours	**8**	**18**	**14**
Total Required Minimum Semester Hours Credit				75

Technology Electives:		Class	Lab	Credit
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2
Physics Electives:				
PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4
PHY-251	General Physics I	3	3	4
Directed Electives:				
CIV-111	Soils and Foundations	2	4	4
MAT-172	Precalculus Trigonometry	3	2	4
MAT-263	Brief Calculus	3	2	4
MAT-271	Calculus I	3	2	4
MAT-272	Calculus II	3	2	4
WBL-111G	Work-Based Learning I	0	10	1
WBL-112G	Work-Based Learning I	0	20	2
WBL-113G	Work-Based Learning I	0	30	3
WBL-121G	Work-Based Learning II	0	10	1
WBL-122G	Work-Based Learning II	0	20	2

View Catalog Archives

Instructor Demi Watkins, Geomatics Technology Coordinator
163 Little Hall
(910) 695-3804
watkinsd@sandhills.edu

GEOMATICS TECHNOLOGY (C40420)

Engineering and Technology Pathway: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Geomatics Technology: A course of study that prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning of land tracts, boundaries, contours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports.

Includes instruction in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography.

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

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
BPR-130	Print Reading-Construction	3	0	3
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
	Credit Hours	**5**	**6**	**7**
Second Semester (Spring)				
CEG-111	Intro to Gis and Gnss	2	4	4
EGR-120	Eng and Design Graphics	2	2	3
	Credit Hours	**4**	**6**	**7**
Third Semester (Summer)				
SRV-110	Surveying I	2	6	4
	Credit Hours	**2**	**6**	**4**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Instructor Demi Watkins, Geomatics Technology Coordinator
163 Little Hall
(910) 695-3804
watkinsd@sandhills.edu

HEALTH INFORMATION TECHNOLOGY (A45360)

The Health Information Technology Curriculum is designed to provide individuals with the technical knowledge and skills to process, analyze, maintain, and report health information data in compliance with legal, accreditation, licensure and certification standards.

Course work includes diagnosis and procedure coding/classification systems, privacy and security strategies, health informatics, data analytics and use, revenue cycle management, regulatory compliance, and organizational leadership.

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

This program is an NCCCS partner program delivered under an Instructional Service Agreement that allows SCC to offer general education courses related to degree completion, but Pitt Community College awards the degree.

Because the use of computers is integral to this curriculum, some courses are delivered in an online hybrid format.

Pitt CC/Sandhills CC Partner Program

Pitt Community College (PCC) has entered into a unique learning partnership with SCC to provide SCC students the opportunity to complete up to 34 credit hours at SCC to be used toward completion of the 71-hour A.A.S. in the PCC Health Information Technology program.

Students accepted into this program can explore two options:

1. Complete the 34 hours of general requirements prior to application to the program, or
2. Complete some or all of those courses at SCC while concurrently enrolled in the PCC program online.

PLEASE NOTE: Entry into the HIT program is contingent upon PCC requirements and acceptance. Application to the program must be made with PCC.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Associate in Applied Science Degree Program

SCC Courses	PCC Courses

Course Prefix, Number, and Title	Credit Hours	Course Prefix, Number, and Title	Credit Hours
ACA-115 Success & Study Skills (Substitute for ACA-111)	1	CTS-130 Spreadsheet	3
BIO-163 Basic Anatomy & Physiology (5) or BIO-168 Anatomy & Physiology I (4) **and** BIO-169 Anatomy & Physiology II (4)	5-8	HIT-110 Intro to Healthcare HIM	3
CIS-110 Introduction to Computers	3	HIT-112 Health Law & Ethics	3
ENG-111 Writing & Inquiry	3	HIT-114 Health Data Sys/ Standards	3
ENG-112 Writing/ Research in the Disc	3	HIT-124 Prof Practice Exp II	1
HUM-115 Critical Thinking ***or*** PHI-240 Introduction to Ethics	3	HIT-211 Diagnosis Coding & Reporting	3
MAT-152 Statistical Methods I	4	HIT-213 INPT Proc Coding & Reporting	2
MED-121 Medical Terminology I	3	HIT-214 OP Procedure Coding/Reporting	2
MED-122 Medical Terminology II	3	HIT-215 Revenue Cycle Management	2
PSY-150 General Psychology	3	HIT-217 Quality & Data Analysis	3
		HIT-218 Management Principles in HIT	3

		HIT-220 Electronic Health Records	2
		HIT-224 Prof Practice Exp IV	2
		HIT-225 Healthcare Informatics	3
		HIT-226 Pathophysiology & Pharmacology	3
		HIT-280 HIM Capstone	2
		HSC-110* Orientation to Health Careers	1
	31		**41**

*Course is encouraged but not required.

View Catalog Archives

Professor Nevius Toney, Health Information Technology Coordinator
202 Little Hall
910.695.3752
toneyn@sandhills.edu

HEALTH AND FITNESS SCIENCE (A45630)

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1

		Course Hours Per Week		Semester Hours
ENG-111	Writing and Inquiry	3	0	3
HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exer Testing I	3	2	4
MED-120	Survey of Med Terminology	2	0	2
PED-117	Weight Training I	0	3	1
	Credit Hours	**12**	**7**	**15**
Second Semester (Spring)				
BIO-155	Nutrition	3	0	3
ENG-114 or	Prof Research & Reporting or			
COM-231 or	Public Speaking or			
COM-120	Intro Interpersonal Com	3	0	3
HFS-116	Pvnt & Care Exer Injuries	2	2	3
HFS-118	Fitness Facility Mgmt	4	0	4
MAT***	MAT-143 or higher	2-3	2	3-4
PED-118	Weight Training II	0	3	1
	Credit Hours	**14-15**	**7**	**17-18**
Third Semester (Summer)				
HEA-112	First Aid & CPR	1	2	2
PSY-150	General Psychology	3	0	3
***	Humanities/Fine Arts ELective	3	0	3
	Credit Hours	**7**	**2**	**8**
Fourth Semester (Fall)				
BIO-168	Anatomy and Physiology I	3	3	4
BUS-139 or	Entrepreneurship I or			
BUS-230 or	Small Business Management or			
BUS-137	Principles of Management	3	0	3
HFS-212	Exercise Programming	2	2	3
HFS-218	Lifestyle Chng & Wellness	3	2	4
PED-113	Aerobics I	0	3	1
WBL-111H	Work-Based Learning I	0	10	1
WBL-115H	Work-Based Learning Seminar I	1	0	1
	Credit Hours	**12**	**20**	**17**
Fifth Semester (Spring)				
BIO-169	Anatomy and Physiology II	3	3	4
HFS-120	Group Exer Instruction	2	2	3
HFS-210	Personal Training	2	2	3
HFS-214	Health and Fitness Law	3	0	3

		Course Hours Per Week		Semester Hours
PED-122 or PED-217	Yoga I or Pilates I	0	2	1
WBL-121H	Work-Based Learning II	0	10	1
	Credit Hours	**10**	**19**	**15**
Total Required Minimum Semester Hours Credit				72

View Catalog Archives

Professor Shelby Basinger, Health and Fitness Science Coordinator
109 Blue Hall
910.246.4961
basingers@sandhills.edu

HEALTH AND FITNESS SCIENCE (C45630)

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HEA-112	First Aid & CPR	1	2	2
HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exer Testing I	3	2	4
	Credit Hours	**8**	**6**	**11**
Second Semester (Spring)				
HFS-120	Group Exer Instruction	2	2	3
HFS-210	Personal Training	2	2	3
	Credit Hours	**4**	**4**	**6**
Total Required Minimum Semester Hours Credit				17

View Catalog Archives

Professor Shelby Basinger, Health and Fitness Science Coordinator

109 Blue Hall
910.246.4961
basingers@sandhills.edu

INFORMATION TECHNOLOGY - APPLE SWIFT PROGRAMMING (C25590SP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Summer)		Class	Lab	Credit
CIS-117	Survey of Mobile Apps W/ Swift	2	2	3
	Credit Hours	**2**	**2**	**3**
Second Semester (Fall)				
CIS-115	Intro to Prog & Logic	2	3	3
CSC-118	Swift Programming I	2	3	3
	Credit Hours	**4**	**6**	**6**
Third Semester (Spring)				
CSC-218	Swift Programming II	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				12

View Catalog Archives

Instructor Jad Talbert, IT - Apple Swift Programming Coordinator
241 Little Hall
910.695.3798
talbertj@sandhills.edu

INFORMATION TECHNOLOGY - COMPUTER DATABASE (C25590DB)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
DBA-110	Database Concepts	2	3	3
DBA-120	Database Programming I	2	2	3
	Credit Hours	**4**	**5**	**6**
Second Semester (Spring)				
CTI-110	IT Foundations	2	2	3
DBA-221	SQL Server DB Prog II	2	2	3
	Credit Hours	**4**	**4**	**6**
Third Semester (Summer)				
WEB-115	Web Markup and Scripting	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Instructor Jad Talbert, IT - Computer Database Coordinator
241Little Hall
910.695.3798
talbertj@sandhills.edu

INFORMATION TECHNOLOGY - COMPUTER PROGRAMMING AND DEVELOPMENT (A25590CP)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-120	Network & Sec Foundations	2	2	3
DME-110	Intro to Digital Media	2	2	3
ENG-111	Writing and Inquiry	3	0	3
	Credit Hours	**11**	**11**	**16**
Second Semester (Spring)				
CSC-153	C# Programming	2	3	3
CTI-110	IT Foundations	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
MAT***	MAT-121 or MAT-143 or MAT-171	2-3	2	3-4
WEB110				
	Credit Hours	**9-10**	**7**	**12-13**
Third Semester (Summer)				
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
WEB-115	Web Markup and Scripting	2	3	3
***	Technical Elective	0-2	2-30	3
	Credit Hours	**5-7**	**5-33**	**9**

		Course Hours Per Week		Semester Hours
Fourth Semester (Fall)				
CSC-253	Advanced C# Programming	2	3	3
DBA-110	Database Concepts	2	3	3
DBA-120	Database Programming I	2	2	3
***	Technical Elective	0-2	2-30	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9-11**	**10-38**	**15**
Fifth Semester (Spring)				
CSC-289	Programming Capstone Project	1	4	3
DBA-221	SQL Server DB Prog II	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	0-2	2-30	3
	Credit Hours	**6-8**	**8-36**	**12**
Total Required Minimum Semester Hours Credit				64

Technical Electives: Please select three courses from the following.		Class	Lab	Credit
CIS-117	Survey of Mobile Apps W/ Swift	2	2	3
CSC-118	Swift Programming I	2	3	3
CSC121				
CSC-134	C++ Programming	2	3	3
CSC-139	Visual BASIC Programming	2	3	3
CSC-151	JAVA Programming	2	3	3
CSC-218	Swift Programming II	2	3	3
NOS-120	Linux Single User	2	3	3
WEB182				
WEB210				
If you choose WBL as one Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111I	Work-Based Learning I	0	10	1
WBL-112I	Work-Based Learning I	0	20	2
WBL-113I	Work-Based Learning I	0	30	3
WBL-115I	Work-Based Learning Seminar I	1	0	1
WBL-121I	Work-Based Learning II	0	10	1
WBL-122I	Work-Based Learning II	0	20	2

View Catalog Archives

Instructor Jad Talbert, IT - Computer Programming & Development Coordinator
241 Little Hall
910.695.3798

talbertj@sandhills.edu

INFORMATION TECHNOLOGY - GENERALIST (C25590CG)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-120	Network & Sec Foundations	2	2	3
DME-110	Intro to Digital Media	2	2	3
	Credit Hours	**8**	**9**	**12**
Second Semester (Spring)				
CTI-110	IT Foundations	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
	Credit Hours	**5**	**2**	**6**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Instructor Jad Talbert, Computer Programming and Development Coordinator
241 Little Hall
910.695.3798
talbertj@sandhills.edu

INFORMATION TECHNOLOGY - PROGRAMMING C# (C25590PC)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Spring)		Class	Lab	Credit
CIS-115	Intro to Prog & Logic	2	3	3
CSC-153	C# Programming	2	3	3
	Credit Hours	**4**	**6**	**6**
Second Semester (Summer)				
CIS-110	Introduction to Computers	2	2	3
	Credit Hours	**2**	**2**	**3**
Third Semester (Fall)				
CSC-253	Advanced C# Programming	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				12

View Catalog Archives

Instructor Jad Talber, Programming C# Coordinator
241 Little Hall
910.695.3798
talbertj@sandhills.edu

LANDSCAPE GARDENING (A15260L)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, government agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ENG-111	Writing and Inquiry	3	0	3
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT***	MAT-110 or higher	2-3	2	3-4
	Credit Hours	**9-10**	**12**	**14-15**
Second Semester (Spring)				
HOR-134	Greenhouse Operations	2	2	3
HOR-161	Plant Materials II	2	2	3
HOR-257	Arboriculture Practices	1	3	2
LSG-122	Spring Gardening Lab	0	6	2
TRF-110	Intro Turfgrass Cult & ID	3	2	4
WBL-111L	Work-Based Learning I	0	10	1
	Credit Hours	**8**	**25**	**15**
Third Semester (Summer)				
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
HOR-142	Fruit & Vegetable Prod	1	2	2
HOR-265	Advanced Plant Materials	1	2	2
LSG-123	Summer Gardening Lab	0	6	2
LSG-244	Advanced Issues/LSG	2	0	2
***	Humanities/Fine Arts Elective	3	0	3

		Course Hours Per Week		Semester Hours
	Credit Hours	**10**	**10**	**14**
Fourth Semester (Fall)				
HOR-112	Landscape Design I	2	3	3
HOR-114	Landscape Construction	2	2	3
HOR-235	Greenhouse Production	2	2	3
LSG-231	Landscape Supervision	2	6	4
WBL-121L	Work-Based Learning II	0	10	1
***	Technical Elective	0-3	0-10	1-4
	Credit Hours	**8-11**	**23-33**	**15-18**
Fifth Semester (Spring)				
HOR-164	Hort Pest Management	2	2	3
HOR-168	Plant Propagation	2	2	3
HOR-215	Landscape Irrigation	2	2	3
***	Social/Behavioral Science Elective	3	0	3
***	Technical Elective	0-3	0-10	1-4
	Credit Hours	**9-12**	**6-16**	**13-16**
Sixth Semester (Summer)				
WBL-212L	Work-Based Learning IV	0	20	2
	Credit Hours	**0**	**20**	**2**
Total Required Minimum Semester Hours Credit				73

Technical Electives:		Class	Lab	Credit
BUS-230	Small Business Management	3	0	3
DFT-119	Basic CAD	1	2	2
GIS-111	Introduction to GIS	2	2	3
HOR-213	Landscape Design II	2	2	3
HOR-225	Nursery Production	2	2	3
SST-140	Green Bldg & Design Concepts	3	0	3
WBL-131L	Work-Based Learning III	0	10	1

View Catalog Archives

Associate Professor Hilarie Blevins, Landscape Gardening Coordinator
209 Steed Hall
910.695.3885
blevinsh@sandhills.edu

LANDSCAPE GARDENING (C151260)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, government agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
	Credit Hours	**4**	**10**	**8**
Second Semester (Spring)				
HOR-134	Greenhouse Operations	2	2	3
HOR-161	Plant Materials II	2	2	3
LSG-122	Spring Gardening Lab	0	6	2
	Credit Hours	**4**	**10**	**8**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

Associate Professor Hilarie Blevins, Landscape Gardening Coordinator
209 Steed Hall
910.695.3885
blevinsh@sandhills.edu

LANDSCAPE GARDENING - GREENHOUSE GROWER (C15260G)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, government agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
MAT***	MAT-110 or higher	2-3	2	3-4
	Credit Hours	**6-7**	**6**	**9-10**
Second Semester (Spring)				
HOR-134	Greenhouse Operations	2	2	3
	Credit Hours	**2**	**2**	**3**
Third Semester (Summer)				
HOR-142	Fruit & Vegetable Prod	1	2	2
	Credit Hours	**1**	**2**	**2**
Fourth Semester (Fall)				
HOR-235	Greenhouse Production	2	2	3
	Credit Hours	**2**	**2**	**3**
Total Required Minimum Semester Hours Credit				17

View Catalog Archives

Associate Professor Hilarie Blevins, Landscape Gardening Coordinator
209 Steed Hall
910.695.3885
blevinsh@sandhills.edu

LANDSCAPE GARDENING - LANDSCAPE CONSTRUCTION (C15260C)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, government agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
LSG-111	Basic Landscape Technique	2	0	2
MAT***	MAT-110 or higher	2-3	2	3-4
	Credit Hours	**4-5**	**2**	**5-6**
Second Semester (Spring)				
HOR-114	Landscape Construction	2	2	3
TRF-110	Intro Turfgrass Cult & ID	3	2	4
	Credit Hours	**5**	**4**	**7**
Third Semester (Fall)				
HOR-160	Plant Materials I	2	2	3
	Credit Hours	**2**	**2**	**3**
Fourth Semester (Spring)				
HOR-215	Landscape Irrigation	2	2	3
	Credit Hours	**2**	**2**	**3**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Associate Professor Hilarie Blevins, Landscape Gardening Coordinator

209 Steed Hall
910.695.3885
blevinsh@sandhills.edu

LANDSCAPE GARDENING - LANDSCAPE DESIGN (C15260D)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, government agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
MAT***	MAT-110 or higher	2-3	2	3-4
	Credit Hours	**6-7**	**6**	**9-10**
Second Semester (Spring)				
HOR-114	Landscape Construction	2	2	3
HOR-161	Plant Materials II	2	2	3
	Credit Hours	**4**	**4**	**6**
Third Semester (Fall)				
HOR-112	Landscape Design I	2	3	3
	Credit Hours	**2**	**3**	**3**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Associate Professor Hilarie Blevins, Landscape Gardening Coordinator
209 Steed Hall
910.695.3885
blevinsh@sandhills.edu

MEDICAL LABORATORY TECHNOLOGY (A45420)

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

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

Graduates may be eligible to take the examination given by the Board of Certification of the American Society of Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

The MLT program is accredited by the:

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Clinic**	**Credit**
ACA-115	Success & Study Skills	0	2		1
CHM***	Take CHM-130 and CHM-130A or CHM-151	3	2-3		4
MED-120	Survey of Med Terminology	2	0		2
MLT-110	Intro to MLT	2	3		3
MLT-120	Hematology/Hemostasis I	3	3		4
MLT-126	Immunology and Serology	1	2		2
MLT-251	MLT Practicum I	0	0	3	1
	Credit Hours	**11**	**12-13**	**3**	**17**
Second Semester (Spring)					
BIO***	Take BIO-163 or BIO-168	4-3	2-3		5-4
CHM***	CHM 152 (if CHM-151 taken)	0-3	0-3		0-4
MAT***	MAT-143 or higher	2-3	2		3-4
MLT-130	Clinical Chemistry I	3	3		4
MLT-220	Hematology/Hemostasis II	2	3		3
	Credit Hours	**11-14**	**10-14**	**0**	**15-19**
Third Semester (Summer)					
ENG-111	Writing and Inquiry	3	0		3

		Course Hours Per Week			Semester Hours
MLT-111	Urinalysis & Body Fluids	1	3		2
MLT-127	Transfusion Medicine	2	3		3
	Credit Hours	**6**	**6**	**0**	**8**
Fourth Semester (Fall)					
BIO***	Take BIO-169 (if BIO-168 taken)	0-3	0-3		0-4
ENG-112 or	Writing/Research in the Disc or				
ENG-114	Prof Research & Reporting	3	0		3
MLT-140	Intro to Microbiology	2	3		3
MLT-262	MLT Practicum II	0	0	6	2
MLT-263	MLT Practicum II	0	0	9	3
***	Social/Behavioral Sciences Elective	3	0		3
	Credit Hours	**8-11**	**3-6**	**15**	**14-18**
Fifth Semester (Spring)					
MLT-215	Professional Issues	1	0		1
MLT-240	Special Clin Microbiology	2	3		3
MLT-253	MLT Practicum I	0	0	9	3
MLT-261	MLT Practicum II	0	0	3	1
MLT-273	MLT Practicum III	0	0	9	3
***	Humanities/Fine Arts Elective	3	0		3
	Credit Hours	**6**	**3**	**21**	**14**
Total Required Minimum Semester Hours Credit					68

View Catalog Archives

Instructor Aimi Vanden Oever, Medical Laboratory Technology Coordinator
164 Kennedy Hall
910.695.3839
vandenoevera@sandhills.edu

Associate Professor Denise Schliep, Medical Laboratory Technology Clinical Coordinator
167 Kennedy Hall
910.246.2866
schliepd@sandhills.edu

MEDICAL OFFICE ADMINISTRATION (C25310M)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester		Class	Lab	Credit
MED-121	Medical Terminology I	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-149	Medical Legal Issues	3	0	3
	Credit Hours	**9**	**0**	**9**
Second Semester				
OST-243	Med Office Simulation	2	2	3
OST-286	Professional Development	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
	Credit Hours	**7**	**4**	**9**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Associate Professor Victoria Collins, Medical Office Administration Coordinator
204 Little Hall
910.246.4118
collinsv@sandhills.edu

MEDICAL OFFICE ADMINISTRATION - GENERAL (A25310G)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST131				
MED-121	Medical Terminology I	3	0	3
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	Credit Hours	**9-13**	**4-7**	**14-16**
Second Semester (Spring)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
	Credit Hours	**14**	**2**	**15**
Third Semester (Summer)				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3
	Credit Hours	**4**	**4**	**6**
Fourth Semester (Fall)				
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
OST-284	Emerging Technologies	1	2	2
	Credit Hours	**12**	**10**	**17**
Fifth Semester (Spring)				
OST-286 or	Professional Development or			
BUS-151	People Skills	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3

		Course Hours Per Week		Semester Hours
***	Technical Elective	1-3	0-3	2-3
	Credit Hours	**12-14**	**2-5**	**14-15**
Total Required Minimum Semester Hours Credit				66

Technical Electives:		Class	Lab	Credit
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to ACC Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-260	Business Communication	3	0	3
OST-184	Office Information Management	2	2	3
OST-249	Med Coding Certification Prep	2	3	3

View Catalog Archives

Associate Professor Victoria Collins, Medical Office Administration Coordinator
204 Little Hall
910.246.4118
collinsv@sandhills.edu

MEDICAL OFFICE ADMINISTRATION - MEDICAL CODING AND BILLING (A25310M)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4

		Course Hours Per Week		Semester Hours
ENG-111	Writing and Inquiry	3	0	3
MED-121	Medical Terminology I	3	0	3
OST131				
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	Credit Hours	**9-13**	**4-7**	**14-16**
Second Semester (Spring)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MED-122	Medical Terminology II	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
	Credit Hours	**14**	**2**	**15**
Third Semester (Summer)				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3
	Credit Hours	**4**	**4**	**6**
Fourth Semester (Fall)				
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
OST-284	Emerging Technologies	1	2	2
	Credit Hours	**12**	**10**	**17**
Fifth Semester (Spring)				
OST-249	Med Coding Certification Prep	2	3	3
OST-250	Long-Term Care Coding	2	2	3
OST-286 or	Professional Development or			
BUS-151	People Skills	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**15**	**7**	**18**
Total Required Minimum Semester Hours Credit				70

View Catalog Archives

Professor Victoria Collins, Medical Office Administration Coordinator
204 Logan Hall
910.246.4118
collinsv@sandhills.edu

MEDICAL OFFICE ADMINISTRATION - MEDICAL CODING AND BILLING (C25310C)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester		Class	Lab	Credit
MED-121	Medical Terminology I	3	0	3
OST-148	Med Ins & Billing	3	0	3
	Credit Hours	**6**	**0**	**6**
Second Semester				
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
	Credit Hours	**4**	**4**	**6**
Third Semester				
MED-122	Medical Terminology II	3	0	3
OST-249	Med Coding Certification Prep	2	3	3
	Credit Hours	**5**	**3**	**6**
Total Required Minimum Semester Hours Credit				18

View Catalog Archives

Professor Victoria Collins, Medical Office Administration Coordinator
204 Little Hall
910.246-4118
collinsv@sandhills.edu

MEDICAL OFFICE ADMINISTRATION - PATIENT SERVICES (A25310P)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
MED-121	Medical Terminology I	3	0	3
OST131				
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	Credit Hours	**9-13**	**4-7**	**14-16**
Second Semester (Spring)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
MED-122	Medical Terminology II	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
OST-184	Office Information Management	2	2	3
	Credit Hours	**16**	**4**	**18**
Third Semester (Summer)				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3
	Credit Hours	**4**	**4**	**6**

		Course Hours Per Week		Semester Hours
Fourth Semester (Fall)				
BUS-121	Business Math	2	2	3
MKT-223	Customer Experience	3	0	3
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-284	Emerging Technologies	1	2	2
	Credit Hours	**13**	**8**	**17**
Fifth Semester (Spring)				
BUS-260	Business Communication	3	0	3
OST-286 or BUS-151	Professional Development or People Skills	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**14**	**2**	**15**
Total Required Minimum Semester Hours Credit				70

View Catalog Archives

Professor Victoria Collins, Medical Office Administration Coordinator
204 Little Hall
910.246.4118
collinsv@sandhills.edu

NURSE AIDE (C45840)

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

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
NAS101				
	Credit Hours	**0**	**0**	**0**

		Course Hours Per Week			Semester Hours
Second Semester (Spring)					
NAS102					
	Credit Hours	**0**	**0**		**0**
Total Required Minimum Semester Hours Credit					0

View Catalog Archives

Senior Director Marta Braun-Kane, Nurse Aide
175 Kennedy Hall
910.695.3987
kanem@sandhills.edu

NURSING (A45110)

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

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The Associate Degree Nursing program at Sandhills is approved by the North Carolina Board of Nursing.

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
BIO-168	Anatomy and Physiology I	3	3		4
ENG-111	Writing and Inquiry	3	0		3
NUR-111	Intro to Health Concepts	4	6	6	8
PSY-150	General Psychology	3	0		3
	Credit Hours	**13**	**9**	**6**	**18**
Second Semester (Spring)					
ACA-122	Transfer & Career Success	0	2		1
BIO-169	Anatomy and Physiology II	3	3		4
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0		3

		Course Hours Per Week			Semester Hours
NUR-112	Health-Illness Concepts	3	0	6	5
NUR-211	Health Care Concepts	3	0	6	5
	Credit Hours	**12**	**5**	**12**	**18**
Third Semester (Summer)					
NUR-114	Holistic Health Concepts	3	0	6	5
PSY-241	Developmental Psych	3	0		3
	Credit Hours	**6**	**0**	**6**	**8**
Fourth Semester (Fall)					
BIO-275	Microbiology	3	3		4
NUR-113	Family Health Concepts	3	0	6	5
NUR-212	Health System Concepts	3	0	6	5
SOC-210	Introduction to Sociology	3	0		3
	Credit Hours	**12**	**3**	**12**	**17**
Fifth Semester (Spring)					
NUR-213	Complex Health Concepts	4	3	15	10
***	Humanities/Fine Arts Elective*	3	0		3
	Credit Hours	**7**	**3**	**15**	**13**
Total Required Minimum Semester Hours Credit					74

Humanities/Fine Arts Elective list:

ART-111, ART-114, ART-115, HUM-115, MUS-110, MUS-112, PHI-215, PHI-240

View Catalog Archives

Professor Heather Cox, Nursing Coordinator
1010 Foundation Hall
910.695.3852
coxh@sandhills.edu

OFFICE ADMINISTRATION (A25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Credit**
ACA-115	Success & Study Skills	0	2	1
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST131				
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	Credit Hours	**9-13**	**4-7**	**14-16**
Second Semester (Spring)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Office Information Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
	Credit Hours	**13**	**4**	**15**
Third Semester (Summer)				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3
	Credit Hours	**4**	**4**	**6**
Fourth Semester (Fall)				
ACC-149	Intro to ACC Spreadsheets	1	3	2
BUS-125	Personal Finance	3	0	3
BUS-230	Small Business Management	3	0	3
MKT-223	Customer Experience	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2
	Credit Hours	**13**	**7**	**16**
Fifth Semester (Spring)				
ACC-150	Accounting Software Appl	1	3	2
OST-286 or	Professional Development or			
BUS-151	People Skills	3	0	3
OST289				
***	Technical Elective	1-3	0-3	3

		Course Hours Per Week		Semester Hours
***	Technical Elective	1-3	0-3	3
	Credit Hours	**6-10**	**3-9**	**11**
Total Required Minimum Semester Hours Credit				62

Technical Electives:		Class	Lab	Credit
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3

View Catalog Archives

Professor Victoria Collins, Office Administration Coordinator
204 Little Hall
910.246.4118
collinsv@sandhills.edu

OFFICE ADMINISTRATION (C25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Summer)		Class	Lab	Credit
ACC-120	Prin of Financial Accounting	3	2	4
OST131				
OST-136	Word Processing	2	2	3
	Credit Hours	**5**	**4**	**7**
Second Semester (Fall)				
ACC-149	Intro to ACC Spreadsheets	1	3	2

		Course Hours Per Week		Semester Hours
OST-134	Text Entry & Formatting	2	2	3
OST-236	Adv Word Processing	2	2	3
	Credit Hours	**5**	**7**	**8**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Professor Victoria Collins, Office Administration Coordinator
204 Little Hall
910.246.4118
collinsv@sandhills.edu

OFFICE ADMINISTRATION - CUSTOMER SERVICE REPRESENTATIVE (C25370CS)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Summer)		Class	Lab	Credit
OST131				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3
	Credit Hours	**4**	**4**	**6**
Second Semester (Fall)				
MKT-223	Customer Experience	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-236	Adv Word Processing	2	2	3
	Credit Hours	**7**	**4**	**9**
Total Required Minimum Semester Hours Credit				15

View Catalog Archives

Professor Victoria Collins, Office Administration Coordinator

204 Little Hall
910.246.4118
collinsv@sandhills.edu

PROFESSIONAL PILOT (A60180P)

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

Students in the Aviation Management and Career Pilot Technology program will be required to fly simulator hours during the Air Navigation course and within the Flight-Private Pilot, -Instrument Pilot, -Commercial Pilot and -Certified Flight Instructor courses toward their FAA certification which are required to receive credit for flight courses. There will be a per hour fee for simulator use that will be set by the department.

