



# BRUNSWICK COMMUNITY COLLEGE

## 2022-2023 CATALOG AND STUDENT HANDBOOK COURSES AND PROGRAMS

### VOLUME XXIII

#### MAILING ADDRESS

P.O. Box 30  
Supply, NC 28462

#### PHYSICAL ADDRESS

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Bolivia, NC 28422  
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910.754.9609 (Student Services/OneStop Service Center Fax)  
<http://www.brunswickcc.edu>

#### LELAND CENTER

2045 Enterprise Blvd  
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910.371.4200

#### SOUTHPORT CENTER

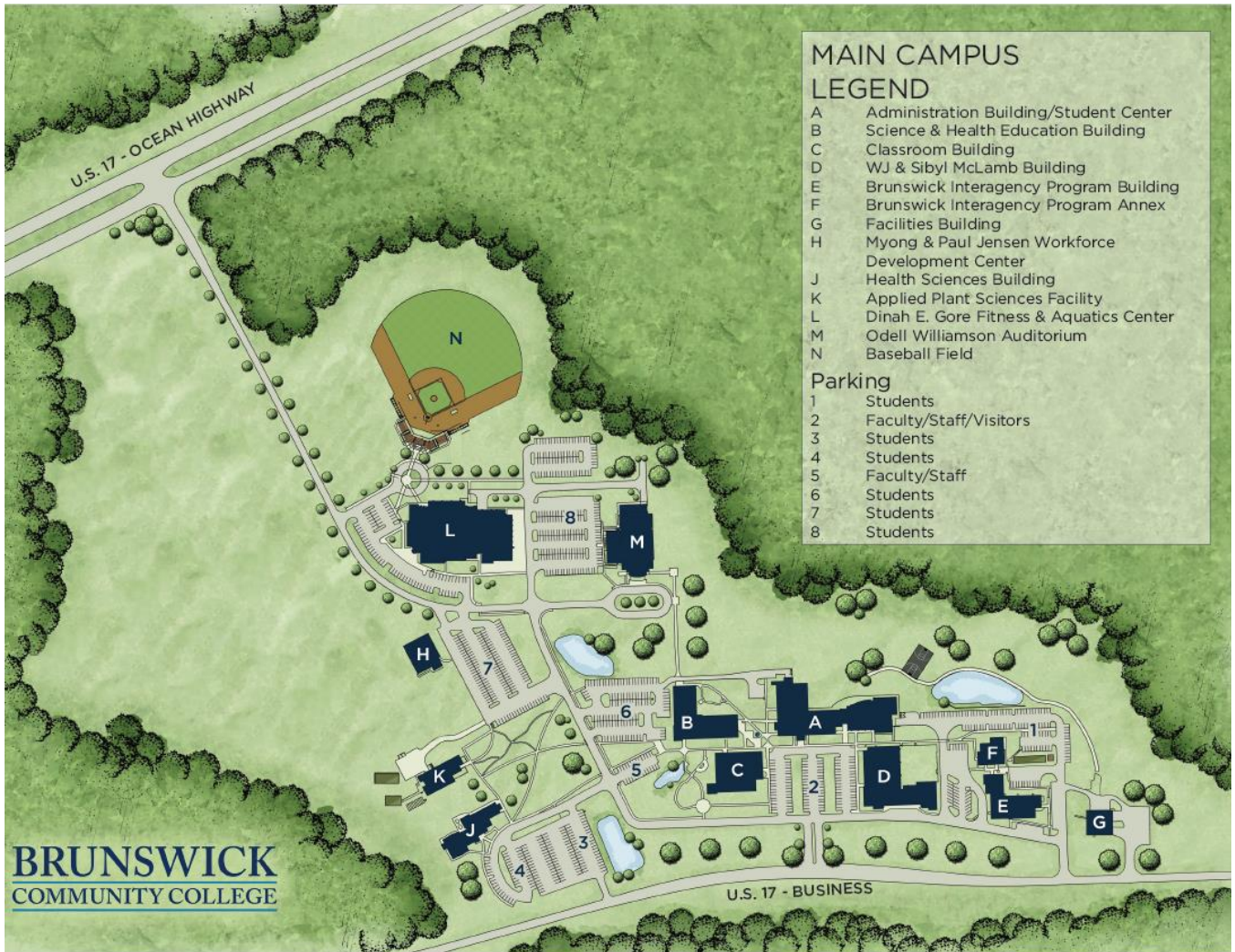
705 North Lord Street  
Southport, NC 28461  
910.457.0777

Brunswick Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Brunswick Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

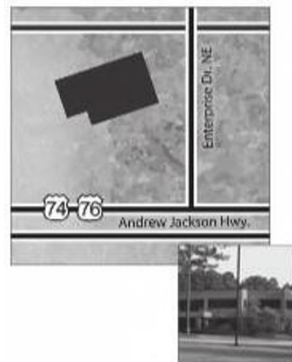
**This catalog is not a contract between Brunswick Community College and the student. Adjustments in program or course content, sequence, schedule, and faculty may be made as necessary; minimum enrollment may be required to offer a course; charges for tuition and fees are subject to change, and the College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

*Brunswick Community College does not discriminate on the basis of race, religion, color, national origin, gender, gender expression, age, political affiliation, genetic information, sexual orientation, or disability.*

### CAMPUS & CENTER MAPS



**Leland Center**



**Southport Center**



## TABLE OF CONTENTS

Accreditation & Affiliations Of The College.....	4
Message From The President .....	6
2022-2023 Academic Year Calendar .....	7
Programs Of Study Listing & Curriculum Codes .....	9
College Information.....	11
Admissions & Enrollment Services.....	17
Records & Registration.....	24
Tuition, Fees, & Expenses.....	46
Student Financial Resources.....	51
Student Resources .....	60
Student Life.....	67
Distance Learning.....	70
Public Safety/Campus Security .....	71
High School Programs.....	76
College Readiness Coursework .....	89
College Transfer Programs .....	91
Health Sciences.....	105
Professional & Technical Programs .....	109
Course Descriptions .....	133
Continuing Education, Economic And Workforce Development .....	183
Administration/Faculty & Staff Directory .....	189
Appendix A Student Conduct of Conduct.....	198
Appendix B Student Grievance Policy.....	205
Appendix C Student Drug & Alcohol Policy.....	207
Appendix D Student Government Association .....	208
Appendix E Information Technology Services.....	215
Appendix F North Carolina Residency For Tuition Purposes.....	220
Appendix G College Readiness Placement Guide .....	221
Appendix H Glossary of Frequently Used Terms .....	224

## Accreditation & Affiliations of the College

### RECOGNIZED AND APPROVED BY

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

### INSTITUTIONAL MEMBERSHIPS, AFFILIATIONS, AND CERTIFYING AGENCIES

Accreditation Commission for Education in Nursing  
American Association of Community Colleges  
American Society of Clinical Pathologists  
American Welding Society  
Association for the Advancement of Sustainability in Higher Education  
Association of Community College Trustees  
Brunswick County Association of Realtors  
Brunswick County Chamber of Commerce  
Carolinas Association of Collegiate Registrars and Admissions Officers  
Carolinas Golf Course Superintendents Association  
Charleston Electrical Contractors Association  
Commission on Accreditation of Allied Health Education Programs  
Commission on Accreditation for Health Informatics and Information Management Education  
Council on Accreditation  
Council for Higher Education Accreditation  
International Business Innovation Association  
National Association of Student Financial Aid Officers  
National Center for Construction Education and Research  
National Coalition of Certification Centers NC3  
National Junior College Athletic Association, Region X National League for Nursing  
National Organization for Associate Degree Nursing  
North Brunswick Chamber of Commerce  
North Carolina Associate Degree Nursing Council

North Carolina Association of Community College Business Officials  
North Carolina Association of Community College Trustees  
North Carolina Business Incubator Association  
North Carolina Comprehensive Community College Student Government Association  
North Carolina Department of Environmental Quality  
North Carolina Division of Health Service Regulation  
North Carolina Nursery and Landscape Association  
North Carolina Office of Emergency Medical Services  
North Carolina Office of State Fire Marshal  
North Carolina State Board of Examiners of Electrical Contractors  
Retail Bakers of America  
Safety and Health Council of North Carolina  
Small Business Center Network  
Southern Association of Colleges and Schools Commission on Colleges  
Southport-Oak Island Chamber of Commerce

## MESSAGE FROM THE PRESIDENT

Students,

Welcome to Brunswick Community College (BCC), home of the Dolphins. We are thankful and honored that you have chosen BCC to pursue your education and career goals. Carefully review this catalog as it contains the information you will need to succeed on your educational journey at the College.

I encourage you to make this catalog “come alive” by visiting with your advisor, asking questions in class, connecting with academic advisors, asking for help with distance learning questions and receiving academic tutoring in The Learning Center. We also have many additional services that can help you to succeed including the BCC food pantry, personal counseling, career counseling, and BCC Foundation scholarships.

Please make an effort to connect with other students in each of your classes, as they can serve as an understanding student-to-student support system. You will also discover that our outstanding faculty and staff are here to help you succeed at every step. It is the people of Brunswick Community College - those who learn here, teach here and work here, who make it a special place.

On behalf of the BCC faculty, staff, and the Board of Trustees, I welcome you to Brunswick Community College. I hope that you will use this catalog to your advantage and you will not hesitate to ask us to explain anything you do not understand. BCC is only successful when you are. Your journey towards graduation, into the workforce, or to securing a better job begins today.

Please call me at 910-755-7301 or visit me in Building A if I can assist you in obtaining your goals.