The Professional Pilot track focuses on the skills and knowledge required to be a successful commercial pilot. Graduates may earn a commercial pilot certificate with an instrument rating.

Students seeking the Professional Pilot option must complete their Private Pilot flight training and possess a current and valid FAA Private Pilot certificate prior to being admitted into this degree pathway. Students aspiring to enter the Professional Pilot pathway can still enter the Aviation program as Aviation Management students initially. Once the Private Pilot certificate (license) is obtained, the student may switch to the Professional Pilot pathway. Students in this scenario can, and should, still perform regular flight lessons to progress through flight training for the Private Pilot certificate.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
Pre-admission Requirements		**Class**	**Lab**	**Credit**
AER-151	Flight-Private Pilot	0	3	1
	Credit Hours	**0**	**3**	**1**
First Semester (Fall)				
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3

		Course Hours Per Week		Semester Hours
AER-111	Aviation Meteorology	3	0	3
AER-150	Private Pilot Flt Theory	2	2	3
ENG-111	Writing and Inquiry	3	0	3
MAT***	MAT-121 or higher	2-3	2	3-4
	Credit Hours	**12-13**	**8**	**16-17**
Second Semester (Spring)				
AER-112	Aviation Laws and FARs	2	0	2
AER-113	History of Aviation	2	0	2
AER-160	Instrument Flight Theory	2	2	3
AER-213	Avionics	2	0	2
PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	0	2	1
***	Aviation Elective	0-3	0-3	2-3
	Credit Hours	**11-14**	**4-7**	**15-16**
Third Semester (Summer)				
COM-120 or	Intro Interpersonal Com or			
COM-231 or	Public Speaking or			
BUS-260	Business Communication	3	0	3
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
	Credit Hours	**9**	**0**	**9**
Fourth Semester (Fall)				
AER-114	Aviation Management	3	0	3
AER-161	Flight-Instrument Pilot	0	6	2
AER-170	Commercial Flight Theory	3	0	3
AER-211	Air Traffic Control	2	0	2
AER-216	Engines & Systems	2	2	3
AER-218	Human Factors in Aviation	2	0	2
	Credit Hours	**12**	**8**	**15**
Fifth Semester (Spring)				
AER-171	Flight-Commercial Pilot	0	6	3
AER-210	Flight Dynamics	3	0	3
AER-215	Flight Safety	3	0	3
AER-217	Air Transportation	3	0	3
PSY-150	General Psychology	3	0	3
***	Aviation Elective	0-3	0-3	1-3
	Credit Hours	**12-15**	**6-9**	**16-18**

	Course Hours Per Week	Semester Hours
Total Required Minimum Semester Hours Credit		72

Aviation Electives:		Class	Lab	Credit
AER-115	Instrument Flight Simulator	1	3	2
AER-116	Private Pilot Flight Simulato	1	2	2
AER-119	Aircraft Structures	2	0	2
AER-212	Air Transport Pilot	3	0	3
AER-220	Airport Management	2	0	2
AER-280	Instructor Pilot Flt Theory	3	0	3
AER-281	Flight-CFI	0	3	1
AER-285	Flight-Multi-Engine	0	3	1
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2

View Catalog Archives

Chief Pilot Instructor Jenny Lowd, Aviation Management and Professional Pilot Coordinator
168 Causey Hall
910.693.2077
lowdj@sandhills.edu

PROFESSIONAL PILOT - INSTRUMENT PILOT (C60180IP)

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

Students in the Aviation Management and Career Pilot Technology program will be required to fly simulator hours during the Air Navigation course and within the Flight-Private Pilot, -Instrument Pilot, -Commercial Pilot and -Certified Flight Instructor courses toward their FAA certification which are required to receive credit for flight courses. There will be a per hour fee for simulator use that will be set by the department.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Spring)		Class	Lab	Credit
AER-111	Aviation Meteorology	3	0	3
AER-116	Private Pilot Flight Simulato	1	2	2
AER-151	Flight-Private Pilot	0	3	1
AER-160	Instrument Flight Theory	2	2	3
	Credit Hours	**6**	**7**	**9**
Second Semester (Fall)				
AER-115	Instrument Flight Simulator	1	3	2
AER-161	Flight-Instrument Pilot	0	6	2
AER-215	Flight Safety	3	0	3
	Credit Hours	**4**	**9**	**7**
Total Required Minimum Semester Hours Credit				16

View Catalog Archives

The Instrument Pilot Certificate program will provide the student with the opportunity to qualify for a FAA Instrument Pilot Rating. The student must complete their Private Pilot Certificate and receive credit for AER-151 prior to entering the instrument flight training portion of the certificate program. SCC does not offer the flight training for the private certificate. Students must go to a FAA approved flight training school and qualify under FAR Part 61 or Part 141 to receive their FAA Private Pilot Certificate.

The flight portion of AER-161 is not offered on campus, however, there is an Advanced Aviation Training Device that the student can train in AER-115 and credit up to 20 instrument flight hours toward their instrument rating. The flight portion of the Instrument Rating must be taken at a Part 61 or Part 141 flight school and the student must receive their FAA Instrument Rating through the flight training and FAA testing and evaluation process.

Associate Professor Jenny Lowd, Aviation Management and Professional Pilot Coordinator
168 Causey Hall
910.693.2077
lowdj@sandhills.edu

PROFESSIONAL PILOT - PRIVATE PILOT (C60180PP)

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

Students in the Aviation Management and Career Pilot Technology program will be required to fly simulator hours during the Air Navigation course and within the Flight-Private Pilot, -Instrument Pilot, -Commercial Pilot and -Certified Flight Instructor courses toward their FAA certification which are required to receive credit for flight courses. There will be a per hour fee for simulator use that will be set by the department.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
AER-110	Air Navigation	2	2	3
AER-150	Private Pilot Flt Theory	2	2	3
	Credit Hours	**4**	**4**	**6**
Second Semester (Spring)				
AER-116	Private Pilot Flight Simulato	1	2	2
AER-151	Flight-Private Pilot	0	3	1
AER-215	Flight Safety	3	0	3
	Credit Hours	**4**	**5**	**6**
Total Required Minimum Semester Hours Credit				12

SCC does not offer AER-151 on campus. A student must go to an FAA approved flight training school and qualify under FAR Part 61 or Part 141 to receive their FAA Private Pilot Certificate.

View Catalog Archives

Associate Professor Jenny Lowd, Aviation Management and Professional Pilot Coordinator
168 Causey Hall
910.693.2077
lowdj@sandhills.edu

RADIOGRAPHY (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

The Radiography program is accredited by the:

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Clinic**	**Credit**
ACA-115	Success & Study Skills	0	2		1
BIO-168	Anatomy and Physiology I	3	3		4
MAT-143	Quantitative Literacy	2	2		3
RAD-110	Rad Intro & Patient Care	2	3		3
RAD-111	RAD Procedures I	3	3		4
RAD-151	RAD Clinical Ed I	0	0	6	2
	Credit Hours	**10**	**13**	**6**	**17**
Second Semester (Spring)					
BIO-169	Anatomy and Physiology II	3	3		4
RAD-112	RAD Procedures II	3	3		4
RAD-121	Image Production I	2	3		3
RAD-161	RAD Clinical Ed II	0	0	15	5
	Credit Hours	**8**	**9**	**15**	**16**
Third Semester (Summer)					
ENG-111	Writing and Inquiry	3	0		3
RAD-122	Image Production II	1	3		2
RAD-141	Radiation Safety	2	0		2
RAD-171	RAD Clinical Ed III	0	0	9	3
	Credit Hours	**6**	**3**	**9**	**10**
Fourth Semester (Fall)					
ENG-112	Writing/Research in the Disc	3	0		3
RAD-211	RAD Procedures III	2	3		3
RAD-231	Image Production III	1	3		2
RAD-251	RAD Clinical Ed IV	0	0	21	7
	Credit Hours	**6**	**6**	**21**	**15**
Fifth Semester (Spring)					
RAD-261	RAD Clinical Ed V	0	0	21	7
RAD-271	Radiography Capstone	2	3		3

		Course Hours Per Week			Semester Hours
***	Humanities/Fine Arts Elective*	3	0		3
***	Social/Behavioral Science Elective*	3	0		3
	Credit Hours	**8**	**3**	**21**	**16**
Total Required Minimum Semester Hours Credit					74

Please select Humanities/Fine Arts Elective from one of the following:		Class	Lab	Clinic	Credit
ART-111	Art Appreciation	3	0		3
HUM-122	Southern Culture	3	0		3
HUM-150	American Women's Studies	3	0		3
MUS-110	Music Appreciation	3	0		3
PHI-240	Introduction to Ethics	3	0		3
REL-110	World Religions	3	0		3
Please select Social/Behavioral Sciences Elective from one of the following:					
HIS-111	World Civilizations I	3	0		3
HIS-112	World Civilizations II	3	0		3
HIS-131	American History I	3	0		3
HIS-132	American History II	3	0		3
PSY-118	Interpersonal Psychology	3	0		3
PSY-150	General Psychology	3	0		3
SOC-210	Introduction to Sociology	3	0		3
SOC-213	Sociology of the Family	3	0		3

View Catalog Archives

Professor Robin Garner, Radiography Coordinator
158 Kennedy Hall
910.695.3916
garnerr@sandhills.edu

Instructor Ashley Davis, Radiography Clinical Coordinator
157 Kennedy Hall
910.695.3841
davisa@sandhills.edu

RESPIRATORY THERAPY (A45720)

The Respiratory Therapy Curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

The Respiratory Therapy program, CoARC #200229, Associate in Applied Science degree, at Sandhills Community College, Pinehurst campus, hold Continuing Accreditation for the Commission on Accreditation for Respiratory Care, (www.coarc.com)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Clinic**	**Credit**
ACA-115	Success & Study Skills	0	2		1
BIO-168	Anatomy and Physiology I	3	3		4
CHM-151	General Chemistry I	3	3		4
ENG-111	Writing and Inquiry	3	0		3
RCP-110	Intro to Respiratory Care	3	3		4
RCP-114	C-P Anatomy & Physiology	3	0		3
	Credit Hours	**15**	**11**	**0**	**19**
Second Semester (Spring)					
BIO-169	Anatomy and Physiology II	3	3		4
CHM-152	General Chemistry II	3	3		4
ENG-112	Writing/Research in the Disc	3	0		3
RCP-111	Therapeutics/Diagnostics	4	3		5
RCP-113	RCP Pharmacology	2	0		2
	Credit Hours	**15**	**9**	**0**	**18**
Third Semester (Summer)					
RCP-115	C-P Pathophysiology	2	0		2
RCP-210	Critical Care Concepts	3	3		4
***	Humanities/Fine Arts Elective	3	0	0	3
	Credit Hours	**8**	**3**	**0**	**9**
Fourth Semester (Fall)					
RCP-139	RCP Clinical Practice I	0	0	27	9
RCP-211	Adv Monitoring/Procedures	3	3		4
RCP-213	Neonatal/Ped's Concepts	2	0		2
	Credit Hours	**5**	**3**	**27**	**15**
Fifth Semester (Spring)					
RCP-149	RCP Clinical Practice II	0	0	27	9
RCP-215	Career Preparation	0	3		1

		Course Hours Per Week			Semester Hours
***	Social/Behavioral Sciences Elective	3	0	0	3
	Credit Hours	**3**	**3**	**27**	**13**
Total Required Minimum Semester Hours Credit					74

View Catalog Archives

Professor TyRonda Pettigrew, Respiratory Therapy Coordinator
166 Kennedy Hall
910.695.3836
pettigrewt@sandhills.edu

SURGICAL TECHNOLOGY (A45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2		1
BIO***	Take BIO-163 or BIO-168	4-3	2-3		5-4
SUR-110	Intro to Surg Tech	3	0		3
SUR-111	Periop Patient Care	5	6		7
***	PSY/SOC Elective	3	0		3
	Credit Hours	**15-14**	**10-11**	**0**	**19-18**
Second Semester (Spring)					
BIO***	Take BIO-169(if BIO-168 taken)	0-3	0-3		0-4
BIO***	Take BIO-175 or BIO-275	2-3	2-3		3-4
SUR-122	Surgical Procedures I	5	3		6
SUR-123	Sur Clinical Practice I	0	0	21	7

		Course Hours Per Week			Semester Hours
	Credit Hours	**7-11**	**5-9**	**21**	**16-21**
Third Semester (Summer)					
ENG-111	Writing and Inquiry	3	0		3
SUR-134	Surgical Procedures II	5	0		5
SUR-135	SUR Clinical Practice II	0	0	12	4
SUR-137	Professional Success Prep	1	0		1
	Credit Hours	**9**	**0**	**12**	**13**
Fourth Semester (Fall)					
ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0		3
COM-231	Public Speaking	3	0		3
SUR-211	Adv Theoretical Concepts	2	0		2
***	Humanities/Fine Arts Elective	3	0		3
	Credit Hours	**11**	**0**	**0**	**11**
Fifth Semester (Spring)					
BUS-137	Principles of Management	3	0		3
BUS-255 or BUS-230	Org Behavior in Business or Small Business Management	3	0		3
SUR-210	Adv SUR Clinical Practice	0	0	6	2
***	Natural Sciences/Math Elective	3	0		3
	Credit Hours	**9**	**0**	**6**	**11**
Total Required Minimum Semester Hours Credit					70

View Catalog Archives

Associate Professor Jordan Sprouse, Surgical Technology Coordinator
161 Kennedy Hall
910.695.3918
sprousej@sandhills.edu

Instructor Taylor Cox, Surgical Technology Clinical Coordinator
162 Kennedy Hall
910.695.3838
coxt@sandhills.edu

SURGICAL TECHNOLOGY (D45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

The Surgical Technology Curriculum offers two options – a degree and a diploma program. Completion of a diploma program from an accredited college will qualify students for entry into the Associate Degree program. Certification in Surgical Technology is preferred but not mandatory. Completion of the associate degree program is highly recommended as it prepares the graduate to be a practitioner with a broader knowledge base in the field of Surgical Technology.

Diploma Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2		1
BIO***	Take BIO-163 or BIO-168	4-3	2-3		5-4
SUR-110	Intro to Surg Tech	3	0		3
SUR-111	Periop Patient Care	5	6		7
***	PSY/SOC Elective	3	0		3
	Credit Hours	**15-14**	**10-11**	**0**	**19-18**
Second Semester (Spring)					
BIO***	Take BIO-169 (if BIO-168 taken)	0-3	0-3		0-4
BIO***	Take BIO-175 or BIO-275	2-3	2-3		3-4
SUR-122	Surgical Procedures I	5	3		6
SUR-123	Sur Clinical Practice I	0	0	21	7
	Credit Hours	**7-11**	**5-9**	**21**	**16-21**
Third Semester (Summer)					
ENG-111	Writing and Inquiry	3	0		3
SUR-134	Surgical Procedures II	5	0		5
SUR-135	SUR Clinical Practice II	0	0	12	4
SUR-137	Professional Success Prep	1	0		1
	Credit Hours	**9**	**0**	**12**	**13**
Total Required Minimum Semester Hours Credit					48

View Catalog Archives

Associate Professor Jordan Sprouse, Surgical Technology Coordinator
161 Kennedy Hall
910.695.3918
sprousej@sandhills.edu

Instructor Taylor Cox, Surgical Technology Clinical Coordinator
162 Kennedy Hall
910.695.3838
coxt@sandhills.edu

THERAPEUTIC MASSAGE (A45750)

The Therapeutic Massage Curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition, and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam.

The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		**Class**	**Lab**	**Clinic**	**Credit**
ACA-115	Success & Study Skills	0	2		1
BIO***	Take BIO-163 or BIO-168	4-3	2-3		5-4
MED-120	Survey of Med Terminology	2	0		2
MTH-110	Fundamentals of Massage	6	9	3	10
	Credit Hours	**12-11**	**13-14**	**3**	**18-17**
Second Semester (Spring)					
BIO***	Take BIO-169 (if BIO-168 taken)	0-3	0-3		0-4
ENG-111	Writing and Inquiry	3	0		3
MTH-120	Ther Massage Applications	6	9	3	10
PSY-150	General Psychology	3	0		3
	Credit Hours	**12-15**	**9-12**	**3**	**16-20**
Third Semester (Summer)					
MTH-125	Ethics of Massage	2	0		2
MTH-130	Therapeutic Massage Mgmt	2	0		2
	Credit Hours	**4**	**0**	**0**	**4**
Fourth Semester (Fall)					
BUS-230 or BUS-139	Small Business Management or Entrepreneurship I	3	0		3

		Course Hours Per Week			Semester Hours
MTH-210	Adv Skills of Massage	4	9	3	8
PED***	PED Activity Course Elective	0	2-3	0	1
***	SOC/PSY Elective	3	0		3
	Credit Hours	**10**	**11-12**	**3**	**15**
Fifth Semester (Spring)					
COM***	COM Elective	3	0		3
MTH-220	Outcome-Based Massage	4	6	3	7
WBL-111M	Work-Based Learning I	0	10		1
***	Humanities/Fine Arts Elective	3	0		3
	Credit Hours	**10**	**16**	**3**	**14**
Total Required Minimum Semester Hours Credit					67

View Catalog Archives

Associate Professor Laura Turner, Therapeutic Massage Coordinator
115 Meyer Hall
910.246.2852
turnerl@sandhills.edu

THERAPEUTIC MASSAGE (D45750)

The Therapeutic Massage Curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition, and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam.

The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

Diploma Program

		Course Hours Per Week			Semester Hours
First Semester (Fall)		Class	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2		1
BIO***	Take BIO-163 or BIO-168	4-3	2-3		5-4
MED-120	Survey of Med Terminology	2	0		2

		Course Hours Per Week			Semester Hours
MTH-110	Fundamentals of Massage	6	9	3	10
	Credit Hours	**12-11**	**13-14**	**3**	**18-17**
Second Semester (Spring)					
BIO***	BIO-169 (if BIO-168 taken)	0-3	0-3		0-4
ENG-111	Writing and Inquiry	3	0		3
MTH-120	Ther Massage Applications	6	9	3	10
PSY-150	General Psychology	3	0		3
	Credit Hours	**12-15**	**9-12**	**3**	**16-20**
Third Semester (Summer)					
MTH-125	Ethics of Massage	2	0		2
MTH-130	Therapeutic Massage Mgmt	2	0		2
	Credit Hours	**4**	**0**	**0**	**4**
Total Required Minimum Semester Hours Credit					38

View Catalog Archives

Associate Professor Laura Turner, Therapeutic Massage Coordinator
115 Meyer Hall
910.246.2852
turnerl@sandhills.edu

CCP PROGRAMS

CAREER & COLLEG PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN FINE ARTS IN MUSIC P1072C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Music (P1072C)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Music is designed for high school students who wish to begin study toward the Associate in Fine Arts in Music and a baccalaureate degree in Music.

GENERAL EDUCATION (25-26 SHC)..... 25

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English Composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Communications and Humanities/Fine Arts (6 SHC)..... 6

Select **two** courses from **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-120 Intro Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theater Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses from **two** different disciplines:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3

Select one course from the following:

MAT-143 Quantitative Literacy (3 SHC)

MAT-152 Statistical Methods I (4 SHC)

MAT-171 Precalculus Algebra (4 SHC)

MAT-271 Calculus I (4 SHC)

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following course(s):

AST-111 Descriptive Astronomy (3 SHC) and AST-111A Descriptive Astronomy Lab (1 SHC)

BIO-110 Principles of Biology (4 SHC)

BIO-111 General Biology I (4 SHC)

CHM-151 General Chemistry I (4 SHC)

GEL-111 Geology (4 SHC)

PHY-110 Conceptual Physics (3 SHC) and PHY-110A Conceptual Physics Lab (1 SHC)

OTHER REQUIRED HOURS..... 7

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

Music (4 SHC)..... 4

The following courses are required:

MUS-111 Fundamentals of Music (3 SHC)

MUS-151 Class Music I (1 SHC)

Ensemble (2 SHC)..... 2

Select 2 SHC from the following:

MUS-131 Chorus I (1 SHC)

MUS-132 Chorus II (1 SHC)

MUS-133 Band I (1 SHC)

MUS-134 Band II (1 SHC)

MUS-135 Jazz Ensemble I (1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)** Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 32-40

High school students in the CCP College Transfer Pathway Leading to the Associate in Fine Arts in Music must complete the entire pathway before taking additional course in the Associate in Fine Arts in Music degree, except for mathematics courses in the Associate in Fine Arts in Music.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE DEGREE NURSING P1032C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce

Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate Degree Nursing (P1032C)

The Career and College Promise (CCP) ADN Pathway is designed for high school students who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on Block 1 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing Programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.

A student who completes an Associate in Applied Science (AAS) in Nursing, which includes courses listed below, with a GPA of at least 2.0 and a grade of C or better and completes the courses in Blocks 2-3 of the Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing Programs with a GPA of at least 2.0 and a grade of C or better, and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

GENERAL EDUCATION (23 SHC)..... 23

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following English composition course is required:

ENG-111 Writing and Inquiry (3 SHC)

Select one English composition course from the following:

ENG-112 Writing/Research in the Disc (3 SHC)

ENG-114 Prof Research & Reporting (3 SHC)

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

Select one course from the following:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

HUM-115 Critical Thinking (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6

The following courses are required:

PSY-150 General Psychology (3 SHC)

PSY-241 Developmental Psych (3 SHC)

Natural Sciences (8 SHC)..... 8

The following courses are required:

BIO-168 Anatomy and Physiology I (4 SHC)

BIO-169 Anatomy and Physiology II (4 SHC)

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 24

Career and College Promise

218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN ARTS P1012C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)..... 31-32

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (9 SHC)..... 9

Select **three** courses from at least **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-120 Intro to Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theatre Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

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

Select **three** courses from at least **two** different disciplines:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3-4

Select one course from the following:

MAT-143 Quantitative Literacy (3 SHC)

MAT-152 Statistical Methods I (4 SHC)

MAT-171 Precalculus Algebra (4 SHC)

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following course(s):

AST-111 Descriptive Astronomy (3 SHC) and AST-111A Descriptive Astronomy Lab (1 SHC)

BIO-110 Principles of Biology (4 SHC)

BIO-111 General Biology I (4 SHC)

CHM-151 General Chemistry I (4 SHC)

GEL-111 Geology (4 SHC)

PHY-110 Conceptual Physics (3 SHC) and PHY-110A Conceptual Physics Lab (1 SHC)

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

*__OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)__ Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better

will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 32-40

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional course in the Associate in Arts degree, except for mathematics courses in the Associate in Arts.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN ARTS IN TEACHER PREPARATION P1012T

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation (P1012T)

The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)..... 31-32

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (9 SHC)..... 9

Select **three** courses from at least **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-120 Intro to Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theatre Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses from at least **two** different disciplines:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3-4

Select one course from the following:

MAT-143 Quantitative Literacy (3 SHC)

MAT-152 Statistical Methods I (4 SHC)

MAT-171 Precalculus Algebra (4 SHC)

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following course(s):

AST-111 Descriptive Astronomy (3 SHC) and AST-111A Descriptive Astronomy Lab (1 SHC)

BIO-110 Principles of Biology (4 SHC)

BIO-111 General Biology I (4 SHC)

CHM-151 General Chemistry I (4 SHC)

GEL-111 Geology (4 SHC)

PHY-110 Conceptual Physics (3 SHC) and PHY-110A Conceptual Physics Lab (1 SHC)

Other Required General Education (3 SHC)..... 3

The following course is required:

SOC-225 Social Diversity (3 SHC)

OTHER REQUIRED HOURS..... 8

Education (7 SHC)..... 7

The following courses are required:

EDU-187 Teaching and Learning for All (4 SHC)

EDU-216 Foundations of Education (3 SHC)

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)** Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 39-48

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional course in the Associate in Arts in Teacher Preparation degree, except for mathematics courses in the Associate in Arts in Teacher Preparation.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN ENGINEERING P1052C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.

- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Engineering (P1052C)

The CCP College Transfer Pathway Leading to the Associate in Engineering is designed for high school students who wish to begin study toward the Associate in Engineering degree and a baccalaureate degree in a STEM or technical major.

GENERAL EDUCATION (28 SHC)..... 28

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English Composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (3 SHC)..... 3

Select one course from the following:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-231 Public Speaking (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (3 SHC)..... 3

The following course is required:

ECO-251 Principles of Microeconomics (3 SHC)

Math (8 SHC)..... 8

The following courses are required:

MAT-271 Calculus I (4 SHC)

MAT-272 Calculus II (4 SHC)

Natural Sciences (8 SHC)..... 8

Select two courses from the following:

CHM-151 General Chemistry I (4 SHC)

PHY-251 General Physics I (4 SHC)

PHY-252 General Physics II (4 SHC)

OTHER REQUIRED HOURS..... 12

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

Engineering (5 SHC)..... 5

The following courses are required:

DFT-170 Engineering Graphics (3 SHC)

EGR-150 Introduction to Engineering (2 SHC)

***PREREQUISITE GENERAL EDUATION HOURS (0-8 SHC)**

MAT-171 Pre-Calculus Algebra (4 SHC)

MAT-172 Pre-Calculus Trigonometry (4 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)** Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 34-50

High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional course in the Associate in Engineering degree, except for mathematics courses in the Associate in Engineering.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN FINE ARTS IN THEATRE P1082C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce

Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Theatre (P1082C)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Theatre is designed for high school students who wish to begin study toward the Associate in Fine Arts in Theatre and a baccalaureate degree in Fine Arts-Theatre.

GENERAL EDUCATION (25-26 SHC)..... 25

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English Composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Communications and Humanities/Fine Arts (6 SHC)..... 6

Select **two** courses from at least **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-120 Intro Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theater Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses from **two** different disciplines:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3

Select one course from the following:

MAT-143 Quantitative Literacy (3 SHC)

MAT-152 Statistical Methods I (4 SHC)

MAT-171 Precalculus Algebra (4 SHC)

MAT-271 Calculus I (4 SHC)

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following course(s):

AST-111 Descriptive Astronomy (3 SHC) and AST-111A Descriptive Astronomy Lab (1 SHC)

BIO-110 Principles of Biology (4 SHC)

BIO-111 General Biology I (4 SHC)

CHM-151 General Chemistry I (4 SHC)

GEL-111 Geology (4 SHC)

PHY-110 Conceptual Physics (3 SHC) and PHY-110A Conceptual Physics Lab (1 SHC)

OTHER REQUIRED HOURS..... 7

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

Theatre (6 SHC)..... 6

Two courses are required (choose one track):

Acting Track

DRA-130 Acting I (3 SHC)

DRA-170 Play Production I (3 SHC)

Technical Track

DRA-140 Stagecraft I (3 SHC)

DRA-170 Play Production I (3 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)** Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 32-40

High school students in the CCP College Transfer Pathway Leading to the Associate in Fine Arts in Theatre must complete the entire pathway before taking additional course in the Associate in Fine Arts in Theatre degree, except for mathematics courses in the Associate in Fine Arts in Theatre.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu

CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN FINE ARTS IN VISUAL ARTS P1062C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts (P1062C)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts is designed for high school students who wish to begin study toward the Associate in Fine Arts in Visual Arts and a baccalaureate degree in Fine Arts-Visual Arts.

GENERAL EDUCATION (25-26 SHC)..... 25

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English Composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Communication and Humanities/Fine Arts (6 SHC)..... 6

Select **two** courses from **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

COM-120 Intro to Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theatre Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses from **two** different disciplines:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3

Select one course from the following:

MAT-143 Quantitative Literacy (3 SHC)

MAT-152 Statistical Methods I (4 SHC)

MAT-171 Precalculus Algebra (4 SHC)

MAT-271 Calculus I (4 SHC)

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following course(s):

AST-111 Descriptive Astronomy (3 SHC) and AST-111A Descriptive Astronomy Lab (1 SHC)

BIO-110 Principles of Biology (4 SHC)

BIO-111 General Biology I (4 SHC)

CHM-151 General Chemistry I (4 SHC)

GEL-111 Geology (4 SHC)

PHY-110 Conceptual Physics (3 SHC) and PHY-110A Conceptual Physics Lab (1 SHC)

OTHER REQUIRED HOURS..... 7

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

Art (6 SHC)..... 6

The following two courses are required:

ART-121 Two-Dimensional Design (3 SHC)

ART-131 Drawing I (3 SHC)

*__OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)__ Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better

will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 32-40

High school students in the CCP College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts must complete the entire pathway before taking additional course in the Associate in Fine Arts in Visual Arts degree, except for mathematics courses in the Associate in Fine Arts in Visual Arts.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN SCIENCE P1042C

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Science (P1042C)

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

GENERAL EDUCATION (34 SHC)..... 34

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English Composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (6 SHC)..... 6

Select **two** courses from at least **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-120 Intro to Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theatre Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6

Select **two** courses from at least **two** different disciplines:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (8 SHC)..... 8

Select two courses from the following:

MAT-171 Precalculus Algebra (4 SHC)

MAT-172 Pre-calculus Trigonometry (4 SHC)

MAT-263 Brief Calculus (4 SHC)

MAT-271 Calculus I (4 SHC)

MAT-272 Calculus II (4 SHC)

Natural Sciences (8 SHC)..... 8

Select 8 SHC from the following course(s):

BIO-111 General Biology I (4 SHC) and BIO-112 General Biology II (4 SHC)

CHM-151 General Chemistry I (4 SHC) and CHM-152 General Chemistry II (4 SHC)

PHY-151 College Physics I (4 SHC) and PHY-152 College Physics II (4 SHC)

PHY-251 General Physics I (4 SHC) and PHY-252 General Physics II (4 SHC)

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)** Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 35-43

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional course in the Associate in Science degree, except for mathematics courses in the Associate in Science.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER & COLLEGE PROMISE COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOCIATE IN SCIENCE IN TEACHER PREPARATION P1042T

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Science in Teacher Preparation (P1042T)

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in a STEM major.