**Dr. Gene Smith**

President, Brunswick Community College



*Honoring the core values of Integrity, Community, Opportunity, Respect, and Excellence*

## 2022-2023 Academic Year Calendar

### Fall Semester 2022

Payments for Fall 2022 due by 12 Noon .....	August 1, 2022
Open Registration - Payment due at registration .....	August 9-10, 2022
Opening Day for Students .....	August 11, 2022
Classes Begin.....	August 15, 2022
Schedule Changes (Add/Drop) - Payment due at registration .....	August 15-16, 2022
Labor Day Holiday (College Closed) .....	September 5, 2022
Classes Resume.....	September 6, 2022
2 <sup>nd</sup> 12-Week Classes Begin.....	September 13, 2022
Last Day to Withdraw (Grade of "W") – 1st 8-Week Classes .....	September 26, 2022
1st 8-Week Classes End .....	October 10, 2022
2nd 8-Week Classes Begin .....	October 11, 2022
Fall Break for Students and Faculty .....	October 17-18, 2022
Classes Resume.....	October 19, 2022
Last Day to Withdraw (Grade of "W") 12-Week Classes.....	October 19, 2022
Spring 2023 Registration Begins .....	October 25, 2022
Last Day to Withdraw (Grade of "W") 16-Week Classes.....	November 9, 2022
1 <sup>st</sup> 12-Week Classes End .....	November 9, 2022
Veteran's Day Holiday (College Closed) .....	November 11, 2022
Last Day to Withdraw (Grade of "W") 2nd 12-Week Classes.....	November 17, 2022
Thanksgiving Holidays (College Closed).....	November 23-25, 2022
Classes Resume.....	November 28, 2022
Last Day to Withdraw (Grade of "W") 2nd 8-Week Classes.....	November 29, 2022
Payments for Spring 2023 due by close of business .....	December 1, 2022
2 <sup>nd</sup> 12 Week Classes (Tuesday/Thursday) End .....	December 13, 2022
2 <sup>nd</sup> 12 Week Classes (Monday/Wednesday) End .....	December 13, 2022
Last Day of Classes and 2 <sup>nd</sup> 8-Week Classes End .....	December 13, 2022
Grades Due by 5:00 p.m. ....	December 14, 2022
Winter Break (College Closed).....	December 23, 2022 – December 30, 2022
Holiday Classes .....	December 1, 2022 – January 3, 2023

*Tuesday, December 14, 2022 is a Thursday class.*

### Spring Semester 2023

New Year's Day Holiday (College Closed) .....	January 2, 2023
Open Registration - Payment due at registration .....	January 4, 2023
Classes Begin.....	January 9, 2023
Schedule Changes (Add/Drop) - Payment due at registration .....	January 9-10, 2023
Dr. Martin Luther King, Jr. Holiday (College Closed) .....	January 16, 2023
Classes Resume.....	January 17, 2023
2 <sup>nd</sup> 12-Week Classes Begin.....	February 7, 2023
Last Day to Withdraw (Grade of "W") – 1st 8-Week Classes .....	February 20, 2023
1st 8-Week Classes End .....	March 6, 2023
2nd 8-Week Classes Begin .....	March 7, 2023
Spring Break for Students and Faculty.....	March 13-17, 2023
Last Day to Withdraw (Grade of "W") – 1 <sup>st</sup> 12-week classes.....	March 20, 2023
State Holiday (College Closed) .....	April 7, 2023

Classes Resume.....	April 10, 2023
Summer & Fall 2023 Registration Begins.....	April 11, 2023
Last Day to Withdraw (Grade of "W") – 16-week classes .....	April 11, 2023
1 <sup>st</sup> 12-Week Classes End .....	April 11, 2023
Last Day to Withdraw (Grade of "W") – 2 <sup>nd</sup> 12-Week Classes .....	April 18, 2023
Last Day to Withdraw (Grade of "W") – 2 <sup>nd</sup> 8-Week Classes .....	April 25, 2023
Last Day of Classes.....	May 9, 2023
Grades Due by 5 PM .....	May 10, 2023
Graduation Rehearsal.....	To Be Announced
Graduation at 3 PM.....	May 12, 2023
Payments for Summer 2023 due by Noon .....	May 15, 2023

*Wednesday, May 4, 2023 will be a Monday class and Thursday, May 5, 2023 will be a Friday class.*

### **Summer Semester 2023**

Open Registration - Payment due at registration .....	May 22, 2023
Classes Begin.....	May 24, 2023
Schedule Changes (Add/Drop) - Payment due at registration .....	May 24-25, 2023
Memorial Day Holiday (College Closed) .....	May 29, 2023
Classes Resume.....	May 30, 2023
Fourth of July Holiday (College Closed) .....	July 4, 2023
Classes Resume.....	July 5, 2023
Last Day to Officially Withdraw (Grade of "W") .....	July 6, 2023
Last Day of Classes (which is a Monday class). .....	July 20, 2023
Grades Due by 5 PM. ....	July 21, 2023

*Wednesday, July 20<sup>th</sup> and Thursday, July 21<sup>st</sup> are Monday classes.*

*This calendar is subject to change. Visit <http://www.brunswickcc.edu/academic-calendar/> for the latest up-to-date calendar.*



## PROGRAMS OF STUDY LISTING & CURRICULUM CODES

Academic Program	Degree	Diploma	Certificate	Career and College Promise Pathway(s)
Accounting and Finance	A25800	D25800	C25800	C25800P (Certificate)
Associate Degree Nursing	A45110			P1032C*
Associate in Arts	A10100			P1012C*
Associate in Arts – Business Administration	A10100BU			
Associate in Arts – Teacher Preparation	A1010T			P1012T*
Associate in Engineering	A10500			P1052C*
Associate in Science	A10400			P1042C*
Associate in Science – Computer Science	10400CS			
Associate in Science – Teacher Preparation	A1040T			P1042T*
Basic Law Enforcement Training			C55120	
Business Administration		D25120	C25120	D25120P (Diploma) C25120P (Certificate)
General Business	A25120GB			
Supply Chain Management	A25120SC			
Public Administration	A25120PA			
Cosmetology	A55140	D55140	C55140	C55140P (Certificate) D55140P (Diploma)
Cosmetology Instructor			C55160	
Criminal Justice Technology	A55180	D55180	C55180	D55180P (Diploma) C55180P (Certificate)
Early Childhood Education		D55220	C55220	D55220P (Diploma) C55220P (Certificate)
Early Childhood Education Birth-Kindergarten (B-K) Teaching Licensure Transfer Option	A55220L			
Early Childhood Education Non-Licensure Transfer Option	A55220NL			
Early Childhood Education Career Entry Option	A55220CE			
Early Childhood Education/Administration			C55220A	
Infant and Toddler Care			C55290	
Emergency Medical Science	A45340			
Bridge Option	A45340B			
Health and Fitness Science	A45630		C45630	C45630P (Certificate)
Health Promotions			C45630H	
Public Health			C45630PH	
Athletic Training			C45630AT	
Health and Wellness Management			C45630HW	
Sports Officiating			C45630S	
Health Information Technology	A45360	D45360		C45360P (Certificate)
Horticulture Technology	A15240	D15240	C15240	D15240P (Diploma) C15240P (Certificate)
Information Technology – Information Systems	A25590S	D25590S	C25590T	D25590SP (Diploma)
Information Technology – Cyber Security			C25590CY	

Information Technology – Computer Programming and Development	A25590C	D25590C		D25590CP (Diploma)
General Studies	A25590GS			C25590GP (Certificate)
Web Development	A25590WD		C25590WD	C25590WP (Certificate)
Digital Marketing			C25590DM	C25590DP (Certificate)
Simulation and Game Development			C25590SG	C25590YP (Certificate)
C++ Programming			C25590C	
JAVA Programming			C25590J	
Medical Assisting	A45400	D45400		
Practical Nursing		D45660		
Public Safety Administration				
Corrections	A55480CR			
Emergency and Fire Management	A55480EM			
Law Enforcement	A55480LE			
Small Business Entrepreneur			C25120SB	
Turfgrass Management Technology	A15420	D15420	C15420	D15420P (Diploma) C15420P (Certificate)
Landscape Construction Management			C15420CM	C15420MP (Certificate)
Landscape Design and Construction			C15420LD	C15420DP (Certificate)
Welding Technology		D50420	C50420	D50420P (Diploma) C50420P (Certificate)

*\*Career and College Promise Pathway leading to an Associate in Arts, Associate in Science, or Associate in Engineering degree*

*Diploma and certificate programs earn a diploma or certificate, respectively. The College also supports one transitional program of study that does not yield a credential: Special Credit (Non-Degree Seeking) - T90990.*

# COLLEGE INFORMATION

## Introduction & History

Brunswick Community College (BCC) is a tax-supported, public, nonprofit school under the control of a Board of Trustees. The North Carolina Legislature established the college in 1979 under provisions of the General Statutes of North Carolina, Chapter 115-A, passed by the Legislature in 1963. The North Carolina Community College System and the North Carolina State Board of Community Colleges supervise the college. Brunswick Community College originally chartered the school as Brunswick Technical Institute.

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

On October 5, 1979, the Board of Trustees, with the approval of the Brunswick County Board of Commissioners, voted unanimously to change the name of the institution to Brunswick Technical College. In 1988, the College's name changed to Brunswick Community College to reflect statewide changes in community colleges.

The College received its initial accreditation from the Southern Association of Colleges and Schools in 1983, and reaffirmed in 2019.

## Campus Locations

Main Campus is located in Bolivia on US Highway 17 Business, three miles north of the intersection of NC 211 & US Highway 17.

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

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

Brunswick Educational & Trades Certification Center is located at 104 Ocean Highway East in Supply.

## Mission & Goals

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

## Core Values

BCC's Core Values identify those beliefs that serve as the guiding principles of our organization. These values serve as the glue that holds our institution together as it grows and represents what we believe is the enduring character of Brunswick Community College.

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

*Approved by Brunswick Community College Board of Trustees January 19, 2017, and reaffirmed February 15, 2018, February 21, 2019, February 20, 2020, and February 18, 2021.*

## Academic Rigor

Academic rigor at BCC describes a level of instruction and engagement meant to challenge students academically, intellectually, and personally. Brunswick Community College's faculty and staff are committed to providing excellent services to its students. In return, the institution expects the students to engage in rigorous academic work in the classroom. Instructors expect students to use academic and support resources provided by the college to enhance their learning.

### **BCC Guarantee to Employers**

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

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

After determining the precise nature of the deficiency in conjunction with appropriate College departments, the graduate, one's employer, and the Vice President of Student Affairs will work with the graduate to enroll in a maximum of three applicable courses and/or the learning lab at the College. These courses will be provided at no charge to the graduate other than books and supplies. The College reserves the right to notify curriculum advisory committees of the College and the curriculum committee of the Board of Trustees concerning specific claims made under this Guarantee so that programs may be adjusted as needed.

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

The guarantee applies to graduates of one-year diploma programs and 2-year associate degree programs. It is not intended to create any specific legal rights or causes of action whatsoever. The

exclusive remedy under this guarantee is as provided herein and is intended solely as a statement of educational commitment to employers.

*Approved by the Brunswick Community College Board of Trustees June 20, 2014 and November 20, 2017.*

### **Competencies Required of Associate Degree Students**

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

- **Oral Communication:** Students will be able to apply knowledge of oral communication in a prepared, purposeful presentation designed to increase knowledge, foster understanding, or promote change in the listeners' attitudes, values, beliefs, or behaviors.
- **Written Communication:** Students will be able to develop and express their ideas in writing. Written communication involves learning to work in many genres and styles. It can include working with many different writing technologies and mixing texts, data, and images.
- **Quantitative Reasoning:** Students will be able to demonstrate an understanding of Quantitative Literacy from authentic contexts of everyday life situations. Exhibiting these skills include the ability to reason and solve quantitative problems using such elements as words, tables, graphs, and equations.

## 2021 Summary Report on Performance Measures

Brunswick Community College

Measure	Excellence Level	System Average	System Baseline	BCC Results
Basic Skills Student Progress, 2019-20	42.5%	33.5%	15.7%	48.4%
Student Success Rate in College-level English Courses, Fall 2017 Cohort	70.4%	62.6%	47.1%	75.4%
Student Success Rate in College-level Math Courses, Fall 2017 Cohort	54.5%	46.3%	29.9%	61.8%
First Year Progression, Fall 2019 Cohort	71.8%	66.8%	56.8%	70.4%
Curriculum Completion Fall 2016 Cohort	61.3%	55.3%	43.1%	55.4%
Licensure and Certification Passing Rate, 2019-20	1.09	0.98	0.75	1.04
College Transfer Performance, 2018-19 Community College Students	91.1%	87.2%	79.4%	86.9%

### **The Semester System**

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

### **Curriculum Credit Hour Procedures**

The North Carolina Community College System (NCCCS) restricts the number of hours in curriculum degrees, diplomas, and certificates as follows:

	Degree	Diploma	Certificate
Min. General Education Hours	15	6	0
Min. Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Credit Hours	64-76	36-48	12-18

Lab, clinical and work-based learning courses from the CCL convert from credit hours to contact hours per course using a multiplier of 16:

- Labs - 2 or 3 hours per week over 16 weeks equals 1 credit hour.
- Clinical - 3 to 5 hours per week for 16 weeks equals 1 credit hour.
- Work-based Learning - 1 credit hour per 10 hours of work experience.

Academic programs offered online have the same total semester credit hours as the equivalent program provided in a traditional, seated environment or hybrid format and follow the NCCCS guidelines above. All courses within an academic program contain the same student learning outcomes, content, contact, and credit hours regardless of delivery method.

### **Statement on Non-Discrimination**

Admission to any educational programs Brunswick Community College offers is made without regard to race, religion, color, national origin, gender, gender expression, age, political affiliation, genetic information, sexual orientation, or disability.

### **Drug-Free Environment**

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

### **Tobacco-Free Campus**

Brunswick Community College is committed to providing its students, employees, and visitors with a safe and healthy environment. We recognize smoking as a significant health risk to both the smoker and the non-smoker and a safety hazard to the College.

Effective July 1, 2017, the college prohibits tobacco products on all Brunswick Community College property and in vehicles owned, leased, or operated by the institution.

Examples include cigarettes, e-cigarettes, cigars, chewing tobacco, pipe tobacco, dip, smokeless tobacco or spit tobacco snuff, or any other items containing or reasonably resembling tobacco or tobacco products.

**Business Hours of the College**

The College operates on a regular schedule throughout the year. Normal business hours are Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 3 p.m. BCC officially closes for certain holidays and other dates throughout the year. Consult the Academic Year Calendar for additional information about the dates the college is closed.

Classes, meetings, and special events may occur outside of regular business hours. Additionally, the Dinah E. Gore Fitness & Aquatics Center and Odell Williamson Auditorium operate on schedules independent of the College. Please consult their website for business hours and contact information.

**Conflict of Interest**

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

**Emergency Closings**

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

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

Missed EWD/CE instructional time due to inclement weather or other emergencies resulting in the college closing or delaying its opening is made on an individual basis at the supervisor's discretion. In all instances, change forms must be completed for all affected classes. The change form must reflect the reason for the missed class and the recommended resolution with the date and time. The Brunswick Interagency Program (BIP) will follow the EWD/CE policy for emergency closing. For inclement weather, BIP follows the schedule of Brunswick County Schools and the continuing education guidelines for making up class time. This policy is established for the transportation needs of students and for the daily use of large, public transit vehicles.

**Curriculum Instruction**

If the College closes due to adverse weather or other emergencies, instruction will continue using Moodle, the College's Learning Management System (LMS). Instructors must post alternative assignments in the LMS and notify students of the posted assignments. Depending on the class, subject, and content, the instructor may also assign alternative assignments later in the semester. Instructors send alternative assignments as posted in the LMS to the BCC's Registrar to collect information for audit purposes.

- A. Basic law enforcement training, cosmetology classroom and labs, health information technology work experience, medical assisting clinical practicum, and other work-based learning activities will be rescheduled.
- B. Health Sciences Programs will make up missed clinical time and laboratory instruction with simulation activities or through clinical/lab reassignment and missed classroom instruction with online graded assignments, case studies, and/or faculty-led discussion boards using the LMS.
- C. Brunswick County Public Schools (BCPS), Early College High School (ECHS), and public/private/homeschooled dual-enrolled students adhere to the BCC attendance policy located on BCC's website and within this Catalog and Student Handbook. Students are encouraged to attend all scheduled classes.

Exceptions include:

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

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

*Approved by Brunswick Community College Board of Trustees March 16, 2017, and November 2017.*

### **Employment at the College**

Brunswick Community College is an Equal Opportunity Employer. It is the policy of Brunswick Community College to hire well-qualified people to perform the various tasks required. This policy is to provide to existing employees and to all persons seeking employment, equal opportunity for recruitment and all benefits and privileges of employment and promotion without regard to race, sex, color, age, national origin, religion, political affiliation, veteran's status, disability or any other characteristic protected by Federal or State law. Any complaints alleging failure of the College to follow this policy should be brought to the attention of the College President. Employment openings for faculty and staff appear on the College's Employment Webpage, <https://www.brunswickcc.edu/contact/employment-opportunities/>, on a regular basis. Applications should be submitted through the website or by one of the following:

**Email:** [humanresources@brunswickcc.edu](mailto:humanresources@brunswickcc.edu)

**FAX:** 910.754.8229

**Visit:** Human Resource Office  
50 College Rd NE  
Bolivia, NC 28422

**Mail:** P.O. Box 30, Supply, NC 28462

### **Brunswick Community College Foundation**

The mission of Brunswick Community College Foundation, Inc. is to raise funds on behalf of the College, which assures open access to higher education for all prospective students and enhances the campus community by supporting the identified needs of the College.

As the only charitable, nonprofit organization dedicated to supporting Brunswick Community College (BCC), the BCC Foundation plays a vital role in supporting students by awarding scholarships.

In an effort to meet its mission, the BCC Foundation develops strategies to cultivate relationships and increase awareness among the College's essential supporters, including friends, government policymakers, media, community stakeholders, and philanthropic donors. The Foundation works on behalf of BCC to secure financial support from donors who are committed to the College's mission.

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

To learn more, contact the Foundation office, visit [www.brunswickcc.edu/foundation](http://www.brunswickcc.edu/foundation), or call 910.755.7473.

### **Fitness & Aquatics Center**

The Fitness & Aquatics Center is located in the Dinah E. Gore Building, and is a community-minded facility established to encourage a healthy lifestyle among BCC students, employees, residents of Brunswick County, and surrounding counties. The Center's goal is to promote health, fitness, and wellness in a welcoming atmosphere.

The Fitness & Aquatics Center has combined usage with academics, athletics, member activities, and contracted events. Facility regulations are in place to ensure the safety of members, students, and the public.

Hours of operation and additional information are located on the College website. Students use the facility free of charge for curriculum classes only in the Center and may receive a reduced rate membership to use the facility at other times.

Membership rates are available online for full membership, pool-only, group exercise classes, personal training, and swim lessons; weekly and daily use of the facility.

For additional information, contact the Center at 910.846.BFIT (2348), visit <http://www.bccfitness.com>

### **Odell Williamson Auditorium**

The Brunswick Community College Odell Williamson Auditorium, located on the BCC main campus in Bolivia, is a 1,500-seat performing arts center. Built at a cost of more than three million dollars by the citizens of Brunswick County in 1993, the BCC Odell Williamson Auditorium exists for the multipurpose educational and cultural enrichment for Southeastern North Carolina. Each year, the Odell Williamson Auditorium presents a variety of national and international performances. The

Virginia Williamson Event Center is a multipurpose facility connected to the Odell Williamson Auditorium. The Event Center accommodates a wide variety of events including, but not limited to, receptions, banquets, conferences, lectures, dances, small concerts and theatre. A catering kitchen is also available for events. The Odell Williamson Auditorium lobby serves as the entrance for the Event Center.

The BCC Odell Williamson Auditorium Box Office is open Monday through Thursday from 9:00 AM until 4:30 PM and on Friday from 9:00 AM until 2:30 PM. For rental or event information, call 910.755.7416 or 800.754.1050, ext. 7416. Visit the Odell Williamson Auditorium website (<http://www.bccowa.com>) for additional information.



# ADMISSIONS & ENROLLMENT SERVICES

## Admission to the College

Brunswick Community College adheres to the “open door” admission policy of the North Carolina Community College System (NCCCS).

The College will admit any person who is a legal resident of the United States and who is a high school graduate, a GED® recipient, an adult high school equivalency diploma recipient, or who is at least 18 years of age. (Ref. 1D SBCCC 400.2). Further, the accreditation of a secondary school located in North Carolina that a person attended is not a factor in determining the applicant’s admissibility to the College, unless accreditation was conducted by a State agency.