GENERAL EDUCATION (31-32 SHC)..... 34

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6

The following two English composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)

ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (6 SHC)..... 6

Select **two** courses from at least **two** different disciplines:

ART-111 Art Appreciation (3 SHC)

ART-114 Art History Survey I (3 SHC)

ART-115 Art History Survey II (3 SHC)

COM-120 Intro to Interpersonal Com (3 SHC)

COM-231 Public Speaking (3 SHC)

DRA-111 Theatre Appreciation (3 SHC)

ENG-231 American Literature I (3 SHC)

ENG-232 American Literature II (3 SHC)

ENG-241 British Literature I (3 SHC)

ENG-242 British Literature II (3 SHC)

MUS-110 Music Appreciation (3 SHC)

MUS-112 Introduction to Jazz (3 SHC)

PHI-215 Philosophical Issues (3 SHC)

PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (3 SHC)..... 3

Select one course from the following:

ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)

HIS-111 World Civilizations I (3 SHC)

HIS-112 World Civilizations II (3 SHC)

HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)

POL-120 American Government (3 SHC)

PSY-150 General Psychology (3 SHC)

SOC-210 Introduction to Sociology (3 SHC)

Math (8 SHC)..... 8

Select two courses from the following:

MAT-171 Precalculus Algebra (4 SHC)

MAT-172 Precalculus Trigonometry (4 SHC)

MAT-263 Brief Calculus (4 SHC)

MAT-271 Calculus I (4 SHC)

MAT-272 Calculus II (4 SHC)

Natural Sciences (8 SHC)..... 8

Select 8 SHC from the following course(s):

BIO-111 General Biology I (4 SHC) and BIO-112 General Biology II (4 SHC)

CHM-151 General Chemistry I (4 SHC) and CHM-152 General Chemistry II (4 SHC)

PHY-151 College Physics I (4 SHC) and PHY-152 College Physics II (4 SHC)

PHY-251 General Physics I (4 SHC) and PHY-252 General Physics II (4 SHC)

Other Required General Education (3 SHC)..... 3

The following course is required:

SOC-225 Social Diversity (3 SHC)

OTHER REQUIRED HOURS..... 8

Education (7 SHC)..... 7

The following courses are required:

EDU-187 Teaching and Learning for All (4 SHC)

EDU-216 Foundations of Education (3 SHC)

Academic Transition (1 SHC)..... 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)** Foreign Language:
A student may take up to 8 SHC of foreign language courses, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, premajor, or elective credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 42-50

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional course in the Associate in Science in Teacher Preparation degree, except for mathematics courses in the Associate in Science in Teacher Preparation.

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHINCAL PATHWAY - ACCOUNTING AND FINANCE - BOOKKEEPING

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C25800HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to ACC Spreadsheets	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
	Credit Hours	**11**	**12**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788

careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - ARCHITECTURAL TECHNOLOGY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

	Course Hours Per Week		Semester Hours
C40100H3	Class	Lab	Credit

		Course Hours Per Week		Semester Hours
ACA-115	Success & Study Skills	0	2	1
ARC-111	Intro to Arch Technology	1	4	3
ARC-112	Constr Matls & Methods	3	2	4
ARC-114	Architectural CAD	1	3	2
BPR-130	Print Reading-Construction	3	0	3
CST-241	Planning/Estimating I	2	2	3
EGR110				
	Credit Hours	**10**	**13**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - AUTOMOTIVE SYSTEMS TECHNOLOGY - AUTOMOTIVE MANAGEMENT

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
Automotive Management - C60160HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to ACC Spreadsheets	1	3	2
AUM-111	Managing Automotive Org	3	0	3
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
	Credit Hours	**13**	**7**	**16**
Total Required Minimum Semester Hours Credit				16

		Course Hours Per Week		Semester Hours
C-Tech - C60160H2		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
AUT-151	Brake Systems	2	3	3
AUT-151A	Brakes Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
TRN-110	Intro to Transport Tech	1	2	2
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
	Credit Hours	**9**	**23**	**18**
Total Required Minimum Semester Hours Credit				18

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - AVIATION - AVIATION MANAGEMENT

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
Aviation Management - C60180HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3

		Course Hours Per Week		Semester Hours
AER-111	Aviation Meteorology	3	0	3
AER-112	Aviation Laws and FARs	2	0	2
AER-113	History of Aviation	2	0	2
AER-114	Aviation Management	3	0	3
AER-150	Private Pilot Flt Theory	2	2	3
	Credit Hours	**14**	**6**	**17**
Total Required Minimum Semester Hours Credit				17

Professional Pilot - C60180H2		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3
AER-111	Aviation Meteorology	3	0	3
AER-112	Aviation Laws and FARs	2	0	2
AER-150	Private Pilot Flt Theory	2	2	3
AER-160	Instrument Flight Theory	2	2	3
AER-210	Flight Dynamics	3	0	3
	Credit Hours	**14**	**8**	**18**
Total Required Minimum Semester Hours Credit				18

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - BAKING AND PASTRY ARTS

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.

- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C55130HS		Class	Lab	Credit
BPA-130	European Cakes and Tortes	1	4	3
BPA-150	Artisan & Specialty Bread	1	6	4
BPA-165	Hot and Cold Desserts	1	4	3
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-160	Baking I	1	4	3
	Credit Hours	**6**	**20**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - BUSINESS ADMINISTRATION - BANKING AND FINANCE

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
Business Administration - C25120HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4

		Course Hours Per Week		Semester Hours
BUS-110	Introduction to Business	3	0	3
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
	Credit Hours	**14**	**6**	**17**
Total Required Minimum Semester Hours Credit				17

Banking and Finance - C25120H4		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to ACC Spreadsheets	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-148	Survey of Real Estate	3	0	3
	Credit Hours	**12**	**10**	**16**
Total Required Minimum Semester Hours Credit				16

Entrepreneurship & Small Business - C25120H3		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-137	Principles of Management	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-230	Small Business Management	3	0	3
	Credit Hours	**12**	**4**	**14**
Total Required Minimum Semester Hours Credit				14

Hospitality Management - C25120H2		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Resource Mgmt-Hosp	3	0	3

		Course Hours Per Week		Semester Hours
HRM-275	Leadership-Hospitality	3	0	3
	Credit Hours	**12**	**2**	**13**
Total Required Minimum Semester Hours Credit				13

		Course Hours Per Week		Semester Hours
Human Resources - C25120H5		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BUS-115	Business Law I	3	0	3
BUS-151	People Skills	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
	Credit Hours	**12**	**2**	**13**
Total Required Minimum Semester Hours Credit				13

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - CET - HARDWARE AND SOFTWARE SUPPORT

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,

- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
Hardware and Software Support - C40160H6		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CET-111	Computer Upgrade/Repair I	2	3	3
CET-211	Computer Upgrade/Repair II	2	3	3
ELC-131	Circuit Analysis I	3	3	4
ELN-131	Analog Electronics I	3	3	4
NOS-130	Windows Single User	2	2	3
	Credit Hours	**12**	**16**	**18**
Total Required Minimum Semester Hours Credit				18

		Course Hours Per Week		Semester Hours
Networking - C40160H4		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	2	3	3
NET-126	Switching and Routing	2	3	3
NET-225	Enterprise Networking	2	3	3
	Credit Hours	**9**	**14**	**14**
Total Required Minimum Semester Hours Credit				14

		Course Hours Per Week		Semester Hours
Security - C40160H5		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
NET-125	Introduction to Networks	2	3	3
NET-126	Switching and Routing	2	3	3
SEC-110	Security Concepts	2	3	3
SEC-160	Security Administration I	2	2	3
	Credit Hours	**8**	**13**	**13**
Total Required Minimum Semester Hours Credit				13

		Course Hours Per Week		Semester Hours
Support Professional - C40160H7		Class	Lab	Credit
CET-111	Computer Upgrade/Repair I	2	3	3
CET-211	Computer Upgrade/Repair II	2	3	3
NET-125	Introduction to Networks	2	3	3
NET-126	Switching and Routing	2	3	3
SEC-110	Security Concepts	2	3	3
SEC-160	Security Administration I	2	2	3
	Credit Hours	**12**	**17**	**18**
Total Required Minimum Semester Hours Credit				18

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - CIVIL ENGINEERING TECHNOLOGY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C40140HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CEG-210	Construction Mtls & Methods	2	3	3
CEG-235	Project Management/Estimating	2	3	3
EGR-115	Intro to Technology	2	3	3
EGR115A				
EGR-120	Eng and Design Graphics	2	2	3
EGR-150	Intro to Engineering	1	2	2
	Credit Hours	**9**	**15**	**15**
Total Required Minimum Semester Hours Credit				15

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - COLLISION REPAIR AND REFINSHING TECHNOLOGY - AUTOMOTIVE FABRICATION

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
Automotive Fabrication - C60130H2		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1

		Course Hours Per Week		Semester Hours
AUB-111	Painting & Refinishing I	2	6	4
AUB-114	Special Finishes	1	2	2
AUC-112	Auto Custom Fabrication	2	4	4
AUC114				
	Credit Hours	**5**	**14**	**11**
Total Required Minimum Semester Hours Credit				11

Non-Structural Repair - C60130H3		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
AUB-121	Non-Structural Damage I	1	4	3
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
AUB-136	Plastics & Adhesives	1	4	3
	Credit Hours	**6**	**20**	**15**
Total Required Minimum Semester Hours Credit				15

Paint and Refinishing - C60130HS		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
AUB-111	Painting & Refinishing I	2	6	4
AUB-112	Painting & Refinishing II	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
	Credit Hours	**6**	**20**	**14**
Total Required Minimum Semester Hours Credit				14

Structural Repair - C60130H4		Course Hours Per Week Class	Lab	Semester Hours Credit
ACA-115	Success & Study Skills	0	2	1
AUB-131	Structural Damage I	2	4	4
AUB-132	Structural Damage II	2	6	4
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1

		Course Hours Per Week		Semester Hours
TRN-180	Basic Welding for Transp	1	4	3
	Credit Hours	**7**	**22**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - COSMETOLOGY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the

SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C55140HS		Class	Lab	Credit
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
COS-223	Contemp Hair Coloring	1	3	2
	Credit Hours	**13**	**63**	**34**
Total Required Minimum Semester Hours Credit				34

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - CRIMINAL JUSTICE TECHNOLOGY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,

- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C55180HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3
CJC-112	Criminology	3	0	3
CJC-121	Law Enforcement Operations	3	0	3
CJC-131	Criminal Law	3	0	3
	Credit Hours	**12**	**2**	**13**
Total Required Minimum Semester Hours Credit				13

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - CULINARY ARTS

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.

- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C55150HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
CUL-240	Culinary Skills II	1	8	5
	Credit Hours	**6**	**22**	**17**
Total Required Minimum Semester Hours Credit				17

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - EARLY CHILDHOOD EDUCATION - PRESCHOOL

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C55220HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1

		Course Hours Per Week		Semester Hours
EDU-119	Intro to Early Child Education	4	0	4
EDU-131	Child, Family, and Community	3	0	3
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety and Nutrition	3	0	3
	Credit Hours	**16**	**2**	**17**
Total Required Minimum Semester Hours Credit				17

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - EMERGENCY MEDICAL SCIENCE - EMT

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week			Semester Hours
C453440HS		Class	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2		1
EMS-110	EMT	6	6	3	9
BIO-168	Anatomy and Physiology I	3	3		4
BIO-169	Anatomy and Physiology II	3	3		4
	Credit Hours	**12**	**14**	**3**	**18**
Total Required Minimum Semester Hours Credit					18

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - ENVIRONMENTAL ENGINEERING TECHNOLOGY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C40150HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CEG-111	Intro to Gis and Gnss	2	4	4
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
CHM-151	General Chemistry I	3	3	4
EGR110				
EGR-120	Eng and Design Graphics	2	2	3
	Credit Hours	**9**	**17**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - FIRE PROTECTION

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C55240HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
FIP-124	Fire Prevention & Public Ed	3	0	3
FIP-132	Building Construction	3	0	3
FIP-152	Fire Protection Law	3	0	3
FIP-220	Fire Fighting Strategies	3	0	3
	Credit Hours	**12**	**2**	**13**
Total Required Minimum Semester Hours Credit				13

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - GEOMATICS TECHNOLOGY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C40420HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CEG-111	Intro to Gis and Gnss	2	4	4
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
EGR110				
EGR-120	Eng and Design Graphics	2	2	3
SRV-110	Surveying I	2	6	4
	Credit Hours	**8**	**20**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - HEALTH AND FITNESS SCIENCE

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C456930HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HEA-112	First Aid & CPR	1	2	2
HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exer Testing I	3	2	4
HFS-116	Pvnt & Care Exer Injuries	2	2	3
	Credit Hours	**10**	**8**	**14**
Total Required Minimum Semester Hours Credit				14

		Course Hours Per Week		Semester Hours
Allied Health II - C45630H2		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BIO-155	Nutrition	3	0	3
BIO-168	Anatomy and Physiology I	3	3	4
BIO-169	Anatomy and Physiology II	3	3	4
HEA-112	First Aid & CPR	1	2	2
MED-120	Survey of Med Terminology	2	0	2
	Credit Hours	**12**	**10**	**16**
Total Required Minimum Semester Hours Credit				16

		Course Hours Per Week		Semester Hours
Fitness Professional - C45630H4		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1

		Course Hours Per Week		Semester Hours
HEA-112	First Aid & CPR	1	2	2
HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exer Testing I	3	2	4
HFS-120	Group Exer Instruction	2	2	3
HFS-210	Personal Training	2	2	3
	Credit Hours	**12**	**10**	**17**
Total Required Minimum Semester Hours Credit				17

		Course Hours Per Week		Semester Hours
Athletic Training/Sports Medicine - C45630H5		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BIO-168	Anatomy and Physiology I	3	3	4
BIO-169	Anatomy and Physiology II	3	3	4
HEA-112	First Aid & CPR	1	2	2
HFS-110	Exercise Science	4	0	4
HFS-116	Pvnt & Care Exer Injuries	2	2	3
	Credit Hours	**13**	**12**	**18**
Total Required Minimum Semester Hours Credit				18

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - IT - GENERALIST

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce

Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
Database Programming - C25590H1		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-110	IT Foundations	2	2	3
DBA-110	Database Concepts	2	3	3
WEB-115	Web Markup and Scripting	2	3	3
	Credit Hours	**10**	**15**	**16**
Total Required Minimum Semester Hours Credit				16

		Course Hours Per Week		Semester Hours
C# Programming - C25590H2		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CSC-153	C# Programming	2	3	3
CSC-253	Advanced C# Programming	2	3	3

		Course Hours Per Week		Semester Hours
CTI-110	IT Foundations	2	2	3
	Credit Hours	**10**	**15**	**16**
Total Required Minimum Semester Hours Credit				16

		Course Hours Per Week		Semester Hours
Generalist - C25590H8		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-110	IT Foundations	2	2	3
CTI-120	Network & Sec Foundations	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
	Credit Hours	**11**	**11**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - LANDSCAPE GARDENING

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C15260HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HOR-134	Greenhouse Operations	2	2	3
HOR-160	Plant Materials I	2	2	3
HOR-161	Plant Materials II	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
LSG-122	Spring Gardening Lab	0	6	2
	Credit Hours	**8**	**20**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - MEDICAL OFFICE ADMINISTRATION

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C25310H2		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
MED-121	Medical Terminology I	3	0	3
MED-122	Medical Terminology II	3	0	3
OST-137	Office Applications I	2	2	3
OST-148	Med Ins & Billing	3	0	3
OST-243	Med Office Simulation	2	2	3
	Credit Hours	**13**	**6**	**16**
Total Required Minimum Semester Hours Credit				16

		Course Hours Per Week		Semester Hours
Medical Coding and Billing - C25310HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
MED-121	Medical Terminology I	3	0	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
	Credit Hours	**13**	**6**	**16**
Total Required Minimum Semester Hours Credit				16

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - NURSE AIDE

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

	Course Hours Per Week		Semester Hours
C45840HS	Class	Lab	Credit
NAS101			
NAS102			
Credit Hours	**0**	**0**	**0**
Total Required Minimum Semester Hours Credit			0

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

CAREER TECHNICAL PATHWAY - OFFICE ADMINISTRATION

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,

- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

		Course Hours Per Week		Semester Hours
C25370HS		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to ACC Spreadsheets	1	3	2
CIS-110	Introduction to Computers	2	2	3
OST131				
OST-136	Word Processing	2	2	3
OST-236	Adv Word Processing	2	2	3
	Credit Hours	**10**	**13**	**16**
Total Required Minimum Semester Hours Credit				16

		Course Hours Per Week		Semester Hours
Customer Service Representative - C25370H2		Class	Lab	Credit
MKT-223	Customer Experience	3	0	3
OST131				
OST-134	Text Entry & Formatting	2	2	3
OST-136	Word Processing	2	2	3
OST-137	Office Applications I	2	2	3
OST-236	Adv Word Processing	2	2	3
	Credit Hours	**11**	**8**	**15**
Total Required Minimum Semester Hours Credit				15

Career and College Promise
218 Stone Hall
(910) 695-3788
careercollegepromise@sandhills.edu
CCP Contacts

WCE CCP - ABB ROBOTICS

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

ABB Robotics (ATR-3115)

(Available to students at the Hoke County High School and SandHoke Early College High School)

This course prepares students for a career as a Robotics Technician. Students will learn about robot operations, programming, and offline programming in labs performing real-world examples on an ABB Robot. Students will utilize the same software used in the industry, including the offline programming software, RobotStudio. Upon successful completion, students will earn their ABB SMART Robotics credentials.

Continuing Education Units	26.0
Total Hours	260

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - CARPENTRY LEVEL 1

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Carpentry Level 1 (CAR-3124)

(Available to students at The Community Learning Center at Pinckney)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry-level course. Successful completion qualifies students to receive the NCCER Carpentry Level 1 certification.

Students must have earned the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	14.7
Total Hours	147

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - CONSTRUCTION

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,

- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Construction (CAR-3112)

(Available to students at North Moore High School and Connect Virtual Academy)

This course is taught by a National Center for Construction Education and Research (NCCER) certified trainer. Upon successful completion, students will earn their NCCER Core Skills and NCCER Carpentry Level 1 certification.

Continuing Education Units	26
Total Hours	260

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - ELECTRICAL LEVEL I

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce

Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Electrical Level 1 (ELC-3119)

(Available to students at Hoke County High School, and SandHoke Early College High School)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers and introduces trainees tot he electrical trade, safety, circuits, National Electrical Code, device boxes, hand bending, raceways and fittings, conductors and cables, electrical construction drawings, residential electrical services, and test equipment. Successful completion qualifies students to receive the NCCER Core Skills and NCCER Electrical Level I certification and inclusion on the NCCER Registry for Electricians.

Continuing Education Units	28.8
Total Hours	288

Electrical Level II (ELC-3119)

(Available to students at Hoke County High School and SandHoke Early College High School)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an advanced level electrical course. Level 2 introduces trainees to alternating current, motors, electric lighting, pull and junction boxes, conductor installations, cable trays, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, and fundamental

concepts of control systems. Successful completion qualifies students to receive the NCCER Electrical Level II Certification and inclusion on the NCCER Registry for Electricians.

Prerequisite: Students must successfully complete the NCCER Electrical Level I course prior to enrollment.

Continuing Education Units	29.8
Total Hours	298

Electrical Level I (ELC-3119)

(Available to students at North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers and introduces trainees to the electrical trade, safety, circuits, National Electrical Code, device boxes, hand bending, raceways and fittings, conductors and cables, electrical construction drawings, residential electrical services, and test equipment. Successful completion qualifies students to receive the NCCER Core Skills, NCCER Electrical Level I, and OSHA 10-hour Construction Safety and Health certifications.

Continuing Education Units	27.0
Total Hours	270

Electrical Level II (ELC-3119)

(Available to students North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an advanced level electrical course. Successful completion qualifies students to receive the NCCER Electrical Level II Certification and inclusion on the NCCER Registry for Electricians.

Prerequisite: Students must successfully complete the NCCER Electrical Level I course prior to enrollment.

Continuing Education Units	29.8
Total Hours	298

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - ELECTROCARDIOGRAM TECHNICIAN

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Electrocardiogram Technician (ICV-3111)

(Available to students at Hoke County High School, North Moore High School, Pinecrest High School, SandHoke Early College High School, Union Pines High School and Connect Virtual Academy)

Students will learn the required skills to earn the certification of Electrocardiogram Technician (EKG) with the American Society of Phlebotomy Technicians. Topics include cardiac anatomy and physiology, cardiac cycle, EKG strip analysis, 12 lead KG, and EKG procedures.

Continuing Education Units	12.9
Total Hours	129

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - EMERGENCY MEDICAL TECHNICIAN

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Emergency Medical Technician (EMS-4200)

(Available to students at Hoke County High School, North Moore High School, Pinecrest High School, SandHoke Early College High School, Union Pines High School, and Connect Virtual Academy)

This class provides students the opportunity to earn the EMT Basic certification and learn the required skills to become employed as a certified Emergency Medical Technician. Students will learn to perform immediate lifesaving interventions for patients of all ages with a variety of complaints, medical conditions, and traumatic injuries.

Continuing Education Units	28.8
Total Hours	288

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - FIREFIGHTER ACADEMY

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Firefighter Academy (FIP-3031, 3032, 3033)

(Available to students at Hoke County High School, North Moore High School, Pinecrest High School, SandHoke Early College High School, and Union Pines High School)

This course is designed for preparation as a paid or volunteer firefighter. This block of fire rescue courses consists of course content identified by the NC Fire and Rescue Commission as part of the Firefighter and Hazardous Materials Operations certification program. Successful completion of these courses provides students with credit towards the NC Firefighter Certification and may be applied for course credits towards an Associate in Applied Science Degree in Fire Protection Technology.

Students enrolled in the Firefighter Academy pathway must be 16 years of age or older by the first day of class.

Continuing Education Units	54.0
Total Hours	540

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - HVAC CORE SKILLS

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.

- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

HVAC Core Skills (AHR-3131)

(Available to students at Hoke County High School)

This course is taught by a National Center for Construction Education and Research trainer. Successful completion of this course allows students to earn their NCCER Core Credential from the National Center for Construction Education and Research (NCCER). This course is a prerequisite to HVAC Level 1.

Continuing Education Units	12.9
Total Hours	129

HVAC Level 1 (AHR-3131)

(Available to students at Hoke County High School and SandHoke Early College High School)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, introduction to HVAC, trade mathematics, basic electricity, introduction to heating, introduction to cooling, and introduction to air distribution systems. Successful completion of this course allows students to earn their NCCER HVAC Level 1 credential for the National Center for Construction Education and Research (NCCER).

Continuing Education Units	14.8
Total Hours	148

HVAC Level 1 (AHR-3131)

(Available to students at North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, introduction to HVAC, trade mathematics, basic electricity, introduction to heating, introduction to cooling, and introduction to air distribution systems. Successful completion of this course allows students to earn their NCCER HVAC Level 1 Credential from the National Center for Construction Education and Research (NCCER).

This course is a prerequisite to HVAC Level 2. Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	15
Total Hours	150

HVAC Level 2 (AHR-3131)

(Available to students at North Moore High School, Pinecrest High School, Union Pines Hgih School, and Connect Virtual Academy)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, compressors, alternating current, refrigerants, heat pumps, leak detection, air quality equipment, fiberglass and fabric duct systems, and metering devices. Successful completion of this course allows students to earn their NCCER HVAC Level 2 Credential from the National Center for Construction Education and Research (NCCER).

Students must earn the HVAC Level 1 credential prior to enrolling in this course.

Continuing Education Units	16.8
Total Hours	168

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - MEDICAL ADMINISTRATIVE ASSISTANT

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Medical Administrative Assistant (MED-3300)

(Available to students at North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

Students may earn a Medical Administrative Assistant (CMAA) credential from the National Healthcareer Association (NHA) making them eligible to enter the workforce as a CMAA.

Continuing Education Units	12

Total Hours	129

Medical Administrative Assistant (MED-3300)

(Available to students at Hoke County High School and SandHoke Early College High School)

Students may earn a Medical Administrative Assistant (CMAA) credential from the National Healthcareer Association (NHA) making them eligible to enter the workforce as a CMAA.

Continuing Education Units	13.2
Total Hours	132

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - NCCER CORE ESSENTIALS AND FUNDAMENTALS OF CREW LEADERSHIP

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,

- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Core Essentials and Fundamentals of Crew Leadership (CST-3110)

(Available to students at The Community Learning Center at Pinckney)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry level course. Successful completion qualifies students to receive the NCCER Core and Fundamentals of Crew Leadership certification.

Continuing Education Units	13
Total Hours	130

Marshelle Pharr, Career and College Promise Coordinator - Workforce Continuing Education
218C Stone Hall
(910) 693-2063
pharrm@sandhills.edu
CCP Contacts

WCE CCP - NCCER WELDING LEVEL 1

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce

Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Welding Level 1

(Available to students at North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

This course is taught by a National Center for Construction Education and Research (NCCER) certified trainer. Topics include, but are not limited to, welding safety, oxyfuel cutting, plasma arc cutting, air-carbon arc cutting and gouging, base metal preparation, weld quality, SMAW equipment and setup, and joint fit-up and alignment. Successful completion of this course allows students to earn their NCCER Welding Level 1 credential from the National Center for Construction Education and Research.

Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	32.1
Total Hours	321

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - NURSE AIDE I

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation

from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Nurse Aide I

(Available to students at Hoke County High School and SandHoke Early College High School)

Students learn the required skills to earn the Nurse Aide Level I certification from the NC Department of Health Service Regulation. The class will prepare students to begin a career as a Nurse Aide. A Nurse Aid assists patients with daily activities, maintains patient hygiene and serves a vital role on the healthcare team, while supporting doctors and nurses in diagnostic procedures and technical treatments.

Students enrolled in Nurse Aide I must have successfully completed high school English Level III.

Continuing Education Units	21.4

Total Hours	214

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - PHARMACY TECHNICIAN

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Pharmacy Technician (PHM-3250)

(Available to students at Hoke County High School and SandHoke Early College High School)

For high school seniors only, this course prepares students for the Pharmacy Technician Certification Exam provided by the Pharmacy Technician Board (PTCB) for entry-level employment. Topics include technical procedures for preparing and dispensing prescriptions, packaging and labeling, controlled substance procedures, inventory control, pharmacy calculations, and over-the-counter drugs. Upon completion, students should be able to perform basic supervised dispensing techniques in a community pharmacy setting.

Students may sit for the Pharmacy Technician Certification exam after obtaining a high school diploma.

Continuing Education Units	12.9
Total Hours	129

Pharmacy Technician (PHM-3250)

(Available to students at North Moore High School, Union Pines High School, and Connect Virtual Academy)

For high school seniors only, this course prepares students for the Pharmacy Technician Certification Exam provided by the Pharmacy Technician Board (PTCB) for entry-level employment. Topics include technical procedures for preparing and dispensing prescriptions, packaging and labeling, controlled substance procedures, inventory control, pharmacy calculations, and over-the-counter drugs. Upon completion, students should be able to perform basic supervised dispensing techniques in a community pharmacy setting.

Students may sit for the Pharmacy Technician Certification exam after obtaining a high school diploma.

Continuing Education Units	13.0
Total Hours	130

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

WCE CCP - PLUMBING CORE SKILLS

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all high schools.

Plumbing Core Skills (PLU-3024)

(Available to students at Hoke County High School)

This course is taught by a National Center for Construction Education and Research trainer. Successful completion of this course allows students to earn their NCCER Core Credential from the National Center for Construction Education and Research (NCCER). This course is a prerequisite to Plumbing Level 1.

Continuing Education Units	12.9
Total Hours	129

Plumbing Level 1 (PLU-3024)

(Available to students at Hoke County High School and SandHoke Early College High School)

This course is taught by a National Center for Construction Education and Research trainer. This course covers the basic installations and maintenance of plumbing systems and components. Topics include, but are not limited to, plumbing safety, tools of the plumbing trade, introduction to plumbing math, introduction to plumbing drawings, plastic pipe and fittings, copper tube and fittings, and introduction to plumbing fixtures. Upon successful completion, students earn their NCCER Plumbing Level 1 Credential from the National Center for Construction Education and Research.

Students must earn the NCCER Core credential prior to enrolling in this course.

Continuing Education Units	14.8
Total Hours	148

Plumbing Level 1 (PLU-3024)

(Available to students at North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, plumbing safety, tools of the plumbing trade, introduction to plumbing math, introduction to plumbing drawings, plastic pipe and fittings, copper tube and fittings, and introduction to plumbing fixtures. Successful completion of this course allows students to earn their NCCER Plumbing Level 1 Credential from the National Center for Construction Education and Research.

This course is a prerequisite to Plumbing Level 2. Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	15.0
Total Hours	150

Plumbing Level 2 (PLU-3024)

(Available to students at North Moore High School, Pinecrest High School, Union Pines High School, and Connect Virtual Academy)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, reading commercial drawings, installing and testing DMV piping, installing roof, floor, and area drains, installing and testing water supply piping, types of valves, and installing water heaters. Upon successful completion, students earn their NCCER Plumbing Level 2 Credential.

Students must earn the NCCER Plumbing Level 1 credential prior to enrolling in this course.

Continuing Education Units	16.8
Total Hours	168

Jason Levister, WCE CCP Programs Director
218 Stone Hall
(910) 695-3778
levisterj@sandhills.edu
CCP Contacts

COURSE DESCRIPTIONS BY COURSE DISCIPLINE PREFIX

AEMT CLINICAL PRACTICUM

EMS-121 **AEMT Clinical Practicum** **2 (0-0-6) AND**

Prerequisites: EMS-110[S]

Corequisites: EMS-120[S]

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level. (2019 SP)

ABNORMAL PSYCHOLOGY

PSY-281 **Abnormal Psychology** **3 (3-0)** **Summer Spring Fall**

Prerequisites: PSY-150[S]

Corequisites:

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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

ACCOUNTING SOFTWARE APPL

ACC-150 **Accounting Software Appl** **2 (1-3)** **Spring Fall**

Prerequisites: ACC-115[S] or ACC-120[S]

Corequisites:

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 accurately solve accounting problems. (2018 FA)

ACCT SPREADSHEET APPL

ACC-151 **Acct Spreadsheet Appl** **2 (1-3)** **Spring**
Prerequisites: ACC-149[S]
Corequisites:
This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. 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. (2018 FA)

ACTING I

DRA-130 **Acting I** **3 (0-6)** **Fall**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ACTING II

DRA-131 **Acting II** **3 (0-6)** **Fall**
Prerequisites: DRA-130[L]
Corequisites:
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ACTING FOR THE CAMERA I

DRA-135 **Acting for the Camera I** **3 (1-4)** **Spring**
Prerequisites: DRA-130[L]
Corequisites:
This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ACTIVE PLAY

EDU-157 Active Play 3 (2-2) Fall
Prerequisites:
Corequisites:
This course introduces physical activities to promote the development of children with diverse abilities, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk/benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess culturally responsive, equitable and developmentally appropriate experiences using NC Foundations for Early Learning and Development. (2022 FA)

ADV AUTO ELECTRICITY

AUT-163 Adv Auto Electricity 3 (2-3) Spring Fall
Prerequisites: TRN-120[S]
Corequisites:
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (2007 FA)

ADV MONITORING/PROCEDURES

RCP-211 Adv Monitoring/Procedures 4 (3-3) Fall
Prerequisites: RCP-210[S]
Corequisites:
This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations. (2017 FA)

ADV SUR CLINICAL PRACTICE

SUR-210 Adv SUR Clinical Practice 2 (0-0-6) Spring
Prerequisites:
Corequisites:
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area. (2010 FA)

ADV SKILLS OF MASSAGE

MTH-210 **Adv Skills of Massage** **8 (4-9-3)** **Fall**
Prerequisites: MTH-120[S]
Corequisites:
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered. (2008 SP)

ADV THEORETICAL CONCEPTS

SUR-211 **Adv Theoretical Concepts** **2 (2-0)** **Fall**
Prerequisites:
Corequisites:
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area. (2010 FA)

ADV WORD PROCESSING

OST-236 **Adv Word Processing** **3 (2-2)** **Fall**
Prerequisites: OST-136[S]
Corequisites:
This course focuses on enhancing students' proficiency in utilizing advanced features of word processing software. Emphasis is placed on the mastery of advanced functions to create a range of complex business documents. Upon completion, students should be able to produce a variety of complex business documents effectively and be prepared to take a nationally accredited certified exam.(2025 FA)

ADV. CAKE DESIGN & DECORATING

BPA-212 **Adv. Cake Design & Decorating** **3 (1-4)** **Spring**
Prerequisites: BPA-210[S]
Corequisites:
This course is designed to build upon basic concepts introduced in BPA-210 to expand students' range of cake design and decorating skills. Topics may include advanced fondant skills, overpiping, bridgework, string work, airbrushing and painting, carving and shaping cakes for both classic and modern design themes. Upon completion, students should be able to create advanced wedding and specialty cake designs with a focus on client expectations.(2025 FA)

ADV. FRICTION RIDGE ANALY

CJC-246 **Adv. Friction Ridge Analy** **3 (2-3)** **Spring**
Prerequisites: CJC-245[S]
Corequisites:
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. (2000 SP)

ADV. PATIENT ASSESSMENT

EMS-210 **Adv. Patient Assessment** **2 (1-3)** **Spring**
Prerequisites: EMS-110[S]
Corequisites:
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data. (2019 SP)

ADVANCED AIRWAY MANAGEMENT

EMS-131 **Advanced Airway Management** **2 (1-2)** **Spring**
Prerequisites: EMS-110[S]
Corequisites:
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. (2019 SP)

ADVANCED C# PROGRAMMING

CSC-253 **Advanced C# Programming** **3 (2-3)** **Fall**
Prerequisites: CSC-153[S]
Corequisites:
This course is a continuation of CSC 153 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, debug, and implement objects using the appropriate environment. (2006 SP)

ADVANCED EMT

EMS-120 **Advanced EMT** **6 (4-6)** **AND**
Prerequisites: EMS-110[S]
Corequisites: EMS-121[S]
This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level. (2019 SP)

ADVANCED FILM STUDIES

HUM-161 **Advanced Film Studies** **3 (2-2)** **AND**
Prerequisites: HUM-160[S]
Corequisites:
This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. (2002 SP) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

ADVANCED ISSUES/LSG

LSG-244 **Advanced Issues/LSG** **2 (2-0)** **Spring**
Prerequisites:
Corequisites:
This course covers advanced topics and issues in landscape gardening. Emphasis is placed on current issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to demonstrate an understanding of advanced topics and critically analyze issues in landscape gardening. (2008 SP)

ADVANCED JAVA PROGRAMMING

CSC-251 **Advanced JAVA Programming** **3 (2-3)** **Fall**
Prerequisites: CSC-151[S]
Corequisites:
This course is a continuation of CSC 151 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. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.(2006 SP)

ADVANCED PLANT MATERIALS

HOR-265 **Advanced Plant Materials** **2 (1-2)** **Summer**
Prerequisites: HOR-161[L]
Corequisites:
This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, studentsshould be able to correctly select plants for specific landscape uses. (2001 FA)

AEROBICS I

PED-113 **Aerobics I** **1 (0-3)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

AFRICAN-AMERICAN HISTORY

HIS-221 **African-American History** **3 (3-0)** **Spring**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

AFRICAN-AMERICAN LITERATURE

ENG-273 **African-American Literature** **3 (3-0)** **AND**
Prerequisites: ENG-112[S] or ENG-114[S]
Corequisites:
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/ Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

AIR NAVIGATION

AER-110 Air Navigation 3 (2-2) Fall
Prerequisites:
Corequisites:
This course covers the basic elements of air navigation, fundamentals of pilotage and dead reckoning, and the use of a plotter, computer, and aerial charts. Topics include pilotage, dead reckoning, radio navigation, LORAN, Global Positioning Systems, and the use of FAA publications. Upon completion, students should be able to interpret aeronautical charts and apply navigational principles. (1997 SU)

AIR TRAFFIC CONTROL

AER-211 Air Traffic Control 2 (2-0) Fall
Prerequisites:
Corequisites:
This course provides a detailed analysis of all aspects of air traffic control. Emphasis is placed on an in-depth analysis of air traffic control, including utilization of the air traffic environment based on the pilot's and controller's perspective. Upon completion, students should be able to operate an aircraft within the national airspace system under FAA air traffic control. (1997 SU)

AIR TRANSPORT PILOT

AER-212 Air Transport Pilot 3 (3-0) AND
Prerequisites: AER-160[S], AER-170[S]
Corequisites:
This course provides advanced study for the professional pilot. Topics include an in-depth study of B-727/737 weight and balance, high altitude weather, Part 121 FARs, and performance considerations of large aircraft. Upon completion, students should be able to calculate weight and balance of large aircraft, determine performance data, and apply high altitude weather principles. (1997 SU)

AIR TRANSPORTATION

AER-217 Air Transportation 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers the development and present status of the air transportation system. Topics include federal legislation, characteristics and classification of air carriers, development of the air traffic control system, and the organization and function of the FAA. Upon completion, students should be able to relate the knowledge acquired to career development. (1997 SU)

AIRCRAFT STRUCTURES

AER-119 **Aircraft Structures** **2 (2-0)** **AND**
Prerequisites:
Corequisites:
This course introduces aircraft airframes and associated appliances. Emphasis is placed on strength of materials, aircraft standards, type certificate data sheets, basic airframe construction, and weight and balance fundamentals. Upon completion, students should be able to analyze strength of materials data and apply their analysis to semi-monocoque, full-cantilever, and truss-type airframes. (1997 SU)

AIRPORT MANAGEMENT

AER-220 **Airport Management** **2 (2-0)** **AND**
Prerequisites:
Corequisites:
This course examines the major functions of airport management and the concepts underlying airport planning and construction. Topics include forecasting volumes and airport size and design, including master planning, location requirements, site selection, runway configuration, zoning laws, and other considerations. Upon completion, students should be able to demonstrate basic airport management skills including an understanding of the socioeconomic effect of airports on the community. (1997 SU)

ALGEBRA/TRIGONOMETRY I

MAT-121 **Algebra/Trigonometry I** **3 (2-2)** **Summer Spring**

Prerequisites: MAT-035[L]
Corequisites:
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (2025 SP)

AMERICAN GOVERNMENT

POL-120 **American Government** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E

AMERICAN HISTORY I

HIS-131 **American History I** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

AMERICAN HISTORY II

HIS-132 **American History II** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

AMERICAN LITERATURE I

ENG-231 **American Literature I** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-112[S] or ENG-114[S]
Corequisites:
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 analyze and interpret literary works in their historical and cultural contexts. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

AMERICAN LITERATURE II

ENG-232 **American Literature II** **3 (3-0)** **Summer Spring**

Prerequisites: ENG-112[S] or ENG-114[S]
Corequisites:
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

AMERICAN WOMEN'S STUDIES

HUM-150 **American Women's Studies** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

ANALOG ELECTRONICS I

ELN-131 **Analog Electronics I** **4 (3-3)** **Spring**
Prerequisites:
Corequisites:
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. (2013 FA)

ANATOMY AND PHYSIOLOGY I

BIO-168 **Anatomy and Physiology I** **4 (3-3)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1998 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.

ANATOMY AND PHYSIOLOGY II

BIO-169 **Anatomy and Physiology II** **4 (3-3)** **Summer Spring Fall**

Prerequisites: BIO-168[S]; Minimum grade CL
Corequisites:
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. (1998 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Natural Science Gen. Ed. course for A.G.E.

APPL SOFTWARE FOR TECH

EGR-125 **Appl Software for Tech** **2 (1-2)** **AND**
Prerequisites:
Corequisites:
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software programs such as spreadsheets, word processing, graphics, and internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats. (2005 SP)

APPLIED MUSIC I

MUS-161 **Applied Music I** **2 (1-2)** **Spring Fall**

Prerequisites:
Corequisites: MUS-121[L]
This course provides individual instruction in the skills and techniques of the particular instrument or voice. 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. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective Course for A.A. and A.S.

APPLIED MUSIC II

MUS-162 **Applied Music II** **2 (1-2)** **Spring Fall**

Prerequisites: MUS-161[S]
Corequisites:
This course is a continuation of MUS 161. 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. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective Course for A.A. and A.S.

APPLIED MUSIC III

MUS-261 **Applied Music III** **2 (1-2)** **Spring Fall**

Prerequisites: MUS-162[S]
Corequisites:
This course is a continuation of MUS 162. 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. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective Course for A.A. and A.S.

APPLIED MUSIC IV

MUS-262 **Applied Music IV** **2 (1-2)** **Spring Fall**

Prerequisites: MUS-261[S]
Corequisites:
This course is a continuation of MUS 261. 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. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective Course for A.A. and A.S.

ARBORICULTURE PRACTICES

HOR-257 **Arboriculture Practices** **2 (1-3)** **Spring**
Prerequisites: HOR-160[L]
Corequisites:
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. (2013 SU)

ARCHAEOLOGY

ANT-240 **Archaeology** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

ARCHITECTURAL CAD

ARC-114 **Architectural CAD** **2 (1-3)** **Spring**
Prerequisites:
Corequisites:
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (1998 FA)

ART APPRECIATION

ART-111 **Art Appreciation** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

ART HISTORY SURVEY I

ART-114 **Art History Survey I** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A. Music and Theatre, A.S. and A.S. Teacher Preparation | Premajor and/or Elective course for A.F.A. Visual Arts | Humanities/ Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

ART HISTORY SURVEY II

ART-115 **Art History Survey II** **3 (3-0)** **Spring**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A. Music and Theatre, A.S. and A.S. Teacher Preparation | Premajor and/or Elective course for A.F.A. Visual Arts | Premajor and/or Elective course for A.F.A. Visual Arts | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

ARTIFICIAL INTEL. FUNDAMENTALS

CSC-113 **Artificial Intel. Fundamentals** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
This course provides a survey of artificial intelligence and machine learning. Topics include the history, development, and current applications of artificial intelligence and machine learning. Upon completion, students should be able to demonstrate general artificial intelligence and machine learning concepts.(2025 FA)

ARTIFICIAL INTELLIGENCE I

CSC-114 **Artificial Intelligence I** **3 (2-3)** **AND**
Prerequisites:
Corequisites:
This course covers the study of intelligent agent design and rational decision making. Topics include goal-driven agents, search techniques, optimization, basic problem-solving methods, logic, knowledge-based agents, statistical and probabilistic reasoning, and the basics of machine learning. Upon completion, students should be able to demonstrate artificial intelligence design concepts. (2020 FA)

ARTISAN & SPECIALTY BREAD

BPA-150 **Artisan & Specialty Bread** **4 (1-6)** **Spring**
Prerequisites: CUL-110[S] CUL-160[S]
Corequisites:
This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics. (2003 FA)

AURAL SKILLS I

MUS-125 **Aural Skills I** **1 (0-2)** **Fall**
Prerequisites:
Corequisites: MUS-121[L]
This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.G.E.

AURAL SKILLS II

MUS-126 **Aural Skills II** **1 (0-2)** **Spring**
Prerequisites: MUS-125[S]
Corequisites: MUS-122[L]
This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.G.E.

AURAL SKILLS III

MUS-225 **Aural Skills III** **1 (0-2)** **Fall**
Prerequisites: MUS-126[S]
Corequisites: MUS-221[L]
This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

AURAL SKILLS IV

MUS-226 **Aural Skills IV** **1 (0-2)** **Spring**
Prerequisites: MUS-225[S]
Corequisites: MUS-222[L]
This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

AUTO CUSTOM FABRICATION

AUC-112 Auto Custom Fabrication 4 (2-4) Fall
Prerequisites:
Corequisites:
This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques. (2006 FA)

AUTO TRANSM/TRANSAXLES

AUT-221 Auto Transm/Transaxles 3 (2-3) Summer
Prerequisites: TRN-120^{L}
Corequisites:
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (2007 FA)

AUTOBODY ESTIMATING

AUB-162 Autobody Estimating 2 (1-2) Fall
Prerequisites:
Corequisites:
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. (1997 SU)

AUTOMOTIVE DETAILING

AUB-150 Automotive Detailing 2 (1-3) AND
Prerequisites:
Corequisites:
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle. (1997 SU)

AUTOMOTIVE SERVICING I

AUT-113 Automotive Servicing I 2 (0-6) AND
Prerequisites: AUT-141[L], AUT-141A[L], TRN-140[L], TRN-140A[L]
Corequisites:
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment. (2007 FA)

AVIATION LAWS AND FARS

AER-112 Aviation Laws and FARs 2 (2-0) Spring
Prerequisites:
Corequisites:
This course provides an in-depth study of the state, federal, and international regulations forming the structure of aviation law. Emphasis is placed on Federal Aviation Regulations Parts 61, 91, and 135 with additional emphasis on legal issues in aviation law. Upon completion, students should be able to apply legal principles and interpret federal air regulations. (1997 SU)

AVIATION MANAGEMENT

AER-114 Aviation Management 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers operation of a flight department on a cost-effective basis and analysis of profit and loss statements. Topics include flight operations costs, aircraft acquisition analysis and cost comparisons, costs versus revenue, and break-even points. Upon completion, students should be able to calculate cost of flight operations and apply monthly and annual budget analysis. (1997 SU)

AVIATION METEOROLOGY

AER-111 Aviation Meteorology 3 (3-0) Fall
Prerequisites:
Corequisites:
This course covers the atmosphere, interpretation and measurement of meteorological elements, and the effects of such on aircraft operations and performance. Topics include heat exchanges in the atmosphere; temperature, pressure, stability, clouds, air masses, fronts, and thunderstorms; and the use and interpretation of weather data. Upon completion, students should be able to analyze weather data for flight planning and safe flying. (1997 SU)

AVIONICS

AER-213 Avionics 2 (2-0) Spring
Prerequisites:
Corequisites:
This course covers standard navigational and communications equipment and theory. Emphasis is placed on aviation radio spectrum, VHF omnirange, ILS, ADF, transponders, weather radar, flight directors, and autopilots. Upon completion, students should be able to utilize VOR, ADF, ILS, GPS, flight directors, HSI's, and autopilots in the flight environment. (1997 SU)

BMET INSTRUMENTATION I

BMT-212 BMET Instrumentation I 6 (3-6) Summer
Prerequisites:
Corequisites:
This course covers theory of operation, circuit analysis, troubleshooting techniques, and medical applications for a variety of instruments and devices. Topics include electrodes, transducers, instrumentation amplifiers, electrocardiographs, monitors, recorders, defibrillators, ESU units, and related equipment used in clinical laboratories, intensive care units, and research facilities. Upon completion, students should be able to calibrate, troubleshoot, repair, and certify that instrumentation meets manufacturer's original specifications. (2008 SP)

BACKPACKING

PED-170 Backpacking 1 (0-2) AND
Prerequisites:
Corequisites:
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BAKING I

CUL-160 Baking I 3 (1-4) Spring Fall
Prerequisites:
Corequisites: CUL-110[S]
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. (2011 FA)

BAKING II

CUL-260 **Baking II** **3 (1-4)** **Fall**
Prerequisites: CUL-110[S], CUL-160[S]; ENG-025[L], CUL-110A[L]
Corequisites:
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (2011 FA)

BAND I

MUS-133 **Band I** **1 (0-2)** **Fall**
Prerequisites:
Corequisites:
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BAND II

MUS-134 **Band II** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-133[S]
Corequisites:
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BAND III

MUS-233 **Band III** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-134[S]
Corequisites:
This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BAND IV

MUS-234 **Band IV** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-233[S]
Corequisites:
This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BASIC ANAT & PHYSIOLOGY

BIO-163 **Basic Anat & Physiology** **5 (4-2)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.

BASIC CAD

DFT-119 **Basic CAD** **2 (1-2)** **AND**
Prerequisites:
Corequisites:
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings. (1997 SU)

BASIC LANDSCAPE TECHNIQUE

LSG-111 **Basic Landscape Technique** **2 (2-0)** **Fall**
Prerequisites:
Corequisites:
This course introduces basic principles essential to sustainable landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic sustainable gardening techniques essential to maintaining a sustainable landscape. (2013 FA)

BASIC LAW ENFORCEMENT BLET

LET-110 **Basic Law Enforcement BLET** **37 (28-27)** **Summer Fall**

Prerequisites:
Corequisites:
This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice. (2023 FA)

BASIC PC LITERACY

CIS-111 **Basic PC Literacy** **2 (1-2)** **Summer Spring Fall**

Prerequisites:
Corequisites:
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. (2006 SP)

BASIC TRANSP ELECTRICITY

TRN-120 **Basic Transp Electricity** **5 (4-3)** **Fall**
Prerequisites:
Corequisites:
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (2013 FA)

BASIC WELDING PROCESSES

WLD-112 **Basic Welding Processes** **2 (1-3)** **AND**
Prerequisites:
Corequisites:
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. (1997 SU)

BASIC WELDING FOR TRANSP

TRN-180 **Basic Welding for Transp** **3 (1-4)** **AND**
Prerequisites:
Corequisites:
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard (2013 FA)

BASKETBALL-BEGINNING

PED-145 **Basketball-Beginning** **1 (0-2)** **Spring**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BIOLOGICAL PSYCHOLOGY

PSY-230 **Biological Psychology** **3 (3-0)** **AND**
Prerequisites: PSY-150^{S}
Corequisites:
This course provides an exploration of the anatomy and functions of the human nervous system as it relates to human behavior. Topics include neural communication, key brain and nervous system anatomy and functions, brain and behavior relationships, sensory systems (key anatomy and functions), and neurological/psychological disorders. Upon completion, students should be able to describe how new scientific knowledge is created, identify methods to study psychological phenomena, identify key nervous system structures and functions, explain basic psychological phenomena and identify associated brain structures, and describe characteristics of selected neurological/psychological disorders. (2019 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E

BRAKE SYSTEMS

AUT-151 **Brake Systems** **3 (2-3)** **Spring**
Prerequisites: AUT-151A^{L}
Corequisites:
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (2007 FA)

BRAKES SYSTEMS LAB

AUT-151A **Brakes Systems Lab** **1 (0-3)** **Spring**
Prerequisites: AUT-151[S]
Corequisites:
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (2007 FA)

BRIEF CALCULUS

MAT-263 **Brief Calculus** **4 (3-2)** **Fall Spring**
Prerequisites: MAT-171[S]; Minimum grade C;
Corequisites:
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. (2024 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A. and A.A. Teacher Preparation. | A student may place directly into MAT 172 if the student has met at least one (1) of the following criteria within the past five (5) years: Local diagnostic exam or challenge exam which demonstrates proficiency in Pre-Calculus Algebra competencies. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 2 or higher on the AP Calculus AB Exam. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. A score of 600 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 24 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.

BRITISH LITERATURE I

ENG-241 **British Literature I** **3 (3-0)** **Fall**
Prerequisites: ENG-112[S] or ENG-114[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

BRITISH LITERATURE II

ENG-242 **British Literature II** **3 (3-0)** **Summer Spring**

Prerequisites: ENG-112[S] or ENG-114[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

BUILDING CONSTRUCTION

FIP-132 **Building Construction** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction,including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions. (2014 FA)

BUSINESS COMMUNICATION

BUS-260 **Business Communication** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-111[S]
Corequisites:
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. (2014 SP)

BUSINESS FINANCE

BUS-225 **Business Finance** **3 (2-2)** **Spring Fall**

Prerequisites: ACC-120[L]
Corequisites:
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. (1997 SU)

BUSINESS LAW I

BUS-115 **Business Law I** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. (2015 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BUSINESS MATH

BUS-121 **Business Math** **3 (2-2)** **Spring Fall**

Prerequisites: ENG-025[L]; MAT-025[L]
Corequisites:
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. (1997 SU)

C# PROGRAMMING

CSC-153 **C# Programming** **3 (2-3)** **Spring**
Prerequisites: MAT-025[L]
Corequisites:
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, debug, and implement objects using the appropriate environment at the beginning level. (2006 SP)

C++ PROGRAMMING

CSC-134 **C++ Programming** **3 (2-3)** **Summer**
Prerequisites: MAT-025[L]
Corequisites:
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. (2006 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Gen. Ed. and Premajor Elective Hours course for A.E.

C-P ANATOMY & PHYSIOLOGY

RCP-114 C-P Anatomy & Physiology 3 (3-0) Fall
Prerequisites:
Corequisites:
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation. C-P A & P (2008 SP)

C-P PATHOPHYSIOLOGY

RCP-115 C-P Pathophysiology 2 (2-0) Summer
Prerequisites:
Corequisites:
This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations. (2017 FA)

CAKE DESIGN & DECORATING

BPA-210 Cake Design & Decorating 3 (1-4) Fall
Prerequisites: CUL-110^{S} CUL-160^{S}
Corequisites:
This course covers advanced concepts in the design and decoration of tiered cakes and other specialty cakes. Topics include baking, filling and assembling cakes; cake design; finishing techniques such as utilizing gum paste, fondant and royal icing, and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of tiered and specialty cakes. (2025 FA)

CALCULUS I

MAT-271 **Calculus I** **4 (3-2)** **Fall Spring Summer**

Prerequisites: MAT-172[S]; Minimum grade C;

Corequisites:

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. (2024 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.E., A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A. and A.A. Teacher Preparation | A student may place directly into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years: | 1. A score of 2 or higher on the AP Calculus AB Exam. | 2. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. | 3. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. | 4. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. | 5. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. | 6. A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. | 7. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. | 8. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2. | 9. Local diagnostic exam or challenge exam which demonstrates proficiency in Pre-Calculus course(s) competencies. | 10. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.

CALCULUS II

MAT-272 **Calculus II** **4 (3-2)** **Fall Spring**

Prerequisites: MAT-271[S]; Minimum grade C;

Corequisites:

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.E., A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A. and A.A. Teacher Preparation

CALCULUS III

MAT-273 **Calculus III** **4 (3-2)** **Spring**
Prerequisites: MAT-272[S]; Minimum grade C;
Corequisites:
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. (2014 FA) This course has been approved to satisfy the following requirement(s): | Mathematics Gen. Ed. course for A.A., A.A. Teacher Preparation, A.E., A.S. and A.S. Teacher Preparation

CANOEING-BASIC

PED-160 **Canoeing-Basic** **1 (0-2)** **AND**
Prerequisites:
Corequisites:
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. (2007 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CARDIOLOGY I

EMS-160 **Cardiology I** **3 (2-3)** **Spring**
Prerequisites: EMS-110[S]
Corequisites:
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms. (2019 SP)

CARDIOLOGY II

EMS-220 **Cardiology II** **3 (2-3)** **Summer**
Prerequisites: EMS-122[S], EMS-130[S], EMS-160[S]
Corequisites:
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient. (2019 SP)

CAREER PREPARATION

RCP-215 Career Preparation 1 (0-3) Spring
Prerequisites:
Corequisites:
This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process. (2017 FA)

CERAMICS I

ART-283 Ceramics I 3 (0-6) Spring Fall

Prerequisites:
Corequisites:
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

CERAMICS II

ART-284 Ceramics II 3 (0-6) Spring Fall

Prerequisites: ART-283[S]
Corequisites:
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHEM OF HAZARDOUS MAT I

FIP-230 Chem of Hazardous Mat I 5 (5-0) Fall
Prerequisites:
Corequisites:
This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials. (2014 FA)

CHILD DEVELOPMENT I

EDU-144 Child Development I 3 (3-0) Summer Fall

Prerequisites:
Corequisites:
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. (2020 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHILD DEVELOPMENT II

EDU-145 Child Development II 3 (3-0) Spring
Prerequisites:
Corequisites:
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. (2020 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHILD GUIDANCE

EDU-146 Child Guidance 3 (3-0) Spring
Prerequisites:
Corequisites:
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. (2020 FA)

CHILD PSYCHOLOGY

PSY-243 Child Psychology 3 (3-0) AND
Prerequisites: PSY-150[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

CHILD, FAMILY, AND COMMUNITY

EDU-131 Child, Family, and Community 3 (3-0) Fall
Prerequisites:
Corequisites:
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. (2020 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHILDREN WITH EXCEPTIONALITIES

EDU-221 Children With Exceptionalities 3 (3-0) Spring
Prerequisites: EDU-144[S], EDU-145[S]
Corequisites:
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. (2020 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHILDREN'S THEATRE

DRA-128 **Children's Theatre** **3 (3-0)** **Spring**
Prerequisites: DRA-130[L]
Corequisites:
This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHORUS I

MUS-131 **Chorus I** **1 (0-2)** **Spring Fall**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHORUS II

MUS-132 **Chorus II** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-131[S]
Corequisites:
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHORUS III

MUS-231 **Chorus III** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-132[S]
Corequisites:
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CHORUS IV

MUS-232 **Chorus IV** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-231[S]
Corequisites:
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CIRCUIT ANALYSIS I

ELC-131 **Circuit Analysis I** **4 (3-3)** **Fall**
Prerequisites:
Corequisites:
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. (2013 FA)

CIVIL LIABILITY

CJC-232 **Civil Liability** **3 (3-0)** **Summer**
Prerequisites:
Corequisites:
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. (1997 SU)

CLASS MUSIC I

MUS-151 **Class Music I** **1 (0-2)** **Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CLASS MUSIC II

MUS-152 **Class Music II** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-151[S]
Corequisites:
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CLASS MUSIC III

MUS-251 **Class Music III** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-152[S]
Corequisites:
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CLASS MUSIC IV

MUS-252 **Class Music IV** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-251[S]
Corequisites:
This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CLINICAL CHEMISTRY I

MLT-130 **Clinical Chemistry I** **4 (3-3)** **Spring**
Prerequisites: MLT-110[L]
Corequisites:
This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders. (1997 SU)

CLUB & RESORT MANAGEMENT

HRM-230 Club & Resort Management 3 (3-0) Spring
Prerequisites:
Corequisites:
This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management. (2011 FA)

COLLEGE ENGLISH SKILLS

ENG-025 College English Skills 3 (3-0)
Prerequisites:
Corequisites:
This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset. (2024 SU)

COLLEGE PHYSICS I

PHY-151 College Physics I 4 (3-2) Summer Fall

Prerequisites: MAT-171[S] or MAT-271[S]
Corequisites:
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. (2018 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A. and A.A. Teacher Preparation | Natural Science Gen. Ed. course for A.G.E.

COLLEGE PHYSICS II

PHY-152 **College Physics II** **4 (3-2)** **Spring**
Prerequisites: PHY-151[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A. and A.A. Teacher Preparation | Natural Science Gen. Ed. course for A.G.E.