Admission to the College does not imply admission to specific continuing education or curriculum courses or programs. You can find the specific course and program requirements in this catalog and other College publications. All students enrolling in an associate degree, diploma, or certificate program must be a high school graduate, possess a GED® or adult high school equivalency diploma.

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

## International Students

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

## Accreditation of Academic Credentials

For out-of-state students, in accordance with the best practices of the United States Department of Education, Brunswick Community College only recognizes high school diplomas, GED®’s, and adult high school equivalency diplomas granted from regionally accredited institutions or home schools authorized by the Department of Non-Public Instruction or equivalent body. Known “Diploma Mills” are not recognized as sufficient documentation of a high school diploma. The college awards transfer college credit from those institutions accredited with the regional

accrediting body of the Commission on Colleges approved by the United States Department of Education in their state.

## Applications & Priority Dates

To enroll in curriculum-level programs, the prospective student submits an “Application for Admission”. The college guarantees admission for all applicants who meet the requirements of the College. To assure placement in appropriate courses, timely registration, and student success, applications and all necessary credentials should be received no later than:

Fall:	June 1
Spring:	November 1
Summer:	April 1

## General Admission Classifications

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

### A. **First-Year Students**

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

### B. **Transfer Students**

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

Students who have completed only continuing education or career credit (or any other non-curriculum credit) are not considered transfer students, as the credits for these courses are not generally transferable to curriculum-level programs except in certain cases. For additional information, see Transfer Admission & Transcript Evaluation.

**C. Career and College Promise Students**

Career and College Promise students are current North Carolina public, private, or home-schooled high school students. Special admission procedures are in place for each of the Career and College Promise pathways.

Students less than 18 years of age are not permitted to enroll in curriculum-level courses or programs of study outside of those approved through the Career and College Promise program until their official graduation from high school. See Programs with Additional Admission Requirements for detailed requirements and pathway descriptions.

**D. Special Credit (Non-Degree Seeking Students)**

High school graduates, or anyone 18 years of age or older, who wishes to enroll in a credit course, but does not plan to complete an associate's degree, diploma, or certificate, may be admitted as a Special Credit student. Special Credit students are required to submit a College application and complete a Residency determination but are not required to meet all of the general admission requirements.

Special Credit students are non-degree seeking students who intend to use coursework completed at BCC for the sole purpose of transferring credit to another institution or gaining admission to a specific program of study at another institution. A student may also be classified as a Special Credit Student if they do not meet the requirements of specific curriculum programs but meet the requirements of the College's "open door" policy. A Special Credit student has no intention of applying for or receiving financial aid, receiving a certificate, degree, or diploma from the College.

Special Credit students are required to meet all course pre- and co-requisites unless the student has received written approval from their primary institutions to bypass pre- and/or co-requisite requirements.

Upon successful completion of 15 credit hours, a Special Credit student is required to meet with an Admissions or Academic Support representative to update the program of study to degree seeking. *The Vice President of Student Affairs must approve exceptions to this rule.*

**E. Re-Enrolling Students (Re-admission)**

Any student who has been admitted to BCC (even as a high school student) and returns after an absence is considered a re-enrolling student.

Any student who has separated from the College for more than two consecutive semesters (excluding summer) must complete a new Admission Application and complete a Residency determination. If a change in the Program of Study is necessary, the student will be assigned to the current catalog of record at the time of re-enrollment.

Students who withdrew while on financial aid suspension or who are suspended for academic deficiencies must reapply and gain the written approval for readmission from the Vice President of Student Affairs. To promote student success, the College may recommend specific course enrollment and/or course load restrictions.

*The Vice President of Student Affairs must approve readmission of any student suspended for disciplinary reasons.*

**Application Process**

Students should take the following steps to complete an application:

- A. All students are required to submit an Admission Application. *Re-enrolling students who have separated from the College for more than two consecutive semesters (excluding the summer semester) must reapply for admission.*
- B. All students must complete the Residency Determination process. Additional information on Residency Determination is available in Appendix F of this Catalog and Student Handbook.
- C. First-year and transfer students must submit an official copy of their final high school transcript (showing a confirmed graduation date), GED®, or Adult High school equivalency diploma.

All students must submit official copies of all post-secondary transcripts. *Faxed transcripts are not accepted.*

International high school and post-secondary transcripts require translation by a professional translation agency prior to submission.

Unofficial transcripts are required for Special Credit students to demonstrate pre- and/or co-requisites for the specific course(s) that the student intends to enroll, unless the requisite requirement is waived.

*Note: Pursuant to federal law, once submitted, all original documents of academic credentials are the property of the College and are not released back to the student for any reason.*

- D. Complete College Readiness Assessment (if applicable). For additional information, see the College Readiness Assessment Policy.

### **Application Records Retention**

Upon application, all documents received (application, transcripts, letters, etc.) are imaged and stored in the student's permanent electronic record. After imaging, paper documents are stored in secure storage areas within the Records & Enrollment Services Department until they have reached their retention period, and then, shredded in accordance with the College's Electronic Records Retention Policy.

### **Enrolling in courses when Residence is Outside North Carolina**

Students who wish to enroll in courses via distance learning are required to complete the same admission process as students enrolled in classes on campus and provide evidence of college readiness. *See State Authorization for additional information specific to those residing outside of North Carolina.*

### **College Readiness Assessment**

Brunswick Community College (BCC) uses the student's high school unweighted GPA as primary means of assessing college readiness, followed by ACT/SAT, GED®, High School Equivalence Test scores, and NROC's EdReady Assessment score.

Prospective students enrolling in curriculum programs or Special Credit students interested in English, mathematics, or any other courses that require an English or mathematics pre-requisite/co-requisite must provide evidence of college-level readiness before being able to enroll in classes. Evidence of college readiness includes but is not limited to high school transcripts, high school GPA, assessment scores, and/or college transcripts that identify credit earned at higher-level institutions or non-credit earned for college readiness courses.

College readiness scores are waived for the following applicants:

- A. Applicants applying to a certificate program for which the curriculum does not require a pre- or co-requisite math or English course.
- B. Transfer students who have earned a grade of "C" or better in one college-level English and mathematics course at an approved college, university, or technical institution. If the transfer student's transcript is not on file for verification, the student may be required to take a college readiness assessment.
- C. Applicants who hold an associate or higher post-secondary degree from a regionally accredited institution.
- D. Applicants classified as Special Credit or non-degree seeking students are subject to the College's College Readiness Assessment Policy to determine if they meet course prerequisites, unless they have professional/life experience, provide written documentation from a peer/senior institution to enroll in a specific course, or they meet the criteria mentioned in paragraph A or B above.
- E. Applicants who have graduated from high school with an unweighted GPA of 2.8 or higher. (High School graduates with an unweighted GPA between 2.2 and 2.799 must enroll in a co-requisite English or mathematics course when enrolling in a gateway English or mathematics course. Students below an unweighted GPA of 2.2 must enroll in a one-semester transition English or mathematics course prior to enrolling in a gateway English or mathematics course.)
- F. Applicants who have ACT and/or SAT with scores as follows:

#### **English:**

SAT Evidenced-Based Reading/Writing: 480  
 ACT Reading: 22 or ACT English: 18  
 (ACT Reading 20-21 or ACT English 16-17 must enroll in co-requisite English course when enrolling in a gateway English course.)

**Math**

SAT Math: 530

ACT Math: 22

(ACT Math 20-21 must enroll in co-requisite Math course when enrolling in a gateway math course.)

- G. Applicants who have a GED® Score of 165 or greater on all tests.
- H. High School Students who completed a Career and College Ready Graduate Program:

**English**

Tier Test 1 (Unit 1-6): Score of 80+, student must enroll in a co-requisite English course when enrolling in gateway English course.

Tier Test 2 (Unit 7-10): Score of 80+

**Math**

Tier Test 1: Score of 80+: Student can enroll in MAT 143 or MAT 152 with co-requisite.

Tier Test 2: Score 80+: Student can enroll in MAT 143 or MAT 152 without a co-requisite. Student can take MAT 171 with the co-requisite.

Tier Test 3: Score of 80+ student can take MAT 143, MAT 152, MAT 171 without a co-requisite.

The College provides opportunities for prospective students to complete College Readiness Assessment (EdReady) at the College's main campus testing facility. Assessment exams are not entrance examinations and results will not deny admission to any applicant. Students who do not meet the above requirements or obtain a passing score on the English or mathematics portion of the EdReady Assessment must enroll in a one semester transition mathematics and/or English course prior to enrolling in a gateway English or mathematics course.

Students who do not receive a passing score have an opportunity to retake all or a portion of the exam once. Otherwise, the student will enroll in a transitional mathematics or English course as needed.

**Preparation for Assessment Exams**

To assure proper placement in college courses, students are strongly encouraged to study and prepare for College Readiness Assessment before sitting for the exam. Study documents are available on BCC's website and may be located

on the Student Resource, The Learning Center (TLC), <https://brunswickcc.libguides.com/home/>. Note: College Readiness Assessment scores are valid for five years.

**New Student Orientation**

Freshmen students or students who have been away from College for more than two consecutive semesters (excluding summer semester) are required to complete a New Student Orientation prior to the start of their first class. BCC's New Student Orientation program helps students transition into college and provides information on campus policies/procedures, online systems, technology, support resources, and academic services. The college offers an online orientation program throughout the year and a seated orientation prior to the start of the spring and fall semesters.

**Additional Admission Considerations**

Admissions for additional populations may be subject to the conditions listed below:

- A. **Applicants with Felony Convictions**  
Some local, state, and federal laws may prohibit individuals with felony convictions to possess and discharge a firearm, enter childcare and healthcare facilities, or enter campus due to the presence of minors. Not being able to participate in course activities may affect the student's ability to successfully complete specific courses and/or program.
- B. **Applicants with prior suspension or expulsion from higher education institutions**  
Brunswick Community College reserves the right to refuse admission to any applicant who has been suspended or expelled for disciplinary reasons from another educational institution. Additionally, the College reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others.
- C. **Admission of persons under age 18**  
The college may admit minor applicants under the following conditions:
  1. A minor between the ages of 16 and 18 years who is not enrolled in a public or private educational agency may be admitted to GEAR or other Continuing Education program if the educational agency determines that admission to such programs is the best educational option for the student. Individuals may seek enrollment on

a semester-by-semester basis by obtaining proper authorization from their current high school administrator, the College President, and parent/guardian.