COMMERCIAL FLIGHT THEORY

AER-170 **Commercial Flight Theory** **3 (3-0)** **Spring Fall**
Prerequisites: AER-160[L]
Corequisites:
This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination. (1997 SU)

COMMERCIAL WIRING

ELC-114 **Commercial Wiring** **4 (2-6)** **Spring**
Prerequisites:
Corequisites:
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.(2025 FA)

COMMUNITY-BASED CORRECTIONS

CJC-241 Community-Based Corrections 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community. (1997 SU)

COMPARATIVE CULTURES

ANT-221 Comparative Cultures 3 (3-0) AND
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

COMPARATIVE GOVERNMENT

POL-210 Comparative Government 3 (3-0) AND
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S.

COMPLEX HEALTH CONCEPTS

NUR-213 **Complex Health Concepts** **10 (4-3-15)** **Spring**

Prerequisites: NUR-111[S]; NUR-112[L], NUR-113[L], NUR-114[L], NUR-211[L], NUR-212[L], ACA-122[L], BIO-168[L], BIO-169[L], PSY-150[L], PSY-241[L], ENG-111[L], BIO-275[L], SOC-210[L]; ENG-112 or ENG-114; all Minimum grade C

Corequisites: ART-111[L], ART-114[L], ART-115[L], MUS-110[L], MUS-112[L], PHI-215[L], PHI-240[L] or HUM-115[L]

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. (2011 FA)

COMPUTER GRAPHICS I

GRA-151 **Computer Graphics I** **2 (1-3)** **Fall**

Prerequisites:

Corequisites:

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. (1997 SU)

COMPUTER UPGRADE/REPAIR I

CET-111 **Computer Upgrade/Repair I** **3 (2-3)** **Spring Fall**

Prerequisites:

Corequisites:

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. (2007 FA)

COMPUTER UPGRADE/REPAIR II

CET-211 **Computer Upgrade/Repair II** **3 (2-3)** **Spring**
Prerequisites: CET-111[L]
Corequisites:
This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. (2007 FA)

CONCEPTS OF ESSENTIAL MATH/STA

MAT-025 **Concepts of Essential Math/Sta** **3 (3-0)** **Fall Spring Summer**

Prerequisites:
Corequisites:
This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset. (2024 SU)

CONCEPTUAL PHYSICS

PHY-110 **Conceptual Physics** **3 (3-0)** **Spring Fall**

Prerequisites: MAT-025[L] or MAT-035[L]
Corequisites: PHY-110A[L]
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, and A.F.A. | Natural Science Gen. Ed. course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

CONCEPTUAL PHYSICS LAB

PHY-110A **Conceptual Physics Lab** **1 (0-2)** **Spring Fall**

Prerequisites: MAT-025[L] or MAT-035[L]
Corequisites: PHY-110[S]
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, and A.F.A. | Natural Science Gen. Ed. course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

CONSTITUTIONAL LAW

CJC-231 **Constitutional Law** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. (1997 SU) Students who have successfully completed LET-110, Basic Law Enforcement, may receive credit for CJC-231.

CONSTR MATLS & METHODS

ARC-112 **Constr Matls & Methods** **4 (3-2)** **Fall**
Prerequisites:
Corequisites: ARC-111[L]
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. (2013 FA)

CONSTRUCTION I

CST-111 **Construction I** **4 (3-3)** **Fall**
Prerequisites:
Corequisites:
This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing. (1997 SU)

CONSTRUCTION II

CST-112 **Construction II** **4 (3-3)** **Spring**
Prerequisites: CST-111[S]
Corequisites:
This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials. (1997 SU)

CONSTRUCTION MANAGEMENT FUND

CMT-210 **Construction Management Fund** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry. (2013 FA)

CONSTRUCTION MTLS & METHODS

CEG-210 **Construction Mtls & Methods** **3 (2-3)** **Fall**
Prerequisites:
Corequisites: EGR-115[L] or CEG-115[L]
This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications. (2013 FA)

CONTEMP HAIR COLORING

COS-223 **Contemp Hair Coloring** **2 (1-3)** **Spring Fall**
Prerequisites: COS-111[S], COS-112[S]
Corequisites:
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 clients color needs and safely and competently perform color applications and correct problems. (1998 FA)

CONTEMPORARY CUISINES

CUL-245 **Contemporary Cuisines** **5 (1-8)** **Spring**
Prerequisites: CUL-110[S], CUL-140[S]
Corequisites:
This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. (2011 FA)

CORRECTIONS

CJC-141 **Corrections** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

COSMETOLOGY CONCEPTS I

COS-111 **Cosmetology Concepts I** **4 (4-0)** **Spring Fall**
Prerequisites: ENG-025[L]
Corequisites: COS-112[S]
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. (1997 SU)

COSMETOLOGY CONCEPTS II

COS-113 **Cosmetology Concepts II** **4 (4-0)** **Spring Fall**
Prerequisites: COS-111[S]; Minimum grade CL; and COS-112[S]
Corequisites: COS-114[S]
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. (2016 FA)

COSMETOLOGY CONCEPTS III

COS-115 **Cosmetology Concepts III** **4 (4-0)** **Summer**
Prerequisites: COS-111[S]; Minimum grade CL; and COS-112[S]
Corequisites: COS-116[L]
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. (2016 FA)

COSMETOLOGY CONCEPTS IV

COS-117 **Cosmetology Concepts IV** **2 (2-0)** **Spring Fall**
Prerequisites: COS-111[S]; Minimum grade CL; and COS-112[S]
Corequisites: COS-118[L]
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. (2016 FA)

COST CONTROL-FOOD & BEV

HRM-220 **Cost Control-Food & Bev** **3 (3-0)** **Fall**
Prerequisites: ENG-025[L]
Corequisites:
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving. (2011 FA)

COURT PROCEDURE & EVIDENCE

CJC-132 **Court Procedure & Evidence** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. (1997 SU) Students who have successfully completed LET-110, Basic Law Enforcement, may receive credit for CJC-132.

CREATIVE ACTIVITIES

EDU-151 **Creative Activities** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. (2022 FA)

CREATIVE WRITING I

ENG-125 **Creative Writing I** **3 (3-0)** **Fall**
Prerequisites: ENG-111[S]
Corequisites:
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. (2001 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

CREATIVE WRITING II

ENG-126 **Creative Writing II** **3 (3-0)** **AND**
Prerequisites: ENG-125[S]
Corequisites:
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

CRIME SCENE PHOTOGRAPHY

CJC-115 Crime Scene Photography 3 (2-3) Spring
Prerequisites:
Corequisites:
This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence. (2016 FA)

CRIME SCENE PROCESSING

CJC-144 Crime Scene Processing 3 (2-3) Fall
Prerequisites:
Corequisites:
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate theapprpriate techniques. (2000 SP)

CRIMINAL LAW

CJC-131 Criminal Law 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. (1997 SU) Students who have successfully completed LET-110, Basic Law Enforcement, may receive credit for CJC-131.

CRIMINALISTICS

CJC-222 Criminalistics 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. (1997 SU)

CRIMINOLOGY

CJC-112 Criminology 3 (3-0) Fall
Prerequisites:
Corequisites:
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. (1997 SU)

CRISIS INTERVENTION

CJC-225 Crisis Intervention 3 (3-0) Fall
Prerequisites:
Corequisites:
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. (1997 SU)

CRITICAL CARE CONCEPTS

RCP-210 Critical Care Concepts 4 (3-3) Summer
Prerequisites: RCP-111[L]
Corequisites:
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations. (2017 FA)

CRITICAL THINKING

HUM-115 Critical Thinking 3 (3-0)
Prerequisites: ENG-025[L]
Corequisites:
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. (2025 SP) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

CULINARY SKILLS I

CUL-140 **Culinary Skills I** **5 (2-6)** **Spring Fall**

Prerequisites:
Corequisites: CUL-110[S]

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. (2011 FA)

CULINARY SKILLS II

CUL-240 **Culinary Skills II** **5 (1-8)** **Spring**
Prerequisites: CUL-110[S] CUL-140[S]; ENG-025[L]
Corequisites:

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. (2017 FA)

CULTURAL ANTHROPOLOGY

ANT-220 **Cultural Anthropology** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:

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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

CULTURAL STUDIES

HUM-120 **Cultural Studies** **3 (3-0)** **AND**
Prerequisites:
Corequisites:

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

CURRICULUM PLANNING

EDU-259 Curriculum Planning 3 (3-0) Fall
Prerequisites: EDU-119[S]
Corequisites:
This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.(2022 FA)

CUSTOMER EXPERIENCE

MKT-223 Customer Experience 3 (3-0) Fall
Prerequisites:
Corequisites:
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.(2024 FA)

CUTTING PROCESSES

WLD-110 Cutting Processes 2 (1-3) Spring
Prerequisites:
Corequisites:
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.(2013 FA)

DATABASE CONCEPTS

DBA-110 Database Concepts 3 (2-3) Fall
Prerequisites:
Corequisites:
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. (2006 SP)

DATABASE PROGRAMMING I

DBA-120 Database Programming I 3 (2-2) Fall
Prerequisites:
Corequisites:
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. (2006 SP)

DEFENSE TACTICS FOR EMS

EMS-115 Defense Tactics for EMS 2 (1-3) AND
Prerequisites:
Corequisites:
This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation. (1997 SU)

DESCRIPTIVE ASTRONOMY

AST-111 Descriptive Astronomy 3 (3-0) AND
Prerequisites: ENG-025^{L}; MAT-025^{L}
Corequisites: AST-111A^{L}
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation and A.F.A. | Natural Science Gen. Ed. course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

DESCRIPTIVE ASTRONOMY LAB

AST-111A Descriptive Astronomy Lab 1 (0-2) AND
Prerequisites: ENG-025^{L}; MAT-025^{L}
Corequisites: AST-111^{S}
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation and A.F.A. | Natural Science Gen. Ed. course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

DESSERT/BREAD PRODUCTION

BPA-250 **Dessert/Bread Production** **5 (1-8)** **Fall**
Prerequisites: BPA-150[S]; ENG-025[L]
Corequisites:
This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices. (2012 SU)

DETECTION & INVESTIGATION

FIP-128 **Detection & Investigation** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.(2014 FA)

DEVELOPMENTAL PSYCH

PSY-241 **Developmental Psych** **3 (3-0)** **Summer Spring Fall**
Prerequisites: PSY-150[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

DIAGNOSTIC CODING

OST-248 **Diagnostic Coding** **3 (2-2)** **Spring Fall**
Prerequisites: MED-121[S] or OST-141[S]; OST-148[L]
Corequisites:
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. (2017 FA)

DIFFERENTIAL EQUATIONS

MAT-285 **Differential Equations** **3 (2-2)** **Spring**
Prerequisites: MAT-272[S]; Minimum grade C;
Corequisites:
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. (2014 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Gen. Ed. and Premajor Elective Hour course for A.E.

DIGITAL DESIGN I

ART-171 **Digital Design I** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. (2019 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

DIGITAL ELECTRONICS

ELN-133 **Digital Electronics** **4 (3-3)** **Summer**
Prerequisites:
Corequisites:
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (2013 FA)

DIGITAL PHOTOGRAPHY I

GRD-167 **Digital Photography I** **3 (1-4)** **Spring**
Prerequisites:
Corequisites:
This course introduces basic camera operations. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, digital imaging, correction and output. Upon completion, students should be able to produce digital photography with acceptable technical and compositional quality.(2024 FA)

ART-264 **Digital Photography I** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
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. (2016 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

DRAWING I

ART-131 **Drawing I** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A., A.F.A. (visual arts), and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

DRAWING II

ART-132 **Drawing II** **3 (0-6)** **Spring Fall**
Prerequisites: ART-131[S]
Corequisites:
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/ Fine Arts Gen. Ed. course for A.G.E.

EMS BRIDGING COURSE

EMS-280 EMS Bridging Course 3 (2-2) AND
Prerequisites:
Corequisites:
This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. (2019 SP)

EMS CAPSTONE

EMS-285 EMS Capstone 2 (1-3) Spring
Prerequisites: EMS-220, EMS-250, EMS-260
Corequisites:
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events. (1997 SU)

EMS CLINICAL PRACT III

EMS-231 EMS Clinical Pract III 3 (0-0-9) Fall
Prerequisites: EMS-221[S]
Corequisites:
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (2014 SP)

EMS CLINICAL PRACTICUM I

EMS-122 EMS Clinical Practicum I 1 (0-0-3) Spring
Prerequisites: EMS-110[S]
Corequisites:
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills. (2019 SP)

EMS CLINICAL PRACTICUM II

EMS-221 EMS Clinical Practicum II 2 (0-0-6) Summer
Prerequisites: EMS-121[S] or EMS-122[S]
Corequisites:
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (2019 SP)

EMS CLINICAL PRACTICUM IV

EMS-241 **EMS Clinical Practicum IV** **4 (0-0-12)** **Spring**

Prerequisites: EMS-231[S]
Corequisites:
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (2014 SP)

EMS INSTRUCTOR METHODOLOGY

EMS-125 **EMS Instructor Methodology** **3 (2-2)** **AND**
Prerequisites:
Corequisites:
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology. (2019 SP)

EMS MANAGEMENT

EMS-235 **EMS Management** **2 (2-0)** **AND**
Prerequisites:
Corequisites:
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. (1997 SU)

EMT

EMS-110 **EMT** **9 (6-6-3)** **Fall**
Prerequisites:
Corequisites:
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification. (2019 SP)

EARLY CHILD CAPSTONE PRAC

EDU-284 **Early Child Capstone Prac** **4 (1-9)** **Summer Spring**

Prerequisites: EDU-119[S], EDU-144[S], EDU-145[S], EDU-146[S], EDU-151[S]; MAT-025[L]

Corequisites:

This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. (2020 FA)

EARLY CHILD INTRO PRACT

EDU-184 **Early Child Intro Pract** **2 (1-3)** **AND**

Prerequisites: EDU-119[S]

Corequisites:

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children, assisting in the implementation of developmentally appropriate, culturally responsive, equitable, and ability diverse activities in indoor/outdoor environments for young children, supporting/engaging families, and modeling reflective/professional practices based on national/state guidelines. Upon completion, students should be able to implement respectful/reciprocal relationships with children and families, design, implement, and adapt developmentally appropriate activities, plans, and daily routines that align with NC Foundations for Early Learning and Development and demonstrate ethical/professional behaviors as indicated by assignments and onsite/virtual faculty assessments.(2022 FA)

EARLY CHILDHOOD ADMIN I

EDU-261 **Early Childhood Admin I** **3 (3-0)** **Summer**

Prerequisites:

Corequisites: EDU-119[S]

This course provides an overview of essential administrative components for managing early childhood programs, including child development, program frameworks, North Carolina child care rules and regulations, effective leadership practices, reflective supervision, and the NAEYC Code of Ethical Conduct. Emphasis is placed on personnel management, financial planning, reflective supervision strategies, child development principles, ethical decision-making, and ensuring compliance with state regulations to maintain high-quality learning environments. Upon completion, students should be able to apply program standards, manage staffing and budgets, implement reflective supervision to support professional growth, integrate child development knowledge into program planning, uphold ethical responsibilities following the NAEYC Code of Ethical Conduct, and navigate regulatory requirements to support successful early childhood program operations.(2026 SP)

EARLY CHILDHOOD ADMIN II

EDU-262 Early Childhood Admin II 3 (3-0) Summer
Prerequisites: EDU-261[S]
Corequisites: EDU-119[S]
This course is designed to prepare students for leadership roles in licensed child care facilities in North Carolina by focusing on curriculum development, program assessment, and resource management for centers and families. Emphasis is place on best practices in early childhood curriculum, quality improvement strategies, advocacy, and leadership in early learning environments. Upon completion, students should be able to implement developmentally appropriate curriculum, assess program effectiveness, support families with relevant resources, and advocate for policies that enhance early childhood education and program quality. (2026 SP)

EDUCATIONAL PSYCHOLOGY

PSY-263 Educational Psychology 3 (3-0) Summer
Prerequisites: PSY-150[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

EDUCATIONAL TECHNOLOGY

EDU-271 Educational Technology 3 (2-2) AND
Prerequisites:
Corequisites:
This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.(2022 FA)

EDUCATOR PREPARATION PRACTICUM

EDU-283 Educator Preparation Practicum 3 (2-3) Spring
Prerequisites:
Corequisites:
This course is designed to allow learners to demonstrate acquired skills and competencies in a developmentally appropriate learning environment. Topics include dispositions of effective teachers, portfolio assessment development, reflective practice, teaching methods, assessment strategies, and professional practices based on state and national Teaching Standards. Upon completion, learners should be able to provide a portfolio assessment with evidence of ethical/professional standards, respect for a diverse population in learning environments, content knowledge, appropriate guidance intervention, and grade-level technology enhanced lesson planning/assessments through practices in the classroom environment.(2022 FA)

EFFECTIVE INSTRUCTIONAL ENVIRO

EDU-270 Effective Instructional Enviro 2 (2-0) Spring
Prerequisites:
Corequisites:
This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this course, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.(2022 FA)

EFFECTIVE TEACH TRAIN

EDU-275 Effective Teach Train 2 (2-0) Summer
Prerequisites:
Corequisites:
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task. (2020 FA)

ELEMENTARY ASL I

ASL-111 **Elementary ASL I** **3 (3-0)** **AND**
Prerequisites:
Corequisites:
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. (2002 SP) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

ELEMENTARY ASL II

ASL-112 **Elementary ASL II** **3 (3-0)** **AND**
Prerequisites: ASL-111[S]
Corequisites:
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. (2002 SP) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

ELEMENTARY FRENCH I

FRE-111 **Elementary French I** **3 (3-0)** **Summer Spring Fall**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

ELEMENTARY FRENCH II

FRE-112 **Elementary French II** **3 (3-0)** **Summer Spring Fall**

Prerequisites: FRE-111[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

ELEMENTARY SPANISH I

SPA-111 **Elementary Spanish I** **3 (3-0)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S.

ELEMENTARY SPANISH II

SPA-112 **Elementary Spanish II** **3 (3-0)** **Summer Spring Fall**

Prerequisites: SPA-111[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S.

EMERGENCY MANAGEMENT

EPT-140 Emergency Management 3 (3-0) Fall
Prerequisites:
Corequisites:
This course covers the four phases of emergency management mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system. (2014 FA)

EMERGENCY VEHICLES & EMS COMM

EMS-150 Emergency Vehicles & EMS Comm 2 (1-3) AND
Prerequisites:
Corequisites:
This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs. (2014 SP)

EMERGING TECHNOLOGIES

OST-284 Emerging Technologies 2 (1-2) Spring Fall
Prerequisites:
Corequisites:
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. (1999 FA)

ENG AND DESIGN GRAPHICS

EGR-120 Eng and Design Graphics 3 (2-2) Spring
Prerequisites:
Corequisites:
This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features or two-dimensional and three-dimensional objects using the proper tools and methods. (2013 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ENGINE PERFORMANCE 1

AUT-181 **Engine Performance 1** **3 (2-3)** **Fall**
Prerequisites: TRN-120[L]
Corequisites:
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (2007 FA)

ENGINE PERFORMANCE 2

AUT-183 **Engine Performance 2** **4 (2-6)** **Fall**
Prerequisites: AUT-181[S]
Corequisites:
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. (2007 FA)

ENGINE REPAIR

AUT-116 **Engine Repair** **3 (2-3)** **Fall**
Prerequisites: AUT-116A[L]
Corequisites:
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (2007 FA)

ENGINE REPAIR LAB

AUT-116A **Engine Repair Lab** **1 (0-3)** **Fall**
Prerequisites: AUT-116[S]
Corequisites:
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (2007 FA)

ENGINEERING GRAPHICS

DFT-170 **Engineering Graphics** **3 (2-2)** **AND**
Prerequisites:
Corequisites:
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. (2005 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Gen. Ed. and Premajor Elective Hours course for A.E.

ENGINEERING STATICS

EGR-220 **Engineering Statics** **3 (3-0)** **AND**
Prerequisites: PHY-251[S]
Corequisites: MAT-272[S]
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. (1997 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Gen. Ed. and Premajor Elective course for A.E.

ENGINES & SYSTEMS

AER-216 **Engines & Systems** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
This course introduces piston and turbine aircraft engines and associated systems. Topics include aircraft hydraulic, pneumatic, electrical, air conditioning, and pressurization systems along with the theory of engine operations, including power and thrust computations. Upon completion, students should be able to apply principles of engine and systems operation. (1997 SU)

ENSEMBLE I

MUS-141 **Ensemble I** **1 (0-2)** **Spring Fall**
Prerequisites:
Corequisites:
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ENSEMBLE II

MUS-142 **Ensemble II** **1 (0-2)** **Spring**
Prerequisites: MUS-141[S]
Corequisites:
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ENSEMBLE III

MUS-241 **Ensemble III** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-142[S]
Corequisites:
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ENSEMBLE IV

MUS-242 **Ensemble IV** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-241[S]
Corequisites:
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ENTERPRISE NETWORKING

NET-225 **Enterprise Networking** **3 (2-3)** **Fall**
Prerequisites:
Corequisites:
This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.(2025 FA)

ENTREPRENEURSHIP I

BUS-139 **Entrepreneurship I** **3 (3-0)** **Fall**
Prerequisites: ENG-025[L]
Corequisites:
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. (2008 FA)

ENVIRONMENTAL BIOLOGY

BIO-140 **Environmental Biology** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites: BIO-140A[L]
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Natural Science Gen. Ed. course for A.A., A.A. Teacher Preparation, A.S., and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

ENVIRONMENTAL BIOLOGY LAB

BIO-140A **Environmental Biology Lab** **1 (0-3)** **Spring Fall**

Prerequisites: ENG-025[L]

Corequisites: BIO-140[S]

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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Natural Science Gen. Ed. course for A.A., A.A. Teacher Preparation, A.S., and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

ENVIRONMENTAL LAW

ENV-226 **Environmental Law** **3 (3-0)** **Spring**

Prerequisites:

Corequisites:

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality. (2013 FA)

ENVIRONMENTAL SYSTEMS

ARC-230 **Environmental Systems** **4 (3-3)** **Spring**

Prerequisites:

Corequisites:

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations. (2025 SP)

ETHICAL HACKING WITH PYTHON I

CSC-211 **Ethical Hacking With Python I** **3 (2-3)** **Fall**

Prerequisites:

Corequisites:

This course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in gaining system access, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to ethical hacking.(2018 SU)

ETHICS & COMM RELATIONS

CJC-212 **Ethics & Comm Relations** **3 (3-0)** **Summer**
Prerequisites:
Corequisites:
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ETHICS OF MASSAGE

MTH-125 **Ethics of Massage** **2 (2-0)** **Summer**
Prerequisites: MTH-110[L]
Corequisites: MTH-130[L]
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion of this course the student should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. (2005 FA)

EUROPEAN CAKES AND TORTES

BPA-130 **European Cakes and Tortes** **3 (1-4)** **Summer**
Prerequisites: CUL-110[S] CUL-160[S]
Corequisites:
This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher. (2011 FA)

EXERCISE PROGRAMMING

HFS-212 **Exercise Programming** **3 (2-2)** **Fall**
Prerequisites: HFS-110[S]
Corequisites:
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner. (2017 FA)

EXERCISE SCIENCE

HFS-110 **Exercise Science** **4 (4-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise. (2017 FA)

EXPLORATION ACTIVITIES

EDU-251 **Exploration Activities** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course covers fundamental concepts in the content areas of science, technology, engineering, math, and social studies through investigative experiences aligned with NC Foundations for Early Learning and Development. Emphasis is placed on exploring fundamental concepts, scope and sequence, and teaching strategies to engage each child through play and open-ended discovery in indoor/outdoor environments. Upon completion, students should be able to understand major concepts in each content area and implement developmentally appropriate, culturally responsive, equitable, and inclusive experiences for all young children.(2022 FA)

FALL GARDENING LAB

LSG-121 **Fall Gardening Lab** **2 (0-6)** **Fall**
Prerequisites:
Corequisites:
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape. (2001 FA)

FAMILY HEALTH CONCEPTS

NUR-113 **Family Health Concepts** **5 (3-0-6) Fall**
Prerequisites: NUR-111[S]; NUR-112[L], NUR-211[L], NUR-114[L], BIO-168[L], BIO-169[L], PSY-150[L], PSY-241[L], ENG-111[L]; Minimum grade C; ENG-112[L] or ENG-114[L]; Minimum grade C;
Corequisites: BIO-275[L], SOC-210[L]
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. (2009 FA)

FEDERAL INCOME TAXES

ACC-131 **Federal Income Taxes** **3 (2-2)** **Fall**
Prerequisites: ENG-025[L]; MAT-025[L]
Corequisites:
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations. (2003 FA)

FIGURE DRAWING I

ART-135 **Figure Drawing I** **3 (0-6)** **AND**
Prerequisites: ART-131[S]
Corequisites:
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

FIRE FIGHTING STRATEGIES

FIP-220 **Fire Fighting Strategies** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations. (2014 FA)

FIRE INSTRUCTOR I & II

FIP-224 Fire Instructor I & II 4 (4-0) Fall
Prerequisites:
Corequisites:
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041. (2014 FA)

FIRE PREVENTION & PUBLIC ED

FIP-124 Fire Prevention & Public Ed 3 (3-0) Fall
Prerequisites:
Corequisites:
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group. (2014 FA)

FIRE PROTECTION LAW

FIP-152 Fire Protection Law 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. (2014 FA)

FIRE SERVICE SUPERVISION

FIP-240 Fire Service Supervision 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021. (2014 FA)

FIRST AID & CPR

HEA-112 **First Aid & CPR** **2 (1-2)** **Summer Spring Fall**

Prerequisites:
Corequisites:
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

FIT AND WELL FOR LIFE

PED-110 **Fit and Well for Life** **2 (1-2)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Gen. Ed. and Premajor Elective course for A.E.

FITNESS & EXER TESTING I

HFS-111 **Fitness & Exer Testing I** **4 (3-2)** **Spring Fall**

Prerequisites: ENG-025^{L}; MAT-025^{L}
Corequisites:
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment. (2017 FA)

FITNESS FACILITY MGMT

HFS-118 Fitness Facility Mgmt 4 (4-0) Spring
Prerequisites:
Corequisites:
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility. (2017 FA)

FLIGHT DYNAMICS

AER-210 Flight Dynamics 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers basic and advanced principles of aerodynamic phenomena and fluid flow. Topics include airflow phenomena; lift/weight/thrust/drag; aircraft configuration characteristics, stability, and control; subsonic, transonic, and supersonic flight; critical Mach numbers; and the V-g Diagram. Upon completion, students should be able to explain the elements of applied aerodynamics and aeronautical engineering which relate directly to the problems of flight operations. (1997 SU)

FLIGHT SAFETY

AER-215 Flight Safety 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers the basic procedures and practices of aircraft accident prevention, accident investigation, and reporting. Topics include a comprehensive review of federal regulations pertinent to aviation safety and analyses of actual aviation accident cases and their causes. Upon completion, students should be able to demonstrate an understanding and respect for specific personal factors such as attitude, motivation, and skill related to flight safety. (1997 SU)

FLIGHT-CFI

AER-281 Flight-CFI 1 (0-3) AND
Prerequisites: AER-171[S]
Corequisites:
This course provides experience in preparation for the flight instructor practical test. Emphasis is placed on the ability to transition to right seat flight while teaching performance maneuvers including operation of a complex aircraft. Upon completion, students should be able to demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards. (1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.

FLIGHT-COMMERCIAL PILOT

AER-171 **Flight-Commercial Pilot** **3 (0-6)** **Spring**
Prerequisites: AER-151[S]
Corequisites:
This course provides the hands-on training needed to qualify for a Federal Aviation Administration commercial pilot certificate. Topics include flight instruction in advanced precision maneuvers, maximum performance take-off and landings, emergency procedures, operation of complex aircraft, aircraft performance, and range and fuel planning. Upon completion, students should be able to demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate. (2017 FA) Instructional flight hours are accomplished through partnerships with the local flight schools.

FLIGHT-INSTRUMENT PILOT

AER-161 **Flight-Instrument Pilot** **2 (0-6)** **Spring Fall**
Prerequisites: AER-151[S]
Corequisites:
This course covers instruction and training in instrument flight planning including IFR navigation, VOR, ILS, ADF, and compliance with ATC procedures. Emphasis is placed on approach and navigation procedures, including holding and missed approaches, and development of skill in executing en route and approach procedures. Upon completion, students should be able to plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam. (1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.

FLIGHT-MULTI-ENGINE

AER-285 **Flight-Multi-Engine** **1 (0-3)** **AND**
Prerequisites: AER-171[S]
Corequisites:
This course provides the flight training required to obtain a multi-engine rating. Topics include multi-engine safety procedures, single-engine operations and performance, Vmc, instrument approaches (single- and multi-engine), and emergency procedures. Upon completion, students should be able to demonstrate the competencies required for the flight test practical examination for a multi-engine rating. (1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.

FLIGHT-PRIVATE PILOT

AER-151 Flight-Private Pilot 1 (0-3) AND
Prerequisites:
Corequisites:
This course provides the hands-on training needed to qualify for a Federal Aviation Administration private pilot certificate. Topics include flight maneuvers (ground procedures, take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures) and cross-country planning and navigation. Upon completion, students should be able to demonstrate the competencies required for the flight test practical exam for the private pilot certificate. (1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.

FOOD & BEVERAGE SERV LAB

CUL-135A Food & Beverage Serv Lab 1 (0-2) Spring Fall
Prerequisites:
Corequisites: CUL-135[S]
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages. (2011 FA)

FOOD & BEVERAGE SERVICE

CUL-135 Food & Beverage Service 2 (2-0) Spring Fall
Prerequisites:
Corequisites: CUL-135A[L]
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. (2011 FA)

FOOD TRUCK OPERATIONS

HRM-170 Food Truck Operations 3 (3-0) Spring
Prerequisites:
Corequisites: CUL-110[S]
This course introduces students to mobile food truck management and provide the fundamentals of establishing and operating a food truck. Emphasis is placed on marketing, budget management, menu development, interior food truck design, and business plan implementation. Upon completion, students should be able to formulate a food truck concept, understand local, state, and federal requirements, create menu content and a marketing strategy, and develop a viable business plan. (2026 FA)

FOOD TRUCK PROD & SERVICE

CUL-175 **Food Truck Prod & Service** **3 (1-4)** **Spring**
Prerequisites: CUL-110[S]
Corequisites:
This course covers the fundamentals of food production, set up, maintainence, and operation of a food truck. Emphasis is placed on prepping, storing and serving food in a timely manner in a food truck setting. Topics will include health regulations, compliance, equipment limitions, and maintaince of food truck operating systems. Upon completion, students should be able to set up, operate and properly execute food truck menus to industry standards.(2026 FA)

FOOTWEAR AND TIRE IMPRINT

CJC-244 **Footwear and Tire Imprint** **3 (2-3)** **Spring**
Prerequisites:
Corequisites:
This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints. (2000 SP)

FORENSIC PSYCHOLOGY

PSY-231 **Forensic Psychology** **3 (3-0)** **Summer Spring**
Prerequisites: PSY-150[S]
Corequisites:
This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment, as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. (2004 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

FOUNDATIONS OF EDUCATION

EDU-216 Foundations of Education 3 (3-0) Fall
Prerequisites:
Corequisites:
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. (2020 FA)
This course has been approved to satisfy the following requirement(s): | Other Required Hours for A.A. Teacher Preparation and A.S. Teacher Preparation | Premajor and/or Elective course for A.A. and A.S.

FRICTION RIDGE ANALYSIS

CJC-245 Friction Ridge Analysis 3 (2-3) Summer
Prerequisites:
Corequisites:
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. (2000 SP)

FRUIT & VEGETABLE PROD

HOR-142 Fruit & Vegetable Prod 2 (1-2) Summer
Prerequisites:
Corequisites:
This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables. (1997 SU)

FUNDAMENTALS OF MASSAGE

MTH-110 Fundamentals of Massage 10 (6-9-3) Fall
Prerequisites:
Corequisites: BIO-163^{L} or BIO-168^{L}
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills. (2008 SP)

FUNDAMENTALS OF MUSIC

MUS-111 **Fundamentals of Music** **3 (3-0)** **AND**
Prerequisites:
Corequisites:
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. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective Course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

GARDE MANGER I

CUL-170 **Garde Manger I** **3 (1-4)** **Summer Spring**
Prerequisites:
Corequisites: CUL-110[S]
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. (2011 FA)

GEN, ORG, & BIOCHEM LAB

CHM-130A **Gen, Org, & Biochem Lab** **1 (0-2)** **Fall**
Prerequisites:
Corequisites: CHM-130[S]
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. (1997 SU)

GEN, ORG, & BIOCHEMISTRY

CHM-130 **Gen, Org, & Biochemistry** **3 (3-0)** **Fall**
Prerequisites:
Corequisites: CHM-130A[L]
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. (1997 SU)

GENERAL ANTHROPOLOGY

ANT-210 **General Anthropology** **3 (3-0)** **AND**

Prerequisites: ENG-025[L]

Corequisites:

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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

GENERAL BIOLOGY I

BIO-111 **General Biology I** **4 (3-3)** **Summer Spring Fall**

Prerequisites: ENG-025[L]

Corequisites:

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.F.A., A.S., and A.S. Teacher Preparation | Other Gen. Ed. and Premajor Elective Hour course for A.E. | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

GENERAL BIOLOGY II

BIO-112 **General Biology II** **4 (3-3)** **Summer Spring Fall**

Prerequisites: BIO-111[S]; Minimum grade CL

Corequisites:

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.S., and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A., and A.A. Teacher Preparation | Natural Science Gen. Ed. course for A.G.E.

GENERAL CHEMISTRY I

CHM-151 **General Chemistry I** **4 (3-3)** **Summer Spring Fall**

Prerequisites: MAT-025[L] or MAT-035[L]
Corequisites:
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. (1997 SU)

GENERAL CHEMISTRY II

CHM-152 **General Chemistry II** **4 (3-3)** **Summer Spring Fall**

Prerequisites: CHM-151[S]; Minimum grade CL;
Corequisites:
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. (1997 SU)

GENERAL MICROBIOLOGY

BIO-175 **General Microbiology** **3 (2-2)** **Spring**

Prerequisites: BIO-110[S], BIO-111[S], BIO-163 or BIO-168[S]; Minimum grade CL
Corequisites:
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. (2004 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Natural Science Gen. Ed. course for A.G.E.

GENERAL PHYSICS I

PHY-251 **General Physics I** **4 (3-3)** **Fall**
Prerequisites: MAT-271[S]
Corequisites:
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. (2025 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.E., A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A. and A.A. Teacher Preparation

GENERAL PHYSICS II

PHY-252 **General Physics II** **4 (3-3)** **Spring**
Prerequisites: MAT-272[S], PHY-251[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.E., A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A. and A.A. Teacher Preparation

GENERAL PSYCHOLOGY

PSY-150 **General Psychology** **3 (3-0)** **Summer Spring Fall**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E

GEOLOGY

GEL-111 Geology 4 (3-2) AND
Prerequisites:
Corequisites:
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. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, and A.F.A. | Natural Science Gen. Ed. course for A.S. and A.S. Teacher Preparation | Other Gen. Ed. And Premajor Elective course for A.E. | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

GLOBAL CUISINES

CUL-230 Global Cuisines 5 (1-8) Spring
Prerequisites: CUL-110^{S}, CUL-140^{S}; CUL-110A^{L}, CUL-160^{L}, CUL-240^{L}
Corequisites:
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. (2011 FA)

GREEN BLDG & DESIGN CONCEPTS

SST-140 Green Bldg & Design Concepts 3 (3-0) Fall
Prerequisites:
Corequisites:
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction. (2013 FA)

GREENHOUSE OPERATIONS

HOR-134 Greenhouse Operations 3 (2-2) Spring
Prerequisites:
Corequisites:
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. (1997 SU)

GREENHOUSE PRODUCTION

HOR-235 **Greenhouse Production** **3 (2-2)** **Fall**
Prerequisites: HOR-134[L]
Corequisites:
This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. (1997 SU)

GROUP EXER INSTRUCTION

HFS-120 **Group Exer Instruction** **3 (2-2)** **Spring**
Prerequisites: HFS-110[S]
Corequisites:
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity. (2017 FA)

HEALTH CARE CONCEPTS

NUR-211 **Health Care Concepts** **5 (3-0-6)** **Spring**
Prerequisites: NUR-111[S]; NUR-112[L], BIO-168[L], PSY-150[L], ENG-111[L]; Minimum grade C
Corequisites: ACA-122[L], BIO-169[L]; ENG-112[L] or ENG-114[L]; Minimum grade C
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. (2009 FA)

HEALTH PSYCHOLOGY

PSY-275 **Health Psychology** **3 (3-0)** **AND**
Prerequisites: PSY-150[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

HEALTH SYSTEM CONCEPTS

NUR-212 Health System Concepts 5 (3-0-6) Fall
Prerequisites: NUR-111[S]; NUR-112[L], NUR-113[L], NUR-114[L], NUR 211L, NUR-212[L], ACA-122[L], BIO-168[L], BIO-169[L], PSY-150[L], PSY-241[L], ENG-111[L], BIO-275, SOC-210[L]; ENG-112[L] or ENG-114[L]; all Minimum grade C
Corequisites: BIO-275[L], SOC-210[L]
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 (2009 FA)

HEALTH AND FITNESS LAW

HFS-214 Health and Fitness Law 3 (3-0) Spring
Prerequisites:
Corequisites:
This course is designed to build a greater awareness and understanding of laws and legal issues encountered in the health and fitness industry. Topics include federal/state regulations, historical/current practices, risk management, torts, employment, discrimination, contracts, waivers, health/fitness screening, client confidentiality, facility safety, equipment liability, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize liability in a fitness setting. (2017 FA)

HEALTH, SAFETY AND NUTRITION

EDU-153 Health, Safety and Nutrition 3 (3-0) Spring
Prerequisites:
Corequisites:
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. (2020 FA)

HEALTH-ILLNESS CONCEPTS

NUR-112 **Health-Illness Concepts** **5 (3-0-6)** **Spring**
Prerequisites: NUR-111[S]; BIO-168[L], ENG-111[L], PSY-150[L]; Minimum grade C;
Corequisites: ACA-122[L] BIO-169[L]; ENG-112[L] or ENG-114[L]
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. (2009 FA)

HEMATOLOGY/HEMOSTASIS I

MLT-120 **Hematology/Hemostasis I** **4 (3-3)** **Spring**
Prerequisites: MLT-110[L]
Corequisites:
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders. (1997 SU)

HEMATOLOGY/HEMOSTASIS II

MLT-220 **Hematology/Hemostasis II** **3 (2-3)** **Spring**
Prerequisites: MLT-120[L]
Corequisites:
This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis. (1997 SU)

HISPANIC CIVILIZATION

HIS-151 **Hispanic Civilization** **3 (3-0)** **Fall**
Prerequisites: ENG-025[L]
Corequisites:
This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

HISTORY OF AVIATION

AER-113 **History of Aviation** **2 (2-0)** **Spring Fall**

Prerequisites:
Corequisites:
This course provides a historical survey of the efforts of manned-flight. Topics include the development of aircraft, milestones in aviation, noted pioneers, and the socioeconomic impact of flight upon modern civilization. Upon completion, students should be able to demonstrate an understanding of the advancements that aviation has accrued for society and contemporary changes in aviation. (1997 SU)

HOLISTIC HEALTH CONCEPTS

NUR-114 **Holistic Health Concepts** **5 (3-0-6)** **Summer**

Prerequisites: NUR-111[S]; NUR-112[L], NUR-211[L], BIO-168[L], BIO-169[L], PSY-150[L], ENG-111[L]; Minimum grade C; ENG-112[L] or ENG-114[L]; Minimum grade C

Corequisites: PSY-241[L]

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. (2009 FA)

HOR BUS ENTREPRENEURSHIP

HOR-278 **Hor Bus Entrepreneurship** **3 (3-0)** **Fall**

Prerequisites:
Corequisites:
This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.(1997 SU)

HORT PEST MANAGEMENT

HOR-164 **Hort Pest Management** **3 (2-2)** **Summer**

Prerequisites: HOR-160[L]

Corequisites:
This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license. (2013 FA)

HOT AND COLD DESSERTS

BPA-165 **Hot and Cold Desserts** **3 (1-4)** **Spring**
Prerequisites: CUL-110[S] CUL-160[S]
Corequisites:
This course covers the principles and techniques of frozen desserts, souffles, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold souffles. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes. (2011 FA)

HUMAN FACTORS IN AVIATION

AER-218 **Human Factors in Aviation** **2 (2-0)** **Fall**
Prerequisites:
Corequisites:
This course analyzes interpersonal relationships in the cockpit and related psychological factors that affect pilot performance and efficiency during flight operations. Topics include cockpit management, judgment, aircraft and flight crew coordination and control, physiological factors, responsibility, and decision-making capabilities. Upon completion, students should be able to apply work-proven routines to stress management, crew responsibility, and the team concept in the cockpit. (1997 SU)

HUMAN RESOURCE MANAGEMENT

BUS-153 **Human Resource Management** **3 (3-0)** **Spring Fall**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU)

HUMAN RESOURCE MGMT-HOSP

HRM-245 **Human Resource Mgmt-Hosp** **3 (3-0)** **Spring**
Prerequisites: ENG-025[L]
Corequisites:
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. (2011 FA)

HUMAN SEXUALITY

PSY-259 **Human Sexuality** **3 (3-0)** **AND**
Prerequisites: PSY-150[S]
Corequisites:
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

HUMAN VALUES AND MEANING

HUM-220 **Human Values and Meaning** **3 (3-0)** **AND**
Prerequisites: ENG-111[S]
Corequisites:
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/ Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/ Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

HUMANITIES I

HUM-211 **Humanities I** **3 (3-0)** **AND**
Prerequisites: ENG-111[S]
Corequisites:
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

HUMANITIES II

HUM-212 Humanities II 3 (3-0) AND
Prerequisites: ENG-111[S]
Corequisites:
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

HYDRAULICS & WATER DIST

FIP-232 Hydraulics & Water Dist 3 (2-2) Fall
Prerequisites:
Corequisites:
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems. (2014 FA)

HYDROLOGY & EROSION CONTROL

CEG-211 Hydrology & Erosion Control 3 (2-3) Fall
Prerequisites:
Corequisites:
This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan. (2025 SP)

IT FOUNDATIONS

CTI-110 IT Foundations 3 (2-2) Spring
Prerequisites:
Corequisites:
This course provides an introduction to technology concepts and current trends in IT. Topics include foundational concepts across various IT domains such as, but not limited to, artificial intelligence, database fundamentals, programming principles, and web development. Upon completion, students should be able to demonstrate knowledge in core IT areas and apply skills critical for their academic and professional success.(2025 FA)

IMAGE PRODUCTION I

RAD-121 **Image Production I** **3 (2-3)** **Spring**
Prerequisites: RAD-110[L], RAD-111[L], RAD-151[L]
Corequisites: RAD-112[L], RAD-161[L]
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production. (2022 SU)

IMAGE PRODUCTION II

RAD-122 **Image Production II** **2 (1-3)** **Summer**
Prerequisites: RAD-112[L], RAD-121[L], RAD-161[L]
Corequisites: RAD-141[L], RAD-171[L]
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production. (2022 SU)

IMAGE PRODUCTION III

RAD-231 **Image Production III** **2 (1-3)** **Fall**
Prerequisites: RAD-122[L], RAD-141[L], RAD-171[L]
Corequisites: RAD-211[L], RAD-251[L]
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs. (2022 SU)

IMMUNOLOGY AND SEROLOGY

MLT-126 **Immunology and Serology** **2 (1-2)** **Fall**
Prerequisites: MLT-110[L]
Corequisites:
This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures. (1997 SU)

INFO SYS BUSINESS CONCEPTS

CTS-115 Info Sys Business Concepts 3 (3-0) Spring
Prerequisites:
Corequisites:
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. (2006 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

INSPECTIONS & CODES

FIP-136 Inspections & Codes 3 (3-0) Fall
Prerequisites:
Corequisites:
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report. (2014 FA)

INSTRUCTOR PILOT FLT THEORY

AER-280 Instructor Pilot Flt Theory 3 (3-0) AND
Prerequisites: AER-170[S]
Corequisites:
This course covers flight instruction and the skills and knowledge necessary to work effectively as a flight instructor. Topics include fundamentals of instruction, lesson planning, instructor regulations and endorsements, and related aeronautical knowledge. Upon completion, students should be able to demonstrate competence necessary for the Federal Aviation Administration Fundamentals of Instructing Test and the appropriate instructor written examination. (1997 SU)

INSTRUMENT FLIGHT SIMULATOR

AER-115 Instrument Flight Simulator 2 (1-3) AND
Prerequisites:
Corequisites:
This course covers classroom and instrument flight training in a FAA-approved flight simulator. Emphasis is placed on Instrument Flight Rules (IFR) equipment, tracking, approach and navigation procedures, to include holding and missed approaches. Upon completion, students should be able to plan and execute an IFR flight and smoothly transition to instrument training in an actual aircraft.(2023 FA)

INSTRUMENT FLIGHT THEORY

AER-160 **Instrument Flight Theory** **3 (2-2)** **Summer Spring Fall**

Prerequisites:
Corequisites:
This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating. (1997 SU)

INTEGR CU INST: MATH/SCIENCE

EDU-277 **Integr CU Inst: Math/Science** **3 (2-3)** **Fall**
Prerequisites:
Corequisites:
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based math and science K - 12 instruction. Topics include essential math and science concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate math and science instruction aligned to the NC Standard Course of Study, other professional and national standards.(2022 FA)

INTEGR CU INST: SOC STU/ELA

EDU-278 **Integr CU Inst: Soc Stu/ELA** **3 (2-3)** **Fall**
Prerequisites:
Corequisites:
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based social studies and ELA K -12 instruction. Topics include essential social studies and ELA concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate social studies and ELA instruction aligned to the NC Standard Course of Study, other professional and national standards. (2022 FA)

INTERMEDIATE ASL I

ASL-211 **Intermediate ASL I** **3 (3-0)** **AND**
Prerequisites: ASL-112[S]
Corequisites:
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. (2002 SP) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

INTERMEDIATE ASL II

ASL-212 **Intermediate ASL II** **3 (3-0)** **AND**
Prerequisites: ASL-211[S]
Corequisites:
This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with 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. (2002 SP) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

INTERMEDIATE ACCOUNTING I

ACC-220 **Intermediate Accounting I** **4 (3-2)** **Fall**
Prerequisites: ACC-121[L]; ACC-120[S]
Corequisites:
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 extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (2006 SP)

INTERMEDIATE FRENCH I

FRE-211 **Intermediate French I** **3 (3-0)** **Summer Spring**
Prerequisites: FRE-112[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

INTERMEDIATE FRENCH II

FRE-212 **Intermediate French II** **3 (3-0)** **AND**
Prerequisites: FRE-211[S]
Corequisites:
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S.

INTERMEDIATE SPANISH I

SPA-211 **Intermediate Spanish I** **3 (3-0)** **Summer Spring Fall**
Prerequisites: SPA-112[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S.

INTERMEDIATE SPANISH II

SPA-212 **Intermediate Spanish II** **3 (3-0)** **AND**
Prerequisites: SPA-211[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S.

INTERNAT CULTURAL EXPLOR

HUM-180 **Internat Cultural Explor** **3 (2-3)** **AND**
Prerequisites:
Corequisites:
This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. (2009 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

INTERNATIONAL RELATIONS

POL-220 **International Relations** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E

INTERPERSONAL PSYCHOLOGY

PSY-118 **Interpersonal Psychology** **3 (3-0)** **Spring Fall**
Prerequisites: ENG-025[L]
Corequisites:
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E

INTERVIEWS/INTERROGATIONS

CJC-120 **Interviews/Interrogations** **2 (1-2)** **Spring**
Prerequisites:
Corequisites:
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. (1997 SU) Students who have successfully completed LET-110, Basic Law Enforcement, may receive credit for CJC-120.

INTRO INTERCULTURAL COM

COM-140 Intro Intercultural Com 3 (3-0) Fall
Prerequisites:
Corequisites:
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. (2009 SP) This course has been approved to satisfy the following requirement(s): | Communication Gen. Ed. course for A.A., A.A. Teacher Preparation, A.S., and A.S. Teacher Preparation | Humanities/ Fine Arts course for A.A.S. and A.G.E.

INTRO INTERPERSONAL COM

COM-120 Intro Interpersonal Com 3 (3-0) Summer Spring Fall
Prerequisites:
Corequisites:
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. (2007 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.F.A., and A.S. | Communication course for A.A.S. and A.G.E.

INTRO LIGHT-DUTY DIESEL

LDD-112 Intro Light-Duty Diesel 3 (2-2) Fall
Prerequisites:
Corequisites:
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures. (2013 FA)

INTRO TURFGRASS CULT & ID

TRF-110 **Intro Turfgrass Cult & ID** **4 (3-2)** **Spring**
Prerequisites: MAT-110[L], MAT-121[L], MAT-143[L], MAT-152[L] or MAT-171[L]
Corequisites:
This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices. (2013 FA)

INTRO TO ACC SPREADSHEETS

ACC-149 **Intro to ACC Spreadsheets** **2 (1-3)** **Summer Spring Fall**
Prerequisites: ACC-115[S] or ACC-120[S]
Corequisites:
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. (2018 FA)

INTRO TO ANALYTICS

BAS-120 **Intro to Analytics** **3 (2-3)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business. (2015 FA)

INTRO TO ARCH TECHNOLOGY

ARC-111 **Intro to Arch Technology** **3 (1-4)** **Fall**
Prerequisites:
Corequisites:
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.(2025 FA)

INTRO TO BIOMED FIELD

BMT-111 Intro to Biomed Field 2 (2-0) Spring
Prerequisites:
Corequisites:
This course introduces the fundamental concepts of the health care delivery system. Topics include hospital organization and structure, BMET duties and responsibilities, and the professional and social interrelationships between services. Upon completion, students should be able to demonstrate an understanding of hospital organization as related to BMET duties. (2011 SU)

INTRO TO CONSTRUCTION

CST-110 Intro to Construction 2 (1-2) Fall
Prerequisites:
Corequisites:
This course introduces construction terminology, materials, and practices found at a construction worksite. Emphasis is placed on common and innovative practices, methods, materials, and other related topics of the construction industry. Upon completion, students should be able to successfully identify various practices, methods, and materials used in the construction industry.(1997 SU)

INTRO TO CRIMINAL JUSTICE

CJC-111 Intro to Criminal Justice 3 (3-0) Fall
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

INTRO TO DIGITAL MEDIA

DME-110 Intro to Digital Media 3 (2-2) Fall
Prerequisites:
Corequisites:
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. (2004 FA)

INTRO TO EARLY CHILD EDUCATION

EDU-119 Intro to Early Child Education 4 (4-0) Fall
Prerequisites:
Corequisites:
This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan. (2022 FA)

INTRO TO ENGINEERING

EGR-150 Intro to Engineering 2 (1-2) Spring Fall
Prerequisites:
Corequisites:
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. (2005 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Required Hours course for A.E.

INTRO TO ENVIRONMENTAL TECH

CEG-212 Intro to Environmental Tech 3 (2-3) Spring
Prerequisites: EGR-251[S]
Corequisites:
This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations. (2013 FA)

INTRO TO ETHICAL HACKING

CSC-111 Intro to Ethical Hacking 3 (2-2) Fall
Prerequisites:
Corequisites:
This course introduces computer programming students to the foundations of ethical hacking. Topics include security policies, common vulnerabilities, penetration testing methodology, and hacking concepts using computer programming and scripting techniques. Upon completion, students should be able to describe the computer programming aspects of ethical hacking in an organization's overall security framework.(2025 FA)

INTRO TO FAMILY CHILDCARE

EDU-114 Intro to Family Childcare 4 (4-0) Spring
Prerequisites:
Corequisites:
The course introduces the foundational principles, strategies, and best practices for planning and implementing meaningful, developmentally appropriate learning experiences while managing a professional and sustainable family child care setting. Emphasis is placed on addressing the unique challenges of mixed-age group care, supporting diverse developmental needs, building positive family and community partnerships, maintaining professionalism, integrating sound business practices, and promoting self-care for providers to sustain long-term success. Upon completion, students should be able to design, adapt, and implement inclusive activities for infants, toddlers, preschoolers, and school-age children while effectively managing a sustainable family child care business with a focus on professionalism, self-care, and strong family-community collaboration.(2025 FA)

INTRO TO FIRE PROTECTION

FIP-120 Intro to Fire Protection 3 (3-0) Fall
Prerequisites:
Corequisites:
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. (2014 FA)

INTRO TO GIS AND GNSS

CEG-111 Intro to Gis and Gnss 4 (2-4) Spring
Prerequisites:
Corequisites:
This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps. (2013 FA)

INTRO TO HEALTH CONCEPTS

NUR-111 **Intro to Health Concepts** **8 (4-6-6) Fall**
Prerequisites: ENG-025[L]; MAT-025[L]
Corequisites: BIO-168[L], PSY-150[L], ENG-111[L]
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. (2009 FA)

INTRO TO MLT

MLT-110 **Intro to MLT** **3 (2-3) Fall**
Prerequisites:
Corequisites:
This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills. (1997 SU)

INTRO TO MICROBIOLOGY

MLT-140 **Intro to Microbiology** **3 (2-3) Fall**
Prerequisites:
Corequisites:
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures. (1997 SU)

INTRO TO MICROPROCESSORS

ELN-232 **Intro to Microprocessors** **4 (3-3) Spring**
Prerequisites:
Corequisites:
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. (1997 SU)

INTRO TO NEW TESTAMENT

REL-212 **Intro to New Testament** **3 (3-0)** **Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

INTRO TO OLD TESTAMENT

REL-211 **Intro to Old Testament** **3 (3-0)** **Summer Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

INTRO TO PLC

ELC-128 **Intro to PLC** **3 (2-3)** **AND**
Prerequisites:
Corequisites:
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs. (2013 FA)

INTRO TO PROG & LOGIC

CIS-115 **Intro to Prog & Logic** **3 (2-3)** **Summer Spring Fall**

Prerequisites: MAT-025[L]
Corequisites:
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 use top-down algorithm design and implement algorithmic solutions in a programming language. (2025 SP)

INTRO TO RESPIRATORY CARE

RCP-110 **Intro to Respiratory Care** **4 (3-3)** **Fall**
Prerequisites:
Corequisites:
This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations. (2017 FA)

INTRO TO SURG TECH

SUR-110 **Intro to Surg Tech** **3 (3-0)** **Fall**
Prerequisites:
Corequisites: SUR-111[S]
This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology. (2012 SP)

INTRO TO TECH & SUSTAINABILITY

CEG-115 **Intro to Tech & Sustainability** **3 (2-3)** **Fall**
Prerequisites:
Corequisites: CEG-115A[L]
This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development. (2013 FA)

INTRO TO TECHNOLOGY

EGR-115 Intro to Technology 3 (2-3) Fall
Prerequisites:
Corequisites:
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. (2005 SP)

INTRO TO TRANSPORT TECH

TRN-110 Intro to Transport Tech 2 (1-2) Spring Fall

Prerequisites:
Corequisites:
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. (2013 FA)

INTRO TO UAS OPERATIONS

UAS-110 Intro to UAS Operations 3 (3-0) AND
Prerequisites:
Corequisites:
This course provides an introduction to the history, various technologies, and capabilities of unmanned aircraft systems (UAS). Topics include UAS history, operational design and capabilities, popular applications, and the science of flight. Upon completion, students should be able to identify and explain common aspects of unmanned aircraft systems including their historical development, commonly utilized technologies, applications, and unit flight capabilities. (2015 FA)

INTRO TO WIRELESS TECHNOLOGY

CTI-175 Intro to Wireless Technology 3 (2-2) AND
Prerequisites:
Corequisites:
This course introduces the student to the technologies and standards of wireless telecommunications. Topics include the design, implementation, configuration, security, standards and protocols of wireless local area networks (WLAN). Upon completion, students should be able to design, implement, and administer wireless local area networks. (2016 SP)

INTRO. TO E-COMMERCE

ECM-210 **Intro. to E-Commerce** **3 (2-2)** **Summer Fall**

Prerequisites: ENG-025[L]; CIS-110[L] or CIS-111[L]
Corequisites:
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site. (2003 FA)

INTRO. TO MASS COMM.

COM-150 **Intro. to Mass Comm.** **3 (3-0)** **AND**
Prerequisites: ENG-111[S]
Corequisites:
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. (2010 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

INTRODUCTION TO BUSINESS

BUS-110 **Introduction to Business** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (2015 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

INTRODUCTION TO COMMUNICATION

COM-110	**Introduction to Communication**	**3 (3-0)**	**Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Communication Gen. Ed. course for A.A., A.A. Teacher Preparation, A.S., and A.S. Teacher Preparation | Other Gen. Ed. and Premajor Elective Hours course for A.E. | Communication course for A.A.S. and A.G.E.

INTRODUCTION TO COMPUTERS

CIS-110	**Introduction to Computers**	**3 (2-2)**	**Summer Spring Fall**

Prerequisites:
Corequisites:
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. (2006 SP)

INTRODUCTION TO ETHICS

PHI-240	**Introduction to Ethics**	**3 (3-0)**	**Summer Spring Fall**

Prerequisites: ENG-111[S]
Corequisites:
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

INTRODUCTION TO FILM

HUM-160 **Introduction to Film** **3 (2-2)** **Summer Spring Fall**

Prerequisites: ENG-111[L]
Corequisites:
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. (1999 FA) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

INTRODUCTION TO GIS

GIS-111 **Introduction to GIS** **3 (2-2)** **AND**
Prerequisites:
Corequisites:
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/ applications, and differences between database models and between raster and vector systems. (1997 SU)

INTRODUCTION TO JAZZ

MUS-112 **Introduction to Jazz** **3 (3-0)** **Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

INTRODUCTION TO LITERATURE

ENG-131 **Introduction to Literature** **3 (3-0)** **AND**
Prerequisites: ENG-111[S]
Corequisites: ENG-112[S] or ENG-114[S]
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

INTRODUCTION TO NETWORKS

NET-125 **Introduction to Networks** **3 (2-3)** **Fall**
Prerequisites:
Corequisites:
This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches.(2025 FA)

INTRODUCTION TO SOCIOLOGY

SOC-210 **Introduction to Sociology** **3 (3-0)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

INTRODUCTION TO STAGE DESIGN

DRA-144 **Introduction to Stage Design** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course provides a basic foundational study of costume, scenery, lighting and sound design for live entertainment. Emphasis is placed on basic techniques, language, methods and practice employed in live entertainment design. Upon completion, students should be able to practice all effective and creative aspects of live entertainment design.(2024 FA)

INTRODUCTORY BOTANY

BIO-120 **Introductory Botany** **4 (3-3)** **AND**
Prerequisites: BIO-110[S] or BIO-111[S]; Minimum grade CL
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Natural Science Gen. Ed. course for A.A., A.A. Teacher Preparation, A.S., and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.G.E.

INTRODUCTORY ZOOLOGY

BIO-130 **Introductory Zoology** **4 (3-3)** **AND**
Prerequisites: BIO-110[S] or BIO-111[S]; Minimum grade CL
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Natural Science Gen. Ed. course for A.A., A.A. Teacher Preparation, A.S., and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.G.E.