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

**D. Admission of Undocumented Immigrants**

A person who is an undocumented immigrant (anyone who is not lawfully present in the United States) may be admitted to the College as permitted by State Law and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the NC Community Colleges System Office and federal immigration classifications. However, admission to a specific program of study may be prohibited due to federal law that prohibits states from granting professional licenses to undocumented immigrants.

Undocumented immigrants may be admitted if they attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law and does not displace a North Carolina or United States citizen from enrollment.

Admitted undocumented immigrants must comply with all federal and state laws concerning financial aid and will receive out-of-state tuition rates, whether or not the student resides in North Carolina.

Finally, students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

**E. Admission of Students with Deferred Action for Childhood Arrivals (DACA)**

The U.S. Department of Homeland Security has given guidance and the State Board of Community Colleges has adopted the following concerning students with DACA classification:

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

**Programs with Additional Admission Requirements**

**A. Basic Law Enforcement Training (BLET)**

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

1. Submit an Admissions Application.
2. Submit a medical examination release from a physician licensed to practice in North Carolina.
3. Submit a sponsorship letter from a NC Public Law Enforcement Agency.
4. Submit an official final high school transcript (showing actual graduation date), GED®, or Adult High School Equivalency Diploma.
5. Submit a background check covering the period beginning with one's 18th birthday until the time of admission from the Clerk of Superior Court of the applicant's county of residence.
6. Be at least 20 years of age.
7. Place out of or satisfactorily complete ENG-002 (Transition English), or equivalent, prior to enrollment in the program via the reading placement test (regardless of previous college-level English credit).
8. Have no felony or Misdemeanor B convictions.

9. Interview with and gain the approval of the Director of the BLET program to enter the program.

#### B. **Health Sciences Programs**

In addition to meeting the College entrance requirements, students seeking admission via transfer into nursing programs should refer to BCC's Nursing Transfer Policy located on the Health Sciences Nursing Webpage for additional requirements. Space is limited, and selection criteria may vary between programs.

#### C. **Career and College Promise Program (Admission of Persons Under Age 18)**

Career and College Promise Program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.

The program is available to public, private, and home schooled students providing the following options:

1. **Career and Technical Education Pathways**

The Career and Technical Education Pathway provide courses leading to a certificate, diploma, or degree in technical programs.

2. **College Transfer Pathways**

College transfer pathways provide core courses required for transfer to a 4-year institution in the UNC-system.

3. **The Workforce Continuing Education Pathway**

The Workforce Continuing Education pathways offer credits toward entry-level job credentials related to workforce development.

4. **Cooperative Innovative High School Pathway**

Brunswick County Schools and BCC have established the Brunswick County Early College High School (BCECHS), a cooperative innovative program. BCECHS students concurrently enroll in high school and college courses as early as the ninth grade.

*Additional information about Career and College Promise program pathways is available in the High School Programs section of this Catalog and Student Handbook or contact the Center for Advanced Studies, 910.755.7355. For additional information about the Cooperative Innovative High School Pathway (BCECHS), 910.754.8565.*

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

In compliance with the United States Department of Education policy, the College complies with the standards of state authorization that provide students residing outside of North Carolina the opportunity to enroll in courses and programs at BCC. If you are an out-of-state student who intends to complete a course while also residing outside of North Carolina, contact Distance Learning at [brunsd1@brunswickcc.edu](mailto:brunsd1@brunswickcc.edu) to ensure that the appropriate state authorization is in place for your state.

### **Transfer Admission and Transcript Evaluation**

BCC admits transfer applicants under the General Admissions Policy. Upon application to the College, the Office of the Registrar reviews transfer credit and electronically notifies the students of credit applied within 2 weeks of receipt of the external college transcript(s).

Transfer applicants must submit official transcripts of courses completed at all institutions of higher education they have previously attended. The applicant is required to have official International high school and post-secondary transcripts translated by a professional translation agency prior to submission.

Acceptable transfer course(s) must meet the following criteria:

- The course(s) must be from another regionally accredited institution.
- You must have earned a letter grade of "C" or better for the course.
- The course(s) credit must be greater than or equal to the number of semester hours (or converted quarter hours) of the corresponding BCC course, and be equivalent to an active course in the Catalog and Student Handbook and/or NCCCS Common Course Library.

- The course(s) must be equivalent to required and elective courses in the program of study for which the applicant seeks admission.

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

Students receive advanced standing based upon their performance and receipt of official transcripts from the originating source in Advanced Placement (AP) examinations, the College-Level Examination Program (CLEP), institutional proficiency exams, High Level International Baccalaureate (IB) examinations, and/or High School to Community College Articulation Agreement coursework (Career Pathways). With select Programs of Study, under particular conditions, the college may award experiential credit.

### **Refusal to Admit**

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

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
3. The acceptable conditions upon which to admit the student.

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

The applicant may appeal the College's decision to deny admissions by following the College's disciplinary appeal process. However, State Authorization decisions are final and may not be appealed.

*Approved by Brunswick Community College Board of Trustees July 9, 1980, October 25, 1997. Amended and Approved: November 19, 1997, July 16, 2003, May 16, 2007, March 18, 2009, March 31, 2011, June 29, 2012, November 15, 2012, June 28, 2013 and January 12, 2018.*

## RECORDS & REGISTRATION

### **Responsibilities of the Student**

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

- Adhere to the College policies and procedures outlined in this Catalog and Student Handbook.
- Become knowledgeable regarding one's program of study and the requirements therein.
- Enroll and attend class(es) by the Course Census Date.
- Continually check one's official BCC email for college communications.
- Follow add/drop and course withdrawal procedures and comply with deadlines.
- Meet with one's academic advisor or Success Coach at least once per semester to access academic progress.

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

Each student is responsible for knowing the academic regulations of Brunswick Community College, maintaining one's academic standing, and meeting all graduation requirements for one's program of study. Advisors and Success Coaches will assist students in course planning and program completion, but the final responsibility rests with the student.

### **Expectations of Students**

Engagement, enthusiasm, motivation, and self-discipline are essential elements of individual learning and development. Therefore, all students should show respect for themselves, their peers,

and College personnel. Students at BCC are expected to:

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

### **Honor Code**

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

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

### **Plagiarism**

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

### **Examples of plagiarized assignments include:**

- word-for-word copies of essays and articles taken from websites, books, periodicals, or other sources;
- phrases, sentences, and longer sections that are copied word-for-word from other sources without using quotation marks and citing the source; and



- paraphrased and summarized words and ideas whose sources are not clearly cited in the student's text.

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

Instructors who suspect a student has participated in academic dishonesty/plagiarism are authorized to request and examine the student's research notes and other materials. Therefore, students are required to keep their research notes until they receive final grades.

Students may receive a grade of zero for the assignment and in some cases may be dismissed from the course. Instructors provide verified cases to the appropriate department head, and submit an Academic Alert to the student's success team.

### **Classroom Behavior and Disciplinary Actions**

Brunswick Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate teaching and learning environment, students must show respect for their instructors and fellow students. The College provides the following guidelines to assure an uninterrupted learning environment:

- A. **Attendance**  
Students are expected to be in class. They should not enter late or leave early. Students attend online classes through active participation and by timely submitting assignments.
- B. **Absences**  
Students should inform the instructor, in advance, if an absence is necessary. It is the student's responsibility to obtain missed assignments from the instructor or from their classmates. Students should not expect to be able to make up work, such as unannounced quizzes or exams. It is not the responsibility of the instructor to re-teach material missed due to an absence.
- C. **Verbal Disruption**  
Students should not engage in side conversations in class.
- D. **Use of Class Time**  
Students should not use class time to work on unrelated activities. This includes homework for other courses or personal activities.
- E. **Internet**  
Students may use the Internet for valid academic purposes in class and may not access non-academic sites that are unrelated to the course. In all instances, students must obey BCC's Computer Usage policy and directives. *See Information Technology Services (Appendix C) for additional information.*
- F. **Attentiveness**  
Students should be alert in class. Therefore, they should avoid placing their heads on desks, hiding behind hats or hoods, and sleeping.
- G. **Attitude**  
Students are expected to maintain a civil attitude in class. Inappropriate commentary or body language that expresses a negative attitude towards the course, the instructor, assignments, or fellow students is not allowed. In electronic communications, responses should be similarly civil and pertinent.
- H. **Profanity and Offensive Language**  
Profanity or offensive language is not permitted in class.
- I. **Cell Phones and Other Devices**  
Students must turn off cell phones and other electronic devices when entering class. They may not send/receive text messages or telephone calls, surf the net, or listen to music during class.
- J. **Guests**  
Friends or children are not allowed in class. In addition, children should not be left unattended anywhere on campus.
- K. **Food, Drink, and Tobacco Products**  
Students may consume bottled drinks with screw tops with permission from the instructor. No food items are to be consumed in the classroom. Tobacco products are also prohibited from use on all Brunswick Community College property.
- L. **Personal Business**  
Personal business transactions with instructors, such as asking them to sign forms, etc., should be conducted before or after class.

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

The instructor is responsible for maintaining an environment that is conducive to learning. Therefore, the instructor may remove a student from class if that student's behavior is disruptive to the academic environment. Repeated or egregious offenses shall be directed to the Vice President of Student Affairs or appropriate administrator. *See Student Code of Conduct Appendix for additional information.*

### **General Registration Procedures**

Students are expected to register during scheduled registration dates, which are published on the college's Academic Calendar. Curriculum students must be admitted to the College following the procedures and policies outlined in the Admissions & Enrollment Services section of this catalog.

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

In general, the College offers registration opportunities each semester:

- **Advising and Registration**  
Students are encouraged to meet with their advisor periodically throughout the academic year to review their academic plan. Students and Advisors should discuss the future academic plan, at a minimum of a 2-year plan. Students may register for courses through the College's Self-Service Registration system after the registration period begins. Students must obtain Advisor approval prior to registering.
- **Open Registration**  
Open Registration is typically a two-day event before the start of classes in a given semester except in summer, which is a one-day event. A student may or may not register with the College's Self-Service Registration system during Open Registration periods. If

Self-Service Registration is not available, students can obtain assistance by contacting or stopping by BCC's OneStop Student Service Center.