INTRUSION DETECTION

SEC-210 **Intrusion Detection** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems. (2016 FA)

INVESTIGATIVE PRINCIPLES

CJC-221 **Investigative Principles** **4 (3-2)** **Fall**
Prerequisites:
Corequisites:
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (1997 SU) Students who have successfully completed LET-110, Basic Law Enforcement, may receive credit for CJC-221.

JAVA PROGRAMMING

CSC-151 **JAVA Programming** **3 (2-3)** **Spring Summer**

Prerequisites: MAT-025[L]
Corequisites:
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. Upon completion students should be able to design, code, test, debug JAVA language programs. (2006 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Other Gen. Ed. and Premajor Elective Hours course for A.E.

JAZZ ENSEMBLE I

MUS-135 **Jazz Ensemble I** **1 (0-2)** **Fall**
Prerequisites:
Corequisites:
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

JAZZ ENSEMBLE II

MUS-136 **Jazz Ensemble II** **1 (0-2)** **Spring**
Prerequisites: MUS-135[S]
Corequisites:
This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

JAZZ ENSEMBLE III

MUS-235 **Jazz Ensemble III** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-136[S]
Corequisites:
This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

JAZZ ENSEMBLE IV

MUS-236 **Jazz Ensemble IV** **1 (0-2)** **Spring Fall**
Prerequisites: MUS-235[S]
Corequisites:
This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

JUVENILE JUSTICE

CJC-113 **Juvenile Justice** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. (1997 SU) Students who have successfully completed LET-110, Basic Law Enforcement, may receive credit for CJC-113. This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

KAYAKING-BASIC

PED-163 Kayaking-Basic 1 (0-2) AND
Prerequisites:
Corequisites:
This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. (2007 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

LDD FUEL SYSTEMS

LDD-181 LDD Fuel Systems 4 (2-6) Spring
Prerequisites:
Corequisites:
This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools. (2013 FA)

LANDSCAPE CONSTRUCTION

HOR-114 Landscape Construction 3 (2-2) Summer
Prerequisites: MAT-110[L], MAT-121[L], MAT-143[L], MAT-152[L] or MAT-171[L]
Corequisites:
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. (1997 SU)

LANDSCAPE DESIGN I

HOR-112 Landscape Design I 3 (2-3) Fall
Prerequisites: HOR-160[L]; MAT-110[L], MAT-121[L], MAT-143[L], MAT-152[L] or MAT-171[L]
Corequisites:
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices. (2013 FA)

LANDSCAPE DESIGN II

HOR-213 Landscape Design II 3 (2-2) Spring
Prerequisites: HOR-112[S]; HOR-160[L]
Corequisites:
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. (1997 SU)

LANDSCAPE IRRIGATION

HOR-215 Landscape Irrigation 3 (2-2) Fall
Prerequisites:
Corequisites:
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. (1997 SU)

LANDSCAPE SUPERVISION

LSG-231 Landscape Supervision 4 (2-6) Fall
Prerequisites: LSG-123[S], HOR-161[S]
Corequisites:
This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs. (2014 FA)

LANGUAGE/LITERACY EXPERIENCES

EDU-280 Language/Literacy Experiences 3 (3-0) Fall
Prerequisites:
Corequisites:
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. (2020 FA)

LAW ENFORCEMENT OPERATIONS

CJC-121 **Law Enforcement Operations** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

LEADERSHIP DEVELOPMENT

HUM-230 **Leadership Development** **3 (3-0)** **Spring Fall**
Prerequisites: ENG-111[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

LEADERSHIP-HOSPITALITY

HRM-275 **Leadership-Hospitality** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student?s personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments. (2011 FA)

LIFE SPAN EMERGENCIES

EMS-270 **Life Span Emergencies** **4 (3-3)** **Fall**
Prerequisites: EMS-122[S], EMS-130[S]
Corequisites:
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies. (2019 SP)

LIFESTYLE CHNG & WELLNESS

HFS-218 Lifestyle Chng & Wellness 4 (3-2) Fall
Prerequisites: ENG-025[L]
Corequisites:
This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting. (2017 FA)

LIGHTING FOR THE THEATRE

DRA-240 Lighting for the Theatre 3 (2-2) Spring
Prerequisites:
Corequisites:
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

LINUX SINGLE USER

NOS-120 Linux Single User 3 (2-3) Summer
Prerequisites:
Corequisites:
This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.(2025 FA)

LITERACY DEVELOP AND INSTRUCT

EDU-279 Literacy Develop and Instruct 4 (3-3) Spring
Prerequisites:
Corequisites:
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. (2020 FA) This course has been approved to satisfy the following requirement(s): | Other Required Hours/Universal Ed. course for A.A. Teacher Preparation and A.S. Teacher Preparation

LOCAL GOVT FINANCE

FIP-228 Local Govt Finance 3 (3-0) Spring
Prerequisites:
Corequisites:
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department. (2014 FA)

LONG-TERM CARE CODING

OST-250 Long-Term Care Coding 3 (2-2) Spring
Prerequisites: MED-121[S] or OST-141[S]
Corequisites:
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services. (2017 FA)

MLT PRACTICUM I

MLT-251 MLT Practicum I 1 (0-0-3) Spring Summer Fall
Prerequisites: MLT-110[L]
Corequisites:
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. (1997 SU)

MLT-253 **MLT Practicum I** **3 (0-0-9)** **Spring Summer Fall**

Prerequisites: MLT-140[L]

Corequisites: MLT-240[L]

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. (1997 SU)

MLT PRACTICUM II

MLT-261 **MLT Practicum II** **1 (0-0-3)** **Spring Summer Fall**

Prerequisites: MLT-111[L]

Corequisites:

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. (1997 SU)

MLT-262 **MLT Practicum II** **2 (0-0-6)** **Spring Summer Fall**

Prerequisites: MLT-120[L]

Corequisites: MLT-220[L]

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. (1997 SU)

MLT-263 **MLT Practicum II** **3 (0-0-9)** **Spring Summer Fall**

Prerequisites: MLT-130[L], MLT-126[L]

Corequisites:

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. (1997 SU)

MLT PRACTICUM III

MLT-273 **MLT Practicum III** **3 (0-0-9)** **Spring Summer Fall**

Prerequisites: MLT-127[L]

Corequisites:

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. (1997 SU)

MAN TRANS/AXLES/DRTRAINS

AUT-231 **Man Trans/Axles/Drtrains** **3 (2-3)** **Spring**
Prerequisites:
Corequisites:
This course covers the operation, diagnosis, and repair of manual transmissions/ transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (2008 SP)

MANAGING AUTOMOTIVE ORG

AUM-111 **Managing Automotive Org** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course will cover the principles and procedures involved in managing an automotive facility. Emphasis is placed on record maintenance, facility layout, technical service training, personnel management, parts management, and computer-based shop management systems. Upon completion, students should be able to demonstrate procedures used in the day-to-day operations of an automotive facility. (2007 FA)

MANAGING FIRE SERVICES

FIP-276 **Managing Fire Services** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement,management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles. (2014 FA)

MATH MEASUREMENT & LITERACY

MAT-110 **Math Measurement & Literacy** **3 (2-2)** **Fall Spring**

Prerequisites: MAT-025[L]
Corequisites:
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. (2025 SP)

MECH & ELEC COMPONENTS I

AUB-141 **Mech & Elec Components I** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.(1997 SU)

MECH & ELEC SPECIALTIES

AUB-144 **Mech & Elec Specialties** **3 (2-2)** **Spring**
Prerequisites:
Corequisites:
This course concentrates on special automotive mechanical and electrical system operations and diagnostics. Topics include personal and environmental safety, suspension and steering, electrical, restraint, and air-conditioning systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards. (1997 SU)

MED CODING CERTIFICATION PREP

OST-249 **Med Coding Certification Prep** **3 (2-3)** **Summer Spring**

Prerequisites: OST-247[S], OST-248[S]
Corequisites:
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. (2017 FA)

MED INS & BILLING

OST-148 **Med Ins & Billing** **3 (3-0)** **Summer Spring Fall**

Prerequisites:
Corequisites: MED-121[L]
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (2017 FA)

MED OFFICE SIMULATION

OST-243 **Med Office Simulation** **3 (2-2)** **Spring Fall**

Prerequisites:
Corequisites:
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, managing health information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.(2025 FA)

MED OFFICE TERMS I

OST-141 **Med Office Terms I** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.(2017 FA)

MED OFFICE TERMS II

OST-142 **Med Office Terms II** **3 (3-0)** **Summer Spring**

Prerequisites: MED-121[S] or OST-141[S]
Corequisites:
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.(2017 FA)

MEDICAL EMERGENCIES

EMS-250 **Medical Emergencies** **4 (3-3)** **Fall**
Prerequisites: EMS-122[S], EMS-130[S]
Corequisites:
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment. (2014 SP)

MEDICAL LEGAL ISSUES

OST-149 **Medical Legal Issues** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
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. (1999 FA)

MEDICAL OFFICE ADMIN CAPSTONE

OST-288 **Medical Office Admin Capstone** **3 (2-2)** **Spring**
Prerequisites: OST-148[S]
Corequisites:
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.(2017 FA)

MEDICAL TERMINOLOGY I

MED-121 **Medical Terminology I** **3 (3-0)** **Spring Fall**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU)

MEDICAL TERMINOLOGY II

MED-122 **Medical Terminology II** **3 (3-0)** **Summer Spring**
Prerequisites: MED-121[S]
Corequisites:
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. (1997 SU)

MENU DESIGN

CUL-130 **Menu Design** **2 (2-0)** **Summer**
Prerequisites:
Corequisites:
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings. (2011 FA)

MICROBIOLOGY

BIO-275 **Microbiology** **4 (3-3)** **Summer Spring Fall**
Prerequisites: BIO-111[S], BIO-163[S] or BIO-168[S]; Minimum grade CL
Corequisites:
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.(2023 FA)

MOTORS AND CONTROLS

ELC-117 **Motors and Controls** **4 (2-6)** **AND**
Prerequisites:
Corequisites:
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. (2013 FA)

MUNIC PUBLIC RELATIONS

FIP-256 **Munic Public Relations** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II. (2014 FA)

MUSIC APPRECIATION

MUS-110 **Music Appreciation** **3 (3-0)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

MUSIC HISTORY I

MUS-271 **Music History I** **3 (3-0)** **Fall**
Prerequisites: MUS-122[S]
Corequisites:
This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

MUSIC HISTORY II

MUS-272 **Music History II** **3 (3-0)** **Spring**
Prerequisites: MUS-271[S]
Corequisites:
This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

MUSIC THEORY I

MUS-121 **Music Theory I** **3 (3-0)** **Fall**
Prerequisites:
Corequisites: MUS-125[L]
This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/ Fine Arts Gen. Ed. course for A.G.E.

MUSIC THEORY II

MUS-122 **Music Theory II** **3 (3-0)** **Spring**
Prerequisites: MUS-121[S]
Corequisites: MUS-126[L]
This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.G.E.

MUSIC THEORY III

MUS-221 **Music Theory III** **3 (3-0)** **Fall**
Prerequisites: MUS-122[S]
Corequisites: MUS-225[L]
This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

MUSIC THEORY IV

MUS-222 **Music Theory IV** **3 (3-0)** **Spring**
Prerequisites: MUS-221[S]
Corequisites:
This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

MYTH IN HUMAN CULTURE

HUM-130 **Myth in Human Culture** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

NEONATAL/PED'S CONCEPTS

RCP-213 **Neonatal/Ped's Concepts** **2 (2-0)** **Fall**
Prerequisites: RCP-111[S]
Corequisites:
This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written evaluations. (2017 FA)

NETWORK & SEC FOUNDATIONS

CTI-120 **Network & Sec Foundations** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (2025 FA)

NON-STRUCTURAL DAMAGE I

AUB-121 **Non-Structural Damage I** **3 (1-4)** **Fall**
Prerequisites:
Corequisites:
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. (1997 SU)

NON-STRUCTURAL DAMAGE II

AUB-122 **Non-Structural Damage II** **4 (2-6)** **Spring**
Prerequisites:
Corequisites:
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (1997 SU)

NURSE AIDE I

NAS-111 **Nurse Aide I** **6 (3-4-3)** **Spring Summer Fall**

Prerequisites:
Corequisites:
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.(2025 FA)

NURSE AIDE II

NAS-112 **Nurse Aide II** **6 (3-2-6)** **Spring Fall**

Prerequisites: NAS-111[S]
Corequisites:
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry. (2025 FA)

NURSERY PRODUCTION

HOR-225 **Nursery Production** **3 (2-2)** **Spring**
Prerequisites: HOR-168[L]
Corequisites:
This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop. (2009 SP)

NUTRITION

BIO-155 **Nutrition** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

NUTRITION FOR FOODSERVICE

CUL-112 **Nutrition for Foodservice** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection. (2011 FA)

OFFICE APPLICATIONS I

OST-137 **Office Applications I** **3 (2-2)** **Summer**
Prerequisites:
Corequisites:
This course introduces the concepts and functions of software that meets the changing needs of the office environment through a hands-on approach. Emphasis will be placed on creating professional documents to enhance employability in various offices. Upon completion, students should be prepared to take a nationally accredited certification exam.(2025 FA)

OFFICE APPLICATIONS II

OST-138 **Office Applications II** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
This course is designed to improve utilization and proficiency of software applications used in offices through a hands-on approach. Topics include mastery of the skills required to design documents that can be customized using the latest software applications. Upon completion, students should be prepared to take a nationally accredited certification exam.(2025 FA)

OFFICE EDITING

OST-164 **Office Editing** **3 (3-0)** **Spring Fall**

Prerequisites:
Corequisites:
This course provides an in-depth exploration of editing skills essential for the office. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to proficiently compose and edit text and documents for the workplace.(2025 FA)

OFFICE INFORMATION MANAGEMENT

OST-184 **Office Information Management** **3 (2-2)** **Spring**
Prerequisites:
Corequisites:
This course includes the creation, maintenance, protection, security, and disposition of records stored in various media. Topics include alphabetic, geographic, subject, and numeric filing methods, along with database management principles. Upon completion, students should be able to set up and maintain effective information management systems.(2025 FA)

ORCHESTRA I

MUS-137 **Orchestra I** **1 (0-2)** **Fall**
Prerequisites:
Corequisites:
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ORCHESTRA II

MUS-138 **Orchestra II** **1 (0-2)** **Spring**
Prerequisites: MUS-137[S]
Corequisites:
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ORCHESTRA III

MUS-237 **Orchestra III** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-138[S]
Corequisites:
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ORCHESTRA IV

MUS-238 **Orchestra IV** **1 (0-2)** **Spring Fall**

Prerequisites: MUS-237[S]
Corequisites:
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ORG BEHAVIOR IN BUSINESS

BUS-255 **Org Behavior in Business** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action. (1997 SU)

ORGANIC CHEMISTRY I

CHM-251 **Organic Chemistry I** **4 (3-3)** **Fall**
Prerequisites: CHM-152[S]; Minimum grade CL;
Corequisites:
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. (1997 SU)

ORGANIC CHEMISTRY II

CHM-252 **Organic Chemistry II** **4 (3-3)** **Spring**
Prerequisites: CHM-251[S]; Minimum grade CL;
Corequisites:
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. (1997 SU)

OUTCOME-BASED MASSAGE

MTH-220 **Outcome-Based Massage** **7 (4-6-3)** **Spring**
Prerequisites: MTH-120[S]
Corequisites: WBL-111[L]
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered. (2008 SP)

OXY-FUEL WELDING

WLD-111 **Oxy-Fuel Welding** **2 (1-3)** **AND**
Prerequisites:
Corequisites:
This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions. (1997 SU)

PAINTING & REFINISHING I

AUB-111 **Painting & Refinishing I** **4 (2-6)** **Fall**
Prerequisites:
Corequisites:
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (1997 SU)

PAINTING & REFINISHING II

AUB-112 **Painting & Refinishing II** **4 (2-6)** **Spring**
Prerequisites: AUB-111[S]
Corequisites:
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (1997 SU)

PAINTING I

ART-240 **Painting I** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

PAINTING II

ART-241 **Painting II** **3 (0-6)** **Spring Fall**
Prerequisites: ART-240[S]
Corequisites:
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.G.E.

PATIENTS W/ SPECIAL CHALLENGES

EMS-240 **Patients W/ Special Challenges** **2 (1-2)** **Fall**
Prerequisites: EMS-122[S], EMS-130[S]
Corequisites:
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges. (2014 SP)

PAYROLL ACCOUNTING

ACC-140 **Payroll Accounting** **2 (1-3)** **Spring Fall**

Prerequisites: ACC-115[S] or ACC-120[S]
Corequisites:
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (2018 FA)

PEOPLE SKILLS

BUS-151 **People Skills** **3 (3-0)** **Spring Fall**

Prerequisites:
Corequisites:
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns. (1997 SU)

PERIOP PATIENT CARE

SUR-111 **Periop Patient Care** **7 (5-6)** **Fall**
Prerequisites:
Corequisites: SUR-110[S]
This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment. (2012 SP)

PERSONAL FINANCE

BUS-125 **Personal Finance** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU)

PERSONAL TRAINING

HFS-210 **Personal Training** **3 (2-2)** **Spring**
Prerequisites: HFS-110[S], HFS-111[S]
Corequisites:
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same. (2017 FA)

PETIT FOURS & PASTRIES

BPA-120 **Petit Fours & Pastries** **3 (1-4)** **Fall**
Prerequisites: CUL-110[S] CUL-160[S]
Corequisites:
This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings. (2011 FA)

PHARMACOLOGY

EMS-130 **Pharmacology** **4 (3-3)** **Spring**
Prerequisites: EMS-110[S]
Corequisites:
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. (2019 SP)

PHILOSOPHICAL ISSUES

PHI-215 **Philosophical Issues** **3 (3-0)** **Summer Spring Fall**
Prerequisites: ENG-111[S]
Corequisites:
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 critically evaluate the philosophical components of an issue. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S. and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

PHYSICAL FITNESS I

PED-111 **Physical Fitness I** **1 (0-3)** **AND**
Prerequisites:
Corequisites:
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PHYSICAL FITNESS II

PED-112 **Physical Fitness II** **1 (0-3)** **AND**
Prerequisites: PED-111[S]
Corequisites:
This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PHYSICS-MECHANICS

PHY-131 **Physics-Mechanics** **4 (3-2)** **Summer**
Prerequisites: MAT-121[S] or MAT-171[S]
Corequisites:
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. (2014 FA) This course has been approved to satisfy the following requirement(s): | Natural Science Gen. Ed. course for A.G.E.

PICKLEBALL

PED-157 **Pickleball** **1 (0-2)** **AND**
Prerequisites:
Corequisites:
This course covers the fundamentals of pickleball. Emphasis is placed on the basics of serving, ground strokes (drives, drops, dinks, punches, and lobs), overhead strokes (smashes and slams), and the rules and strategies of singles and doubles play. Upon completion, students should be able to apply these skills in pickleball playing situations. (2017 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PILATES I

PED-217 Pilates I 1 (0-2) AND
Prerequisites:
Corequisites:
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 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. (2005 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PILATES II

PED-218 Pilates II 1 (0-2) AND
Prerequisites: PED-217[S]
Corequisites:
This course provides continued instruction to the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice. (2005 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PLANNING/ESTIMATING I

CST-241 Planning/Estimating I 3 (2-2) Spring
Prerequisites: BPR-130[S], MAT-121[S] or MAT-171[S]
Corequisites:
This course covers the procedures involved in planning and estimating a construction/building project. Topics include Construction Specifications Institute (CSI) MasterFormat and performing quantity takeoffs of materials required for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project. (2025 FA)

PLANT MATERIALS I

HOR-160 Plant Materials I 3 (2-2) Fall
Prerequisites:
Corequisites:
This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. (2013 FA)

PLANT MATERIALS II

HOR-161 **Plant Materials II** **3 (2-2)** **Spring**
Prerequisites: HOR-160[L]
Corequisites:
This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. (2015 FA)

PLANT PROPAGATION

HOR-168 **Plant Propagation** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
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. (1997 SU)

PLASTICS & ADHESIVES

AUB-136 **Plastics & Adhesives** **3 (1-4)** **Summer**
Prerequisites:
Corequisites:
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (1997 SU)

PLAY PRODUCTION I

DRA-170 **Play Production I** **3 (0-9)** **Spring**
Prerequisites:
Corequisites:
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PLAY PRODUCTION II

DRA-171 **Play Production II** **3 (0-9)** **Spring Fall**

Prerequisites: DRA-170[S]
Corequisites:
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PLAY PRODUCTION III

DRA-270 **Play Production III** **3 (0-9)** **AND**
Prerequisites: DRA-171[S]
Corequisites:
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PLAY PRODUCTION IV

DRA-271 **Play Production IV** **3 (0-9)** **AND**
Prerequisites: DRA-270[S]
Corequisites:
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997 SU) This course has been approved to satisfy the following requirement(s): Premajor and/or Elective course for A.A. and A.S.

PORTFOLIO AND RESUME

ART-214 **Portfolio and Resume** **1 (0-2)** **Spring**
Prerequisites:
Corequisites:
This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. (2018 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

POWERTRAIN MAINT/LIGHT REPAIR

TRN-112 **Powertrain Maint/Light Repair** **4 (2-6)** **Fall**
Prerequisites: AUT-116[L]
Corequisites:
This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. (2015 SU)

PRACTICES IN BOOKKEEPING

ACC-180 **Practices in Bookkeeping** **3 (3-0)** **Spring Fall**
Prerequisites: ACC-120[S]
Corequisites:
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 businesses. (2003 FA)

PRECALCULUS ALGEBRA

MAT-171 **Precalculus Algebra** **4 (3-2)** **Fall Spring Summer**

Prerequisites: MAT-035[L] or MAT-121[L]; Minimum grade C

Corequisites:

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. (2025 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.F.A. (visual arts and theatre), A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A.S. and A.G.E. | A student may place directly into MAT 171 if the student has met at least one (1) of the following criteria within the past five (5) years: A score of 2 or higher on the AP Calculus AB Exam. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2. Local diagnostic exam or challenge exam which demonstrates proficiency in Pre-Calculus course(s) competencies. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.

PRECALCULUS TRIGONOMETRY

MAT-172 **Precalculus Trigonometry** **4 (3-2)** **Fall Spring Summer**

Prerequisites: MAT-171[S]; Minimum grade C;

Corequisites:

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A. and A.A. Teacher Preparation. | A student may place directly into MAT 172 if the student has met at least one (1) of the following criteria within the past five (5) years: Local diagnostic exam or challenge exam which demonstrates proficiency in Pre-Calculus Algebra competencies. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 2 or higher on the AP Calculus AB Exam. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. A score of 600 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 24 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.

PRIN OF FINANCIAL ACCOUNTING

ACC-120 **Prin of Financial Accounting** **4 (3-2)** **Summer Spring Fall**

Prerequisites: ENG-025[L]; MAT-025[L]

Corequisites:

This course introduces business decision-making using 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. (2003FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PRIN OF MACROECONOMICS

ECO-252 **Prin of Macroeconomics** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]; MAT-025[L] or MAT-035[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.F.A., A.S., and A.S. Teacher Preparation | Other Gen. Ed. and Premajor Elective course for A.E. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

PRIN OF MANAGERIAL ACCOUNTING

ACC-121 **Prin of Managerial Accounting** **4 (3-2)** **Summer Spring Fall**

Prerequisites: ACC-120[S]
Corequisites:
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. (2003 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PRIN OF MICROECONOMICS

ECO-251 **Prin of Microeconomics** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]; MAT-025[L] or MAT-035[L]
Corequisites:
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.F.A., A.E., A.S., and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

PRINCIPLES OF BANKING

BAF-110 **Principles of Banking** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective. (2015 FA)

PRINCIPLES OF BIOLOGY

BIO-110 **Principles of Biology** **4 (3-3)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, and A.F.A. | Natural Science Gen. Ed. course for A.S. and A.S. Teacher Preparation | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

PRINCIPLES OF MANAGEMENT

BUS-137 **Principles of Management** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (2015 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PRINCIPLES OF MARKETING

MKT-120 **Principles of Marketing** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (2015 FA)

PRINCIPLES OF SCIENCE

SCI-110 **Principles of Science** **4 (3-2)** **AND**
Prerequisites:
Corequisites:
This course introduces basic principles of chemistry, physics, and biology. Emphasis is placed on chemical reactions, energy forms, and ecological studies. Upon completion, students should be able to demonstrate mastery of the scientific method of thought and a basic understanding of chemistry, physics, and biology. (1997 SU) This course has been approved to satisfy the following requirement(s): | Natural Science Gen. Ed. course for A.A.S. and A.G.E.

PRINT READING-CONSTRUCTION

BPR-130 **Print Reading-Construction** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. (2013 FA)

PRINTMAKING I

ART-231 **Printmaking I** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces printmaking its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PRINTMAKING II

ART-232 **Printmaking II** **3 (0-6)** **Spring Fall**
Prerequisites: ART-231[S]
Corequisites:
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. (1998 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

PRIVATE PILOT FLIGHT SIMULATO

AER-116 **Private Pilot Flight Simulato** **2 (1-2)** **AND**
Prerequisites:
Corequisites:
This course provides classroom and hands-on simulator training needed to support FAA Private Pilot Certificate qualification requirements. Topics include introduction to checklists, flight procedures, radio procedures, ground and flight maneuvers that include; take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures, cross country planning, and navigation. Upon completion, students should be able to log their simulator training time, transition to Private Pilot training in an actual aircraft, and successfully meet all FAA requirements for Private Pilot Certification. (2023 FA)

PRIVATE PILOT FLT THEORY

AER-150 **Private Pilot Flt Theory** **3 (2-2)** **Spring Fall**

Prerequisites:
Corequisites:
This course covers the aeronautical knowledge required to meet the Federal Aviation Administration regulations for private pilot certification. Topics include the principles of flight, the flight environment, basic aircraft systems and performance, basic meteorology and weather data interpretation, and FAA regulations. Upon completion, students should be able to demonstrate the competencies required for the FAA written examination for a private pilot certificate. (1997 SU)

PROCEDURE CODING

OST-247 **Procedure Coding** **3 (2-2)** **Spring Fall**

Prerequisites: MED-121[S] or OST-141[S]; OST-148[L]
Corequisites:
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. (2017 FA)

PROF RESEARCH & REPORTING

ENG-114 **Prof Research & Reporting** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-111[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | English Composition Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S. | English Composition Gen. Ed. course for A.A.S. and A.G.E.

PROFESSIONAL DEVELOPMENT

OST-286 **Professional Development** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
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. (1999 FA)

PROFESSIONAL ISSUES

MLT-215 **Professional Issues** **1 (1-0)** **Spring**
Prerequisites:
Corequisites:
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination. (1997 SU)

PROFESSIONAL SUCCESS PREP

SUR-137 **Professional Success Prep** **1 (1-0)** **Summer**
Prerequisites:
Corequisites:
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. (2016 SU)

PROGRAMMING CAPSTONE PROJECT

CSC-289 **Programming Capstone Project** **3 (1-4)** **Spring**
Prerequisites: CTS-115[S], CTI-110[S], CTI-120[S]
Corequisites:
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. (2016 FA)

PROJECT MANAGEMENT/ESTIMATING

CEG-235 **Project Management/Estimating** **3 (2-3)** **Spring**
Prerequisites: CIS-110[S], CIS-111[S], CEG-115[S], EGR-115[S] or EGR-125[S]
Corequisites:
This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules. (2014 SU)

PSYCHOLOGY OF AGING

PSY-249 **Psychology of Aging** **3 (3-0)** **AND**
Prerequisites: PSY-150[S]
Corequisites:
This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/ Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

PSYCHOLOGY OF PERSONALITY

PSY-239 **Psychology of Personality** **3 (3-0)** **Spring Fall**
Prerequisites: PSY-150[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/ Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

PUBLIC SPEAKING

COM-231 **Public Speaking** **3 (3-0)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Communication course for A.A.S.

PURCHASING

CUL-120 **Purchasing** **2 (2-0)** **Spring**
Prerequisites:
Corequisites:
This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. (2011 FA)

PVNT & CARE EXER INJURIES

HFS-116 **Pvnt & Care Exer Injuries** **3 (2-2)** **Spring**
Prerequisites: ENG-025^{L}
Corequisites:
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries. (2017 FA)

QUANTITATIVE LITERACY

MAT-143 **Quantitative Literacy** **3 (2-2)** **Fall Spring Summer**

Prerequisites: MAT-025[L]; ENG-025[L]
Corequisites:
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. (2025 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Prepartation, and A.F.A. | Mathematics Gen. Ed. course for A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A.S. and A.G.E.