- **Late Registration**

A student can register for classes during the Schedule Change (Add/Drop) period and in some instances up to the Course Census Date. All registration activity after the first day of class must occur through BCC's OneStop Student Service Center.

### **Schedule Changes**

After the start of the semester, a student who wants to change their schedule is expected to consult with their instructor and advisor, and obtain approval before a class may be dropped or added to their schedule. Schedule changes are limited to the first few days of each semester and in some instances may occur up until the Course Census Date. After the Course Census Date, students who drop a course will be withdrawn from the course.

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

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

*Withdraws after Census Date appear on a student's transcript. For additional information, refer to the college's Withdrawal Policy.*

### **Audit Policy**

Students may elect to audit a course for non-credit purposes when space is available. Students who wish to audit a course must follow regular registration procedures and have approval of the Lead Instructor, Program Director, Department Chair, and/or Dean responsible for the course.

Permission to audit a course is granted one-time per course. Under extenuating circumstances, such as illness, family death, job change, etc., a student may be allowed to audit a course a second time, subject to the approval of the Vice President of Student Affairs. Students do not receive credit nor count hours in the computation of grade point average for audited courses. Nor, can an

audit course be changed to a credit course; however, a credit course may be changed to an audit course during the Schedule Change (Add/Drop) period. Tuition and fees for audit courses are the same as for credit courses.

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

### **Requisite Requirements & Waivers**

Students are required to meet all course requisites providing evidence of one of the following:

- demonstrating higher-level course or requisite completion on a transcript,
- by providing previous evidence of awarded credit based on professional/life experience,
- by obtaining placement level scores on an assessment inventory,
- being awarded an associate or higher level degree, or
- by providing written documentation from a peer/senior institution.

### **Senior Citizens**

Brunswick Community College complies with State Board of Community Code (1ESBCCC 1000.2), and allows individuals at least 65 years of age to audit a course section without payment of required tuition or registration fee. Proof of age is required as verified through a driver's license, State identification card, or other government-issued document. *Students who receive approval to audit a course will not receive a grade, academic credit, continuing education units, or any certification upon completion of the course.*

Students wishing to enroll as a Senior Citizen must apply to the College and complete the Residency portion of the application.

Certain classes or types of classes shall be excluded from this policy at the discretion of the College. The College reserves the right to deny or delay a decision for a senior audit for any class based on an analysis of course enrollment and overall viability. Certain courses are not eligible for senior audits based on their status as Self-Supporting or other special circumstances associated with the delivery of the course. Seniors wishing to appeal a decision of an audit denial for any course may direct their appeal to the area Vice President whose decision is final. A senior citizen (age 65+) may audit a Curriculum or Continuing

Education Workforce Development course only if a seat is available once the course minimum enrollment requirement has been met.

A student who audits a course shall not displace other students seeking to enroll in the course section. The student must make application to audit the course prior to the start date of the course and will be notified by the college personnel handling their registration if the audit is approved. The Senior will be subject to local fees such as insurance, materials, supplies, books, and other instructional materials.

Certain courses will not be eligible for senior audit, such as those with classroom space constraints, laboratory, work-based learning or clinical courses, courses affected by strict teacher/student ratios, or those with safety-related concerns. Directors, Chairs and/or Deans make the determination if a course may be audited.

### **Students Less than Age 18**

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

It is important to note that in most cases, North Carolina high school students graduate typically *after most* summer courses are already in session. As such, a high school student may continue to register for summer courses through the Career and College Promise program of their graduating year. To enroll for the following Fall semester, the student must reapply to the College as a traditional college student and complete a Residency determination. See *Additional Admission Considerations for admission requirements*.

### **Undocumented Immigrants**

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

### **Self-Service Registration System**

All pre-registration activity at the College is electronic through the College's Self-Service Registration system. Students are provided with a BCC Username and unique password for entry into Self-Service. Students are only permitted to

register for courses in their active program(s) of study and they must obtain Advisor approval prior to registering for courses. Various holds on the student's accounts or records will block a student from completing registration. Students should consult with the Office of Academic Support and/or the Business Office to review any conditions that may be preventing registration.

## Class Size & Course Repetition Policy

Enrollment in curriculum classes is based on an individual's educational background, college placement assessment scores, and/or the potential for one to benefit from the class(es) as determined by the faculty, staff, and administration.

### Class Size

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

### Course Repetition

Students may repeat courses for credit in the following circumstances:

- A. Courses with an earned grade of "C" or better may be repeated one time with the permission of the student's Faculty Advisor, when space is available.
- B. Courses with an earned grade of "D", "F", or "W" may be repeated a maximum of two times. Students may repeat college readiness math and English courses (MAT003 and ENG002) as often as needed; however, financial aid may only pay up to 30 credit hours of college readiness coursework.
- C. Audit courses may be repeated a second time with the permission of the Vice President of Student Affairs.

The Course Repetition Policy applies only when students are able to enroll in regularly scheduled courses. The policy does not guarantee courses will be available to repeat. All earned grades will appear on a student's official transcript, but only

the highest grade is calculated in the student's grade point average. The Vice President of Student Affairs must approve exceptions to this policy.

*Approved by Brunswick Community College Board of Trustees November 16, 1988.*

*Amended: August 21, 1991, October 25, 1997, May 17, 2000, April 20, 2005, June 1, 2009, and June 28, 2013.*

## Attendance & Course Delivery

To meet course learning objectives, student are responsible to attend class on a regular basis. The instructor's course documents provide the rules on tardiness and leaving class early. Instructors are required to record absences and report excessive absenteeism to the Office of Records and Enrollment Management.

### Attendance Procedures

1. Students must attend class prior to the course census date to remain enrolled in the course. Those students who do not meet census requirements are recorded as a "No Show" (NS) for that given course. Departments and individual instructors may not waive this requirement.
  - a. **Face-to-face courses:** Students must attend a class meeting time at least one time on or before the course census date.
  - b. **Blended/Hybrid courses:** Student must (1) be in attendance at the class meeting time or (2) log into the online portion of the course in the learning management System (Moodle) and submit the enrollment or census assignment before the course census date. Any assignment completed outside of Moodle, including Third Party software platforms, is not acceptable to satisfy census requirements.
  - c. **On-line courses:** Students enrolled in online courses must log into an online course in Moodle and submit the enrollment or census assignment before the course census date. Any assignment completed outside of Moodle, including Third Party software platforms, is not acceptable to satisfy census requirements.
2. No students may remain in a class if their name is not on the attendance roster and no

students may be added to a class after that class has reached its census date.

3. Course instructors will record attendance, at least weekly, throughout the entire length of the class.
4. Course instructors will post all critical dates (census date, including the 75% point of the course for withdrawal purposes) on the course syllabus for the students' information.
5. Some programs (ex: BLET, Cosmetology) with outside regulatory bodies may require a minimum of course attendance hours other than those dictated by BCC.
6. Students are responsible for informing the instructor of circumstances that may cause them to be away from class. The student is also responsible for completing any work missed in a timely manner.
7. Student absence due to military deployment can qualify for extenuating circumstances for withdrawal (see below). Absences due to deployment qualify for special consideration such as:
  - opportunity to make up missed tests/coursework,
  - options to continue coursework when feasible,
  - options to receive a temporary grade of "Incomplete or I" (coursework must be completed by a time specified by the College),
  - ability to drop the course with no academic or financial penalty, or
  - opt to withdraw from the course with no academic penalty.
8. If a student is absent for any reason in excess of 20% of the class hours, he or she is in violation of the Brunswick Community College Attendance Policy. Students who are absent for any reason in excess of 20% of the class hours must contact their instructor immediately to review the conditions for withdrawing from the course or for continuing in the course.

Instructors are required to evaluate attendance weekly. If it is determined a student should be withdrawn due to absences, and has not already instigated the withdrawal, the instructor may instigate an administrative withdrawal and inform the Office of Records and Enrollment

Management of the student's last date of attendance.

Withdraw for attendance may affect the student's satisfactory academic progress and continued financial aid eligibility. Students who withdraw from class(es) prior to completing at least 60% of the enrollment term will have their financial aid eligibility recalculated based on the percent of the term completed. A student's withdrawal from class(es) can affect future financial aid eligibility and can result in the student needing to repay financial aid monies already received.

*Attendance Policy approved by Brunswick Community College Board of Trustees July 13, 1994. Amended: October 25, 1997, June 28, 2013, June 18, 2018, and August 17, 2017; Changes in Procedures Approved by President's Cabinet September 21, 2017, June 18, 2018, and November 1, 2021.*

### **Course Delivery**

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

- A. **Traditional Delivery (Seated) Courses**  
Traditional Delivery Courses are those which meet at all times in a regular classroom learning environment for lecture, laboratory, etc.
- B. **Hybrid Courses**  
Hybrid Courses meet in person, but also receive more than half of the course content via the Internet.
- C. **Online Courses**  
Online Courses are delivered entirely online and may require an on- or off- campus proctored exam.
- D. **Blended Courses**  
Blended Courses meet in-person, but also receive up to half of the course content via the Internet.
- E. **Clinical, Hospital, or Workplace Setting Courses**  
Clinical, hospital, or workplace setting courses are delivered at professional sites throughout the region, often outside of those owned and maintained by the College. These courses vary by program and afford the student real-world, hands-on experience,

i.e. nursing practicum courses in area hospitals, clinical courses in professional healthcare environments and area schools, and/or workplace settings such as area businesses, golf courses, etc.

### **Withdrawal Policy**

Students who elect to withdraw from a course or from the College are expected to consult with their instructor(s), a member of their success team (Success Coach or Faculty Advisor), and if applicable, a Financial Aid representative. To officially withdraw from class(es), a student must start their request in writing, to their instructor, faculty advisor, or Academic Support staff.

For Financial Aid students, the instructor records the last date of attendance within Colleague prior to the Office of Financial Aid Resources processing a student's request. A Financial Aid student must acknowledge the impact of the withdraw on future financial aid eligibility prior to the Financial Aid department submitted the Withdraw Request to the Office of Records & Enrollment for processing.

All students have the option to withdraw before the 75% point of class without academic penalty. A student who wants to withdraw from a course is responsible for initiating the withdraw request through the instructor of the course, their Faculty Advisor, or BCC's OneStop Student Service Center.

If a student is absent for any reason in excess of 20% of the class hours, they are in violation of the Brunswick Community College Attendance Policy. Unless the student officially withdraws from the course, the instructor and/or student services administrator, in consultation with the instructor, may instigate an administrative withdrawal and inform the Office of Records and Enrollment Management of the student's last date of attendance.

If the student presents written documentation of extenuating circumstances that make it impossible for the student to continue in the course, a grade of W may be awarded upon agreement of the instructor and the Vice President of Student Affairs. Extenuating circumstances is defined to be a condition that became existent after the official withdrawal date, which forces the student to withdraw from class(es) for reasons beyond their control. Documentation, including dates and the exact condition(s), must be provided to the Vice President of Student Affairs. In approved cases, a

grade of "W" will appear on the student's academic record with no effect to GPA. Unsatisfactory academic performance does not meet the requirement of an extenuating circumstance.

Withdrawals can affect a student's satisfactory academic progress for continued financial aid eligibility and can result in the student needing to repay financial aid monies already received. Students who withdraw from class(es) prior to completing at least 60% of the enrollment term will have their financial aid eligibility recalculated based on the percent of the term completed.

*Notice: Financial aid students who stop attending courses prior to the 60% point of the semester may owe a portion of the aid received back to the College. Contact the Financial Aid Office to determine the financial obligation.*

## **Curriculum Program Selection & Expectations**

### **Academic Advising**

All students, regardless of their program of study, are assigned a Faculty Advisor and a Success Coach. Students meet with a Faculty Advisor a few times during the academic year to review their academic progress and affirm their coursework continues to align with their career and educational goals. Optimally, the advisor and student prepare a 2-year academic plan. Once the registration period begins, students may register for courses through the College's Self-Service system, if they have already met with their advisor and received academic plan approval.

In most cases, advising sessions are one-on-one. In some cases, an advisor may elect to advise the student over the phone, by email, or by video conference. Additionally, some programs may elect to advise students within a particular cohort in a group setting (e.g. second-year Associate Degree Nursing students).

### **Anticipated Completion Date**

Regardless of full or part-time enrollment classification, the anticipated completion date for a student's program of study is determined by federal reporting standards and is routinely reported to the National Student Clearinghouse when the College reports enrollment data. The expected amount of time necessary to complete a certificate-level program is up to 11 months, 12-

23 months for a diploma-level program, and 24 months for a degree-level program.

### **Catalog of Record**

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

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

### **Degrees, Diplomas, & Certificates**

Brunswick Community College awards an Associate in Applied Science (AAS) degree to students who complete a 2-year technical program. Students are awarded an Associate in Arts (AA), Associate in Engineering (AE), and/or Associate in Science (AS) degree for those who complete a 2-year college transfer program. A diploma is awarded for completion of a one-year technical program; and a certificate is awarded to individuals who complete other courses of the specific certificate program of study that generally requires less than one year of study.

### **Program of Study Changes**

New students and those applying for re-admission are enrolled in the program selected on their "Application for Enrollment." It is highly recommended that students consult with their Faculty Advisor or Success Coach before requesting a change in Program of Study as changes may affect eligibility for financial aid and scholarships. Program of Study Change Requests received within the first three weeks of the semester are processed for the current term; otherwise the change is effective on the first day of the following term. In some instances, the student may be appointed a new Faculty Advisor.

Changing a program of study may have serious implications to continued financial aid eligibility. All financial aid recipients are required to obtain the approval of the Office of Student Financial Resources prior to completing a Program of Study Change transaction.

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

### **Academic Progress**

Students enrolled in a degree, diploma, or certificate program are expected to maintain satisfactory progress toward completing their program of study. At the end of each semester, a student's grade point average for the semester and the student's cumulative grade point average are examined.

For purposes of determining satisfactory academic progress, the grade point average includes all credit hours attempted within the student's program of study.

A student must maintain a minimum cumulative grade point average of 2.0 in one's program of study to maintain satisfactory academic progress.

*See the Satisfactory Academic Progress (SAP) for additional information as it pertains to financial aid eligibility under the Student Financial Resources section of this catalog.*

### **Academic Probation**

Students whose cumulative grade point average falls below 2.0 will be placed on academic probation for the subsequent semester in which they enroll. Students on academic probation receive a probation letter from the Office of Records & Enrollment Services. Students who demonstrate academic progress by earning a cumulative 2.0 GPA or higher during the probation period will be reinstated to "good standing".

*Financial Aid recipients should refer "Financial Aid Suspension" in the Student Financial Resources section for additional information relative to their continued financial aid eligibility.*

### **Stacked Programs of Study**

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

The following is a list of stacked programs of study currently offered at BCC (AAS denotes an Associate in Applied Science Degree):

**AAS in Accounting and Finance (A25800)**

Diploma – Accounting and Finance (D25800)

Certificate - Accounting and Finance (C25800)

**Diploma in Accounting and Finance (D25800)**

Certificate - Accounting and Finance (C25800)

**AAS in Business Administration (A25120GB/SC)**

Diploma – Business Administration (D25120)

Certificate - Business Administration (C25120)

Certificate - Accounting and Finance (C25800)

Certificate-Small Business Entrepreneur (C25120SB)

**Diploma – Business Administration (D25120)**

Certificate - Business Administration (C25120)

Certificate - Accounting and Finance (C25800)

Certificate-Small Business Entrepreneur (C25120SB)

**AAS in Cosmetology (A55140)**

Diploma - Cosmetology (D55140)

Certificate - Cosmetology (C55140)

**AAS in Criminal Justice Technology (A55180)**

Diploma – Criminal Justice Technology (D55180)

Certificate – Criminal Justice Technology (C55180)

**Diploma – Criminal Justice Technology (D55180)**

Certificate – Criminal Justice Technology (C55180)

**AAS in Early Childhood Education Birth-Kindergarten (B-K) Teaching Licensure Transfer Option (A55220L)**

Diploma - Early Childhood Education (D55220)

Certificate - Early Childhood Education (C55220)

Certificate - Infant and Toddler Care (C55290)

**AAS in Early Childhood Education Birth-Kindergarten (B-K) Non-Licensure Transfer Option (A55220NL)**

Diploma - Early Childhood Education (D55220)

Certificate - Early Childhood Education (C55220)

Certificate - Infant and Toddler Care (C55290)

Certificate – Early Childhood Education Admin (C55220A)

**AAS in Early Childhood Education Career Entry (A55220CE)**

Diploma - Early Childhood Education (D55220)

Certificate - Early Childhood Education (C55220)

Certificate - Infant and Toddler Care (C55290)

Certificate – Early Childhood Education Admin (C55220A)

**Diploma in Early Childhood Education**

Certificate - Early Childhood Education (D55220)

Certificate - Infant and Toddler Care (C55290)

**AAS in Health and Fitness Science (A45630)**

Certificate – Health and Fitness Science (C45630)

**AAS in Health Information Technology (A45360)**

Diploma - Health Information Technology (D45360)

**AAS in Horticulture Technology (A15240)**

Diploma in Horticulture Technology (D15240)

Certificate - Horticulture Technology (C15240)

**Diploma in Horticulture Technology (D15240)**

Certificate - Horticulture Technology (C15240)

**AAS in Computer Programming and Development (A25590C)**

Diploma – Computer Programming (D25590C)

Certificate - C++ Programming (C25590C)

Certificate – Digital Marketing (C25590DM)

Certificate – JAVA Programming (C25590J)

Certificate – Information Technology (C25590T)

Certificate – Simulation & Game Development (C25590WD)

**Diploma in Computer Programming (D25590C)**

Certificate – JAVA Programming (C25590J)

Certificate - C++ Programming (C25590C)

**AAS in Information Systems (A25590S)**

Diploma –Information Systems (D25590S)

Certificate – Information Systems (C25590T)

**AAS in Information Systems – General Studies (A25590GS)**

Certificate – Information Systems (C25590T)

Certificate – Cyber Security (C25590C4)

Certificate – Web Development (C25590WD)

Certificate – Internet Marketing (C25590IM)

Certificate – Simulation/Gaming (C25590SG)

Certificate - C++ Programming (C25590C)

Certificate – JAVA Programming (C25590J)

**AAS in Turfgrass Management Technology (A15420)**

Diploma - Turfgrass Management Technology (D15420)

Certificate - Turfgrass Management Technology (C15420)

Certificate - Landscape Construction Management Technology (C15420CM)

Certificate – Landscape Design and Construction (C15420LD)



**Diploma in Turfgrass Management Technology (D15420)**

Certificate - Turfgrass Management Technology (C15420)

**AAS in Web Development**

Certificate – Information Technology (C25590T)

Certificate – Web Development (C25590WD)

Certificate – Digital Marketing (C25590DM)

**Diploma in Welding Technology (D50420)**

Certificate - Welding Technology (C50420)

Certificate – NC3 – 3M Safety

Certificate – NC3 – Starrett PMI

Certificate(s) – NC3 – Lincoln Welding

Certificate – NC3 – Snap-On Tools @ Height

## **Enrollment Classifications & Course Load**

**Class Standing**

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

**Course Load**

Course schedules and course loads should be carefully planned by the student in consultation with a Faculty Advisor. Each student is responsible for being familiar with the requirements of the program of study, and for keeping account of their progress toward credential completion.

For students pursuing Associate in Arts, Associate in Engineering, or Associate in Science degrees, the course load is typically 16-17 semester credit hours. The maximum load is 18 semester credit hours and/or 20 semester contact hours.

For student pursuing Associate in Applied Science and Professional and Technical diplomas and

certificates, course loads are outlined by semester in the Programs of Study section of this catalog.

During the fall or spring mini-mesters, students are limited to one course. Requests for exceeding semester or mini-mester course loads must be approved by the appropriate Dean of the academic area.

**Full-Time vs. Part-Time Status**

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

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

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

**Grading Policy**

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. This grading system and the method used to calculate grade point averages are published in this catalog. The grading system is also published in the Instructor's Syllabus.

Each Instructor Syllabus also includes a detailed description of the methods of evaluation to measure a student's performance in the course and to arrive at a final grade. The College provides grades at the end of each course and maintains an official transcript of grades for each student.