RAD CLINICAL ED I

RAD-151 **RAD Clinical Ed I** **2 (0-0-6)** **Fall**
Prerequisites:
Corequisites: RAD-110[L], RAD-111[L]
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (2022 SU)

RAD CLINICAL ED II

RAD-161 **RAD Clinical Ed II** **5 (0-0-15)** **Spring**

Prerequisites: RAD-110[L], RAD-111[L], RAD-151[L]
Corequisites: RAD-112[L], RAD-121[L]
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (2022 SU)

RAD CLINICAL ED III

RAD-171 **RAD Clinical Ed III** **3 (0-0-9) Summer**
Prerequisites: RAD-112[L], RAD-121[L], RAD-161[L]
Corequisites: RAD-122[L], RAD-141[L]
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (2022 SU)

RAD CLINICAL ED IV

RAD-251 **RAD Clinical Ed IV** **7 (0-0-21)** **Fall**
Prerequisites: RAD-122[L], RAD-141[L], RAD-171[L]
Corequisites: RAD-211[L], RAD-231[L]
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (2022 SU)

RAD CLINICAL ED V

RAD-261 **RAD Clinical Ed V** **7 (0-0-21)** **Spring**
Prerequisites: RAD-211[L], RAD-231[L], RAD-251[L]
Corequisites: RAD-271[L]
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (2022 SU)

RAD PROCEDURES I

RAD-111 **RAD Procedures I** **4 (3-3)** **Fall**
Prerequisites:
Corequisites: RAD-110[L], RAD-151[L]
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas. (2017 FA)

RAD PROCEDURES II

RAD-112 **RAD Procedures II** **4 (3-3)** **Spring**
Prerequisites: RAD-110[L], RAD-111[L], RAD-151[L]
Corequisites: RAD-121[L], RAD-161[L]
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. (2022 SU)

RAD PROCEDURES III

RAD-211 **RAD Procedures III** **3 (2-3)** **Fall**
Prerequisites: RAD-122[L], RAD-141[L], RAD-171[L]
Corequisites: RAD-231[L], RAD-251[L]
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas. (2022 SU)

RCP CLINICAL PRACTICE I

RCP-139 **RCP Clinical Practice I** **9 (0-0-27)** **Fall**
Prerequisites:
Corequisites: RCP-110[S]
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (1997 SU)

RCP CLINICAL PRACTICE II

RCP-149 **RCP Clinical Practice II** **9 (0-0-27)** **Spring**
Prerequisites: RCP-110[S]
Corequisites: RCP-111[S]
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (1997 SU)

RCP PHARMACOLOGY

RCP-113 **RCP Pharmacology** **2 (2-0)** **Spring**
Prerequisites:
Corequisites:
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations. (1997 SU)

RACE AND ETHNIC RELATIONS

SOC-230 **Race and Ethnic Relations** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

RAD INTRO & PATIENT CARE

RAD-110 **Rad Intro & Patient Care** **3 (2-3)** **Fall**
Prerequisites:
Corequisites: RAD-111[L], RAD-151[L]
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. (2022 SU)

RADIATION SAFETY

RAD-141 **Radiation Safety** **2 (2-0)** **Summer**
Prerequisites: RAD-112[L], RAD-121[L], RAD-161[L]
Corequisites: RAD-122[L], RAD-171[L]
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology. (2022 SU)

RADIOGRAPHY CAPSTONE

RAD-271 **Radiography Capstone** **3 (2-3)** **Spring**
Prerequisites: RAD-211[L], RAD-231[L], RAD-251[L]
Corequisites: RAD-261[L]
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer. (2022 SU)

REINFORCED CONCRETE

CIV-222 **Reinforced Concrete** **3 (2-3)** **Spring**
Prerequisites: EGR-251[S]
Corequisites:
This course introduces the basic elements of reinforced concrete structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and draw simple plans using Computer Aided Drafting and Design software (CADD). (2013 FA)

RELIGION IN AMERICA

REL-221 **Religion in America** **3 (3-0)** **AND**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

RESCUE SCENE MANAGEMENT

EMS-140 **Rescue Scene Management** **2 (1-3)** **Spring**
Prerequisites:
Corequisites:
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment. (2014 SP)

SQL SERVER DB PROG II

DBA-221 **SQL Server DB Prog II** **3 (2-2)** **Spring**
Prerequisites: DBA-120[S]
Corequisites:
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation. (2006 SP)

SUR CLINICAL PRACTICE II

SUR-135 **SUR Clinical Practice II** **4 (0-0-12)** **Summer**
Prerequisites: SUR-123[S]
Corequisites: SUR-134[S]
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist. (2010 FA)

SALON I

COS-112 **Salon I** **8 (0-24)** **Spring Fall**
Prerequisites: ENG-025[L]
Corequisites: COS-111[S]
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. (1997 SU)

SALON II

COS-114 **Salon II** **8 (0-24)** **Spring Fall**
Prerequisites: COS-111[S]; Minimum grade CL; and COS-112[S]
Corequisites: COS-113[S]
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. (2016 FA)

SALON III

COS-116 **Salon III** **4 (0-12)** **Summer**
Prerequisites: COS-111[S]; Minimum grade CL; and COS-112[S]
Corequisites: COS-115[L]
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. (2016 FA)

SALON IV

COS-118 **Salon IV** **7 (0-21)** **Spring Fall**
Prerequisites: COS-111[S]; Minimum grade CL; and COS-112[S]
Corequisites: COS-117[L]
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. (2016 FA)

SANITATION & SAFETY

CUL-110 **Sanitation & Safety** **2 (2-0)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. (2011 FA)

SANITATION & SAFETY LAB

CUL-110A **Sanitation & Safety Lab** **1 (0-2)** **Spring Fall**
Prerequisites:
Corequisites: CUL-110[S]
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry. (2011 FA)

SCHOOL-AGE ACTIVITIES

EDU-235 School-Age Activities 3 (3-0) Fall
Prerequisites:
Corequisites:
This course introduces developmentally supportive, inclusive, and creative learning environments for school-age programs, focusing on diverse, equitable, and engaging experiences in art, music, movement, and dramatic play. Emphasis is placed on fostering divergent thinking, creative problem-solving, and integrating process-driven activities across academic subjects in both indoor and outdoor settings. Upon completion, students should be able to observe, analyze, design, adapt, and advocate for creative learning opportunities that reflect the cultural, linguistic, and ability diversity of school-age children, ensuring accessibility and meaningful engagement in developmentally appropriate and inclusive educational experiences.(2025 FA)

SCRIPT ANALYSIS

DRA-118 Script Analysis 3 (3-0) Fall
Prerequisites:
Corequisites:
This course provides a foundational study of the structure of plays for the theatre. Emphasis is placed on the study of plays from the earliest forms of theatre to the present, analyzed through elements of the dramatic text including character, action, genre, language, spectacle, structure, style and theme. Upon completion, students should be able to analyze plays for academic use, as well as for theatrical productions as actors, designers and/or directors.(2024 FA)

SCULPTURE I

ART-281 Sculpture I 3 (0-6) Fall
Prerequisites:
Corequisites:
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. (1999 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

SECURITY ADMINISTRATION I

SEC-160 Security Administration I 3 (2-2) Spring
Prerequisites:
Corequisites:
This course provides an overview of security administration with an emphasis on designing secure network architectures. Topics include networking technologies, TCP/IP fundamentals, network protocols, traffic analysis, monitoring strategies, and established security best practices. Upon completion, students should be able to use advanced network analysis tools to monitor network traffic and develop security measures to safeguard against various threats.(2025 FA)

SECURITY CONCEPTS

SEC-110 Security Concepts 3 (2-3) Fall
Prerequisites:
Corequisites:
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.(2025 FA)

SMALL BUSINESS MANAGEMENT

BUS-230 Small Business Management 3 (3-0) Spring
Prerequisites: ENG-025[L]
Corequisites:
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (1997 SU)

SMALL UAS CERTIFICATION

UAS-115 Small UAS Certification 2 (2-0) AND
Prerequisites:
Corequisites:
This course prepares learners for small Unmanned Aircraft Systems (UAS) flight certification to promote compliance with the requirements of Title 14 of the Code of Federal Regulations (14 CFR). Topics include FAA Title 14 CFR Part 107 study guide and NCDOT UAS flight standards to provide guidance in the areas of remote pilot certification, aircraft registration and marking, aircraft airworthiness, basic piloting skills, and the operation of small UAS. Upon completion, students should be able to meet requirements for small UAS certification through the NCDOT and perform basic small UAS piloting in accordance with FAA Title 14 CFR Part 107 regulations. (2018 SU)

SOCIAL DIVERSITY

SOC-225 **Social Diversity** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A. and A.S. | Social/Behavioral Science/Other Required Gen. Ed. course for A.A. Teacher Preparation and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOCIAL PROBLEMS

SOC-220 **Social Problems** **3 (3-0)** **Summer Spring Fall**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOCIAL PSYCHOLOGY

PSY-237 **Social Psychology** **3 (3-0)** **AND**
Prerequisites: PSY-150[S] or SOC-210[S]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOC-240 **Social Psychology** **3 (3-0)** **AND**
Prerequisites: ENG-025[L], SOC-210[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOCIOLOGY OF DEVIANCE

SOC-242 **Sociology of Deviance** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOCIOLOGY OF GENDER

SOC-234 **Sociology of Gender** **3 (3-0)** **AND**
Prerequisites: ENG-025[L]
Corequisites:
This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOCIOLOGY OF THE FAMILY

SOC-213 **Sociology of the Family** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SOILS & FERTILIZERS

HOR-166 **Soils & Fertilizers** **3 (2-2)** **Spring**
Prerequisites:
Corequisites:
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. (2013 FA)

SOILS & SITE WORK

CST-231 **Soils & Site Work** **4 (3-2)** **Fall**
Prerequisites: MAT-121[S] or MAT-171[S]
Corequisites:
This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of groundwater. Upon completion, students should be able to adequately prepare a building site according to plans and specifications. (2014 FA)

SOILS AND FOUNDATIONS

CIV-111 **Soils and Foundations** **4 (2-4)** **Fall**
Prerequisites: EGR-251[S]
Corequisites:
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil. (2013 FA)

SOUTHERN CULTURE

HUM-122 **Southern Culture** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025[L]
Corequisites:
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

SPECIAL CLIN MICROBIOLOGY

MLT-240 **Special Clin Microbiology** **3 (2-3)** **Spring**
Prerequisites: MLT-140[S]
Corequisites:
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures. (1997 SU)

SPECIAL FINISHES

AUB-114 **Special Finishes** **2 (1-2)** **Summer**
Prerequisites: AUB-111[S]
Corequisites:
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (1997 SU)

SPORTS PSYCHOLOGY

PSY-271 **Sports Psychology** **3 (3-0)** **AND**
Prerequisites: PSY-150[S]
Corequisites:
This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SPRING GARDENING LAB

LSG-122 **Spring Gardening Lab** **2 (0-6)** **Spring**
Prerequisites: LSG-121[L]
Corequisites:
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season. (2001 FA)

STAGE MAKE-UP

DRA-145 **Stage Make-Up** **2 (1-2)** **Spring**
Prerequisites:
Corequisites:
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

STAGECRAFT I

DRA-140 **Stagecraft I** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

STAGECRAFT II

DRA-141 **Stagecraft II** **3 (0-6)** **Spring Fall**
Prerequisites: DRA-140[S]
Corequisites:
This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

STATICS

EGR-251 **Statics** **3 (2-2)** **Summer**
Prerequisites:
Corequisites:
This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures. (2013 FA)

STATICS/STRUCTURES

CST-221 **Statics/Structures** **4 (3-3)** **Summer**
Prerequisites: ARC-112[S] or CST-112[S]; MAT-110[S] MAT-121[S] or MAT-171[S]
Corequisites:
This course covers the basic concepts of statics and strength of materials related to building structures. Topics include span charts, dimensional framing requirements, building forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be familiar with various load conditions present in structural members.(2025 FA)

STATISTICAL METHODS I

MAT-152 **Statistical Methods I** **4 (3-2)** **Fall Spring Summer**
Prerequisites: MAT-025[L]; ENG-025[L]
Corequisites:
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. (2025 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation and A.F.A. (visual arts and theatre) | Mathematics Gen. Ed. course for A.S. and A.S. Teacher Preparation | Mathematics Gen. Ed. course for A.A.S. and A.G.E.

STEEL AND TIMBER DESIGN

CIV-221 **Steel and Timber Design** **3 (2-3)** **Fall**
Prerequisites: EGR-251[S]
Corequisites:
This course introduces the basic elements of steel and timber structures. Topics include strength of materials applications, the analysis and design of steel and timber beams, columns, and connections and concepts of structural detailing. Upon completion, students should be able to analyze, design, and draw simple plans using Computer Aided Drafting and Design software (CADD). (2013 FA)

STORYTELLING

DRA-126 **Storytelling** **3 (3-0)** **AND**
Prerequisites:
Corequisites:
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

STRUCTURAL DAMAGE I

AUB-131 **Structural Damage I** **4 (2-4)** **Spring**
Prerequisites:
Corequisites:
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (1997 SU)

STRUCTURAL DAMAGE II

AUB-132 **Structural Damage II** **4 (2-6)** **Summer**
Prerequisites: AUB-131[S]
Corequisites:
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. (1997 SU)

STUDENT SUCCESS STRATEGIES

ACA-090 **Student Success Strategies** **3 (3-0)** **Summer Spring Fall**
Prerequisites:
Corequisites:
This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals. (2014 FA) ACA-090 is recommended if a student placed into both ENG-025 and MAT-025 or MAT-035.

SUBDIVISION PLANNING & DESIGN

CEG-230 **Subdivision Planning & Design** **3 (1-6)** **Spring**
Prerequisites: EGR-120[S], CEG-211[S], SRV-111[S]
Corequisites:
This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans. (2013 FA)

SUCCESS & STUDY SKILLS

ACA-115 **Success & Study Skills** **1 (0-2)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU)

SUMMER GARDENING LAB

LSG-123 **Summer Gardening Lab** **2 (0-6)** **Summer**
Prerequisites: LSG-122[L]
Corequisites: WBL-121[L]
This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape. (2001 FA)

SUR CLINICAL PRACTICE I

SUR-123 **Sur Clinical Practice I** **7 (0-0-21)** **Spring**

Prerequisites: SUR-110[S], SUR-111[S]
Corequisites: SUR-122[S]
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles. (1997 SU)

SURGICAL PROCEDURES I

SUR-122 **Surgical Procedures I** **6 (5-3)** **Spring**
Prerequisites: SUR-110[S], SUR-111[S]
Corequisites: SUR-123[S]
This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. (2016 SP)

SURGICAL PROCEDURES II

SUR-134 **Surgical Procedures II** **5 (5-0)** **Summer**
Prerequisites: SUR-123[S]
Corequisites:
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. (2016 SP)

SURVEY OF ECONOMICS

ECO-151 **Survey of Economics** **3 (3-0)** **Summer Fall**
Prerequisites: ENG-025[L]; MAT-025[L] or MAT-035[L]
Corequisites:
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. (1997 SU)
This course has been approved to satisfy the following requirement(s): | Social/ Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

SURVEY OF MED TERMINOLOGY

MED-120 **Survey of Med Terminology** **2 (2-0)** **Summer Spring Fall**

Prerequisites:
Corequisites:
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms. (1997 SU)

SURVEY OF MOBILE APPS W/ SWIFT

CIS-117 **Survey of Mobile Apps W/ Swift** **3 (2-2)** **AND**
Prerequisites:
Corequisites:
This course introduces mobile application development using Swift as a programming language for building apps in numerous industries and work environments. Topics include the functional concepts of Swift programming and its use for developing basic mobile applications in a business environment. Upon completion, students should be able to utilize Swift programming to develop and deploy a basic mobile application. (2025 SP)

SURVEY OF REAL ESTATE

BUS-148 **Survey of Real Estate** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property. (1997 SU)

SURVEYING I

SRV-110 **Surveying I** **4 (2-6)** **Summer**
Prerequisites:
Corequisites:
This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.(2025 SP)

SURVEYING II

SRV-111 **Surveying II** **4 (2-6)** **Fall**
Prerequisites: SRV-110[S]
Corequisites:
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. (1997 SU)

SURVEYING III

SRV-210 **Surveying III** **4 (2-6)** **Spring**
Prerequisites: SRV-110[S]
Corequisites:
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. (1997 SU)

SURVEYING LAW

SRV-220 **Surveying Law** **3 (2-2)** **Fall**
Prerequisites: SRV-110[S]
Corequisites:
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. (1997 SU)

SUSPENSION & STEERING LAB

AUT-141A **Suspension & Steering Lab** **1 (0-3)** **Fall**
Prerequisites: AUT-141[S]
Corequisites:
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (2007 FA)

SUSPENSION & STEERING SYS

AUT-141 Suspension & Steering Sys 3 (2-3) Fall
Prerequisites: AUT-141A[L]
Corequisites:
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (2007 FA)

SWIFT PROGRAMMING I

CSC-118 Swift Programming I 3 (2-3) Fall
Prerequisites:
Corequisites:
This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language. (2018 SU)

SWIFT PROGRAMMING II

CSC-218 Swift Programming II 3 (2-3) Spring
Prerequisites: CSC-118[S]
Corequisites:
This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language. (2018 SU)

SWITCHING AND ROUTING

NET-126 Switching and Routing 3 (2-3) Spring
Prerequisites:
Corequisites:
This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.(2025 FA)

TEACHING AND LEARNING FOR ALL

EDU-187 **Teaching and Learning for All** **4 (3-3)** **Fall**
Prerequisites:
Corequisites:
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. (2020 FA) This course has been approved to satisfy the following requirement(s): | Other Required Hours/Universal Ed. course for A.A. Teacher Preparation and A.S. Teacher Preparation

TECH & SUSTAINABILITY LAB

CEG-115A **Tech & Sustainability Lab** **1 (0-3)** **Fall**
Prerequisites:
Corequisites: CEG-115^{S}
This course provides a lab experience that requires students to apply principles of sustainable development and engineering computations, measurement, and drawing to hands-on activities and in actual settings. Emphasis is placed on basic engineering technology and sustainable development topics. Upon completion, students should be able to recognize appropriate technologies for particular projects and scenarios. (2013 FA)

TECHNOLOGY AND SOCIETY

HUM-110 **Technology and Society** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025^{L}
Corequisites:
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Other Gen. Ed. and Premajor Elective course for A.E. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

TECHNOLOGY, DATA, AND ASSESS

EDU-272 **Technology, Data, and Assess** **3 (2-3)** **Fall**
Prerequisites:
Corequisites:
This course is designed to provide students with the knowledge and skills to utilize digital instructional technologies and technology-based assessments to plan and implement appropriate educational experiences and interventions in the classroom. Topics include educational technology to enhance instruction, instructional technologies for teaching, technology-based assessment, formative and summative assessments, data to inform practice, and ethical practices for technology and assessment. Upon completion, students will be able to demonstrate effective integration of educational technology into classroom practice, appropriate use of technology-based assessments, and practical application of data to inform educational planning and interventions.(2021 FA)

TENNIS-BEGINNING

PED-130 **Tennis-Beginning** **1 (0-2)** **Spring Fall**
Prerequisites:
Corequisites:
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

TENNIS-INTERMEDIATE

PED-131 **Tennis-Intermediate** **1 (0-2)** **AND**
Prerequisites: PED-130[S]
Corequisites:
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

TEXT ENTRY & FORMATTING

OST-134 **Text Entry & Formatting** **3 (2-2)** **Summer Spring Fall**
Prerequisites:
Corequisites:
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. (2008 FA)

THE HOLOCAUST

HUM-170 **The Holocaust** **3 (3-0)** **Fall**
Prerequisites: ENG-025[L]
Corequisites:
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

THEATRE APPRECIATION

DRA-111 **Theatre Appreciation** **3 (3-0)** **Summer Spring Fall**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.F.A., A.S., and A.S. Teacher Preparation | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

THEATRE HISTORY I

DRA-211 **Theatre History I** **3 (3-0)** **Fall**
Prerequisites:
Corequisites:
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

THEATRE HISTORY II

DRA-212 **Theatre History II** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

THER MASSAGE APPLICATIONS

MTH-120 **Ther Massage Applications** **10 (6-9-3)** **Spring**
Prerequisites: MTH-110[S]; BIO-163[L] or BIO-168[L]
Corequisites: ENG-111[L]
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations. (2008 SP)

THERAPEUTIC BAKING

BPA-180 **Therapeutic Baking** **3 (1-4)** **Spring**
Prerequisites: CUL-110[S] CUL-160[S]; CUL-260[S] or BPA-150[S]
Corequisites:
This course covers the principles of baking for special dietary needs. Emphasis is placed on gluten and lactose free, vegan, keto, low fat, low carb, and reduced calorie pastries and breads. Upon completion, students should be able to demonstrate an understanding of specialized baking to meet specific dietary requirements.(2025 FA)

THERAPEUTIC CUISINE

CUL-165 **Therapeutic Cuisine** **3 (1-4)** **Spring**
Prerequisites:
Corequisites: CUL-110[S], CUL-140[S]
This course covers the principles of therapeutic cooking with an emphasis on gluten free, allergy free, and vegan cooking. Topics include vegan, lacto-ovo, vegetarian, nut-free, dairy-free, wheat-free, soy-free, and corn-free meal preparation. Upon completion, students should be able to demonstrate an understanding of common dietary preferences and intolerances, and be able to safely and accurately execute allergy-free meal plan preparation.(2015 SU)

THERAPEUTIC MASSAGE MGMT

MTH-130 **Therapeutic Massage Mgmt** **2 (2-0)** **Summer**
Prerequisites: MTH-110[S]
Corequisites: MTH-125[L]
This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice. (2012 FA)

THERAPEUTICS/DIAGNOSTICS

RCP-111 **Therapeutics/Diagnostics** **5 (4-3)** **Spring**
Prerequisites: RCP-110[S]
Corequisites:
This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations. (2017 FA)

THREE-DIMENSIONAL DESIGN

ART-122 **Three-Dimensional Design** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. (2012 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A., A.F.A. (visual arts), and A.S.

TOPO/SITE SURVEYING

SRV-240 **Topo/Site Surveying** **4 (2-6)** **Spring**
Prerequisites: SRV-110[S]
Corequisites:
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. (1997 SU)

TOTAL SAFETY PERFORMANCE

CMT-212 **Total Safety Performance** **3 (3-0)** **Spring**
Prerequisites:
Corequisites: CMT-210[S]
This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification. (2004 SP)

TRACE EVIDENCE

CJC-146 **Trace Evidence** **3 (2-3)** **Fall**
Prerequisites:
Corequisites:
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. (2000 SP)

TRANSFER & CAREER SUCCESS

ACA-122 **Transfer & Career Success** **1 (0-2)** **Summer Spring Fall**
Prerequisites:
Corequisites:
This course introduces students to career and transfer opportunities while building skills for academic success, career exploration, and transfer preparation, ensuring readiness for success in community college and beyond. Topics include transfer agreements with public and independent institutions, programs and processes that facilitate transfer, and transfer tools and resources; career topics include career exploration and information and skills such as resume writing, portfolio development, and professional communication. Upon completion, students will be able to identify the community college program that matches their transfer and career goals, navigate transfer policies and processes, use Transfer Guides, develop an academic plan for future success, and identify professional application materials. (2025 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or elective course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.G.E.-Nursing, A.S., and A.S. Teacher Preparation.

TRANSFUSION MEDICINE

MLT-127 **Transfusion Medicine** **3 (2-3)** **Summer**
Prerequisites: MLT-126[L]
Corequisites:
This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems. (1997 SU)

TRANSP CLIMATE CONT LAB

TRN-140A **Transp Climate Cont Lab** **2 (1-2)** **Summer**
Prerequisites: TRN-120[L]
Corequisites: TRN-140[S]
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. (2013 FA)

TRANSP CLIMATE CONTROL

TRN-140 **Transp Climate Control** **2 (1-2)** **Summer**
Prerequisites: TRN-120[L]
Corequisites:
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. (2013 FA)

TRAUMA EMERGENCIES

EMS-260 **Trauma Emergencies** **2 (1-3)** **Summer**
Prerequisites: EMS-122[S], EMS-130[S]
Corequisites:
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care. (2014 SP)

TURFGRASS CALCULATIONS

TRF-220 **Turfgrass Calculations** **2 (2-0)** **Fall**
Prerequisites:
Corequisites:
This course introduces the specific math concepts and calculations necessary in the turfgrass industry. Emphasis is placed on calibration of equipment used in the application of fertilizers and pesticides and calculation of solid materials used in construction. Upon completion, students should be able to correctly perform basic calculations and calibrations and estimate materials needed in specific professional turfgrass management situations.(1997 SU)

TWO-DIMENSIONAL DESIGN

ART-121 **Two-Dimensional Design** **3 (0-6)** **Spring Fall**
Prerequisites:
Corequisites:
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. (2012 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A., A.F.A. (visual arts), and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

URINALYSIS & BODY FLUIDS

MLT-111 **Urinalysis & Body Fluids** **2 (1-3)** **Summer**
Prerequisites: MLT-110[L]
Corequisites:
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests. (1997 SU)

VIRTUALIZATION CONCEPTS

CTI-140 **Virtualization Concepts** **3 (1-4)** **AND**
Prerequisites:
Corequisites:
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines. (2012 SU)

VISUAL BASIC PROGRAMMING

CSC-139 **Visual BASIC Programming** **3 (2-3)** **AND**
Prerequisites: MAT-025[L]
Corequisites:
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. (2006 SP) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

VOICE FOR PERFORMANCE

DRA-120 **Voice for Performance** **3 (3-0)** **Spring**
Prerequisites:
Corequisites:
This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

VOLLEYBALL-BEGINNING

PED-143 **Volleyball-Beginning** **1 (0-2)** **Spring Fall**
Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

WALKING FOR FITNESS

PED-120 **Walking for Fitness** **1 (0-3)**
Prerequisites:
Corequisites:
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

WEB MARKUP AND SCRIPTING

WEB-115 **Web Markup and Scripting** **3 (2-3)** **Summer**
Prerequisites:
Corequisites:
This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code. (2022 SP)

WEIGHT TRAINING I

PED-117 **Weight Training I** **1 (0-3)** **Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

WEIGHT TRAINING II

PED-118 **Weight Training II** **1 (0-3)** **Spring Fall**

Prerequisites: PED-117[S]
Corequisites:
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

WESTERN CIVILIZATION I

HIS-121 **Western Civilization I** **3 (3-0)** **Fall**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

WESTERN CIVILIZATION II

HIS-122 **Western Civilization II** **3 (3-0)** **Spring**
Prerequisites: ENG-025[L]
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Social/Behavioral Science Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

WILDERNESS EMT

EMS-243 **Wilderness EMT** **2 (1-2)** **AND**
Prerequisites: EMS-110[S]
Corequisites:
This course provides an overview of emergency care when separated from definitive care by distance, time, or circumstance. Topics include principles of long-term patient care, wilderness patient assessment system, medical and environmental emergencies, medication administration, modified CPR, and spine management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to gain Wilderness-EMT certification. (2012 SP)

WINDOWS ADMINISTRATION I

NOS-230 **Windows Administration I** **3 (2-2)** **Spring**
Prerequisites:
Corequisites:
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. (2014 FA)

WINDOWS SINGLE USER

NOS-130 **Windows Single User** **3 (2-2)** **Fall**
Prerequisites:
Corequisites:
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. (2016 FA)

WINE APPRECIATION

CUL-214 **Wine Appreciation** **2 (1-2)** **Fall**
Prerequisites: ENG-025[L]
Corequisites:
This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings. (2011 FA)

WORD PROCESSING

OST-136 **Word Processing** **3 (2-2)** **Summer Fall**
Prerequisites:
Corequisites:
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 prepared to take a nationally accredited certification exam.(2025 FA)

WORK-BASED LEARNING I

WBL-111 **Work-Based Learning I** **1 (0-10)** **Summer Spring Fall**
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WBL-112 **Work-Based Learning I** **2 (0-20)** **AND**
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WBL-113 **Work-Based Learning I** **3 (0-30)** **AND**
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WORK-BASED LEARNING II

WBL-121 Work-Based Learning II 1 (0-10) AND
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WBL-122 Work-Based Learning II 2 (0-20) AND
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WBL-123 Work-Based Learning II 3 (0-30) AND
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.(2014 FA)

WORK-BASED LEARNING III

WBL-131 Work-Based Learning III 1 (0-10) AND
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WBL-132 Work-Based Learning III 2 (0-20) AND
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WORK-BASED LEARNING IV

WBL-211 **Work-Based Learning IV** **1 (0-10)** **AND**
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.(2014 FA)

WBL-212 **Work-Based Learning IV** **2 (0-20)** **AND**
Prerequisites:
Corequisites:
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014 FA)

WORK-BASED LEARNING SEMINAR I

WBL-115 **Work-Based Learning Seminar I** **1 (1-0)** **AND**
Prerequisites:
Corequisites: WBL-111^{S}, WBL-112^{S}, WBL-113^{S} or WBL-114^{S}
This course description may be written by the individual colleges. (2014 FA)

WORLD CIVILIZATIONS I

HIS-111 **World Civilizations I** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025^{L}
Corequisites:
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Social/ Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

WORLD CIVILIZATIONS II

HIS-112 **World Civilizations II** **3 (3-0)** **Spring Fall**

Prerequisites: ENG-025[L]

Corequisites:

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. (1997 SU) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.

WORLD LITERATURE I

ENG-261 **World Literature I** **3 (3-0)** **AND**

Prerequisites: ENG-112[S] or ENG-114[S]

Corequisites:

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

WORLD LITERATURE II

ENG-262 **World Literature II** **3 (3-0)** **AND**

Prerequisites: ENG-112[S] or ENG-114[S]

Corequisites:

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation, and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

WORLD RELIGIONS

REL-110 **World Religions** **3 (3-0)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Humanities/Fine Arts Gen. Ed. course for A.A., A.A. Teacher Preparation and A.S. | Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.

WORLD OF WORK

WBL-110 **World of Work** **1 (1-0)** **Fall**
Prerequisites:
Corequisites:
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (2014 FA)

WRITING AND INQUIRY

ENG-111 **Writing and Inquiry** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-025^{L}
Corequisites:
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. (2025 SP) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | English Composition Gen. Ed. course for A.A.S. and A.G.E.

WRITING/RESEARCH IN THE DISC

ENG-112 **Writing/Research in the Disc** **3 (3-0)** **Summer Spring Fall**

Prerequisites: ENG-111[S]
Corequisites:
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. (2014 FA) This course has been approved to satisfy the following requirement(s): | UGETC course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.S., and A.S. Teacher Preparation | English Composition Gen. Ed. course for A.A.S. and A.G.E.

YOGA I

PED-122 **Yoga I** **1 (0-2)** **Summer Spring Fall**

Prerequisites:
Corequisites:
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. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

YOGA II

PED-123 **Yoga II** **1 (0-2)** **AND**
Prerequisites: PED-122[S]
Corequisites:
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. (1997 SU) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.