### BCC Grading System

#### Curriculum-Level Courses (Numbered 100 and Higher)

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

#### Academic Success Courses (Numbered 010 to 099) (These grades do not compute in the GPA)

Grade	Description
<b>P</b>	<b>Pass</b> - Student has mastered course competencies.
<b>R</b>	<b>Re-Enroll</b> - Student has mastered some course competencies but not all. Student must re-enroll to master remaining competencies.
<b>P1, P2, P3</b>	<b>Pass 1, Pass 2, and Pass 3:</b> Student has mastered particular “tiers” of a Transition English (ENG 002) and/or Transition Math (MAT 003) course(s). In ENG 002, students can receive a P1 or a P2. In MAT 003, a student can receive a P1, P2 or P3.

#### Other Grades (These grades do not compute in the GPA)

Grade	Description
<b>AU</b>	<b>Audit</b> - Credit hours do not count in the computation of grade point average; all audited courses are automatically assigned the grade of “AU”.
<b>CR</b>	<b>Credit by Proficiency Exam</b> - Counts as hours earned for program completion but is not included in the computation of grade point average.
<b>I or IE</b>	<b>Incomplete. See below.</b>
<b>TR or XT</b>	<b>Transfer Credit</b> - Counts as hours earned for graduation but is not included in the computation of grade point average.
<b>W or WE</b>	<b>Official Withdrawal</b> - The grade of “W” or “WE” is given when a student officially withdraws from a course. Credit hours attempted do not count in the computation of grade point average.

#### Grade of “I” or “IE” (Incomplete)

An instructor may grant a grade of “I” or “IE” if a student has extenuating circumstances that prevents them from completing the course requirements by the end of the semester; however, a grade of “I” or “IE” will affect the student’s financial aid eligibility in the subsequent semester. It is the responsibility of the student to work with their instructor to request and develop an academic plan to complete the course requirements by the subsequent semester. If the student completes the required work during the

subsequent semester, the instructor will assign the grade earned. The Dean of the respective department may only approve extensions to the subsequent term date. If not updated, a Grade of "I" or "IE" automatically reverts to an "F" at the conclusion of the subsequent semester.

### **Grade Point Average Calculation**

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

<b>A</b>	<b>Excellent</b>	<b>4 Qualifying Points</b>
<b>B</b>	<b>Good</b>	<b>3 Qualifying Points</b>
<b>C</b>	<b>Average</b>	<b>2 Qualifying Points</b>
<b>D</b>	<b>Poor</b>	<b>1 Qualifying Points</b>
<b>F</b>	<b>Failure</b>	<b>0 Qualifying Points</b>

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

- A. List your courses and grades for the semester.
- B. List the credit hours for each course, then add the credit hours.

**Note:** The credit hours for a course can be found in the Course Descriptions section of BCC's Catalog and Student Handbook, the credit hours are the last number in the 5-number sequence in the header for each course.

- C. List quality points earned for the grade received in each course.
- D. Multiply credit hours in each course by the quality points earned by each grade received to yield the total quality points, then add the results.
- E. Divide the total number of total quality points by the total number of credit hours to obtain the grade point average (GPA).

For example:

Course	Grade	Credit Hours		Quality Points		Total Quality Points
ACC 120	A	4	x	4	=	16
ENG 111	B	3	x	3	=	9
HIT 213	C	2	x	2	=	4
REL 111	D	3	X	1	=	3
Total Credit Hours Taken		12	Total Quality Points Earned			32
32 Quality Points / (divided by) 12 Credit Hours = 2.66 GPA						

A student's cumulative grade point average includes all courses the student has attempted at BCC, excluding the lowest grade of repeated courses. The program grade point average includes all courses attempted at BCC that are required in a student's program of study, excluding the lowest grade of repeated courses.

In accordance with federal regulations, calculating a student's GPA for financial aid purposes includes all courses including those that are repeated. For this reason, a student's Financial Aid GPA and Academic GPA may differ.

**Note:** When a student repeats course, only the highest grade earned will be used to calculate the GPA, but all attempted courses appear on the official transcript.

### **Academic Honors**

Outstanding academic achievements by students are recognized each fall and spring semester by publication of the President's List, Dean's List, and Honor Roll posted outside the Office of Records & Enrollment Management, within the College's Learning Resource Center, and may be listed in the local newspaper. Academic Honors are also posted on the student's college transcript.

#### **A. President's List**

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

#### **B. Dean's List**

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

#### **C. Honor Roll**

The Honor Roll includes students who are enrolled in 6 to 11 credit hours (college readiness courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 3.5 – 4.0 (with no grade lower than "C"). Students eligible for the Honor Roll must be enrolled in an associate degree, diploma, or certificate program.

### **Request for Recalculation of Cumulative Grade Point Average**

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

1. student's name,
2. student identification number,
3. current and former programs(s) of study,
4. courses to be deleted from the cumulative grade point average calculation, and
5. the reason for the request.

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

Response to request for recalculation will be made within five working days of receipt of the request. If the request is approved, the courses selected for removal from the cumulative grade point average will still appear on the student's transcript with an asterisk (\*), and a recalculated cumulative grade point average will be shown on the transcript. If the request is denied, the student will receive a written explanation of the reason for denial of the request. Approval of a request for recalculation is granted only once for each student.

### **Request for Academic Forgiveness, Cumulative Grade Point Average Re-Calculation**

After 3 years of non-enrollment, students who re-enroll and complete at least 12 semester hours of credit with a 2.0 GPA, have a one-time opportunity to petition the Office of Records & Enrollment Management to have prior course work with grades below a "C" forgiven.

To be eligible:

- the student must not have enrolled in an institution of higher education, including Brunswick Community College, during the three-year period of non-enrollment, and

- the course grades to be forgiven must be at least three years' old with a grade below "C".

If the request is approved, the course(s) selected for forgiveness will appear on the student's transcript with an asterisk (\*) along with the adjusted cumulative GPA.

When transferring credit outside BCC, higher education institutions may not recognize grade forgiveness and may elect to include forgiven grades when computing the student's grade point average for admission purposes.

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

### **Grade Changes/Grade Appeal Procedure**

Students enrolled in classes at BCC have the right to appeal grades assigned them. A student who desires to appeal a grade should:

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

*Exception: In a situation where the grade in question involves a dispute between a student and a Dean, the appeal may move directly to the third step in this process.*

- If the matter is still not resolved, the student must inform the instructor and Lead Instructor, Program Director, Department Chair, or Dean that the case is being presented to the Vice President of Academic Affairs for review.
- A final review will be made by the Vice President of Academic Affairs by consultation with all the individuals involved. The grade in question may be upheld or it may be declared invalid by the Vice President of Academic Affairs. If declared invalid, the Vice President of Academic Affairs may:
  - Ask the student be given a comprehensive examination by the department involved to establish a grade of record; and/or
  - Assign a grade of "Incomplete" until the comprehensive examination has been completed.

The right to appeal a grade expires at the end of the semester following the semester the grade is assigned. Only in unusual circumstances may the time limit may be waived by the Vice President of Academic Affairs. When a student appeals a grade assigned by an instructor no longer employed by the institution, students should begin with the second step of this process.

## **Graduation**

### **Graduation Eligibility**

To be eligible for graduation in an associate degree, diploma, or certificate program, students must have completed at least one-fourth of the total number of credit hours required in their program of study at BCC. To be **eligible** for graduation the student must (**no exceptions**):

- Pass all courses required in the student's chosen program of study;
- Earn a minimum cumulative grade point average of 2.0 in the program of study.
- Satisfactorily complete at least one-fourth of the total number of credit hours for the program of study at BCC.

- Meet all other additional requirements for graduation from the college.

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

### **Graduation Procedure & Requirements**

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

- Complete an "Application for Graduation" via Self-Service for each graduating term and each program of study (degree, diploma, and/or certificate), regardless of the student's intent to participate in the actual ceremony.

Term	Application Due
Fall	September 15th
Spring/Summer	February 15th

Summer graduates should submit an application by February 15<sup>th</sup> if the Summer coursework completes their program of study.

- Students should consult with their Faculty Advisor to confirm coursework listed as "Pending Anticipated (Complete)" completes their program of Study; and
- Student should complete an online graduation survey.

### **Review of Graduation Readiness & Program of Study Completion**

Students may meet with their Faculty Advisor to determine readiness to graduate. Once an Application for Graduation is received, the Office of Records & Enrollment Management completes an initial audit to determine fulfillment of degree requirements. A final audit is completed at the end of the semester.

### **Release of Printed Credentials & Transcripts**

No printed credentials and/or transcripts showing earned credentials will be released to a student who is financially indebted to the College. Further, confirmation of credential verification to the National Student Clearinghouse and/or third-party certification

agencies will not be made until all debts are settled.

### **Awarding Dual Degrees & Diplomas**

If a student wishes to earn a second degree or diploma (i.e. an Associate in Arts student who also wants to complete an Associate in Science), dual degree requests must be pre-approved by the Vice President of Student Affairs. Once enrollment in dual degrees is approved, courses already taken in one program of study are automatically applied to the secondary program of study. Further, it is the responsibility of the Lead Instructor, Program Director, Department Chair, or Dean to jointly determine which elective credits transfer into the other degree program. Students are responsible for completing any additional requirements of their new program(s) of study.

### **Graduation Survey**

To properly evaluate the effectiveness of the various programs offered, the Office of Institutional Planning & Research gathers survey data from former students regarding their academic and personal experiences to assess the college's climate, curricula, programs, and services. The results of these surveys are compiled and presented to the President, President's Cabinet, and pertinent faculty for the purpose of evaluating interactions of students, staff, and faculty, services, programs, methods of instruction, course content, and potential job markets for the alumni of each program.

### **Graduation Honors & Distinctions**

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

### **Academic Honors**

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

#### **A. Associate Degree Graduates**

##### **1. President's Award**

The President's Award is given annually to the associate degree graduate with the highest cumulative GPA among the pool of graduates. In the event of a tie, the number of credit hours and programs of study completed at the

College are used to determine the recipient. This individual is recognized during the graduation ceremony and is presented with a keepsake in recognition of one's achievement.

2. **Summa Cum Laude**

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

3. **Magna Cum Laude**

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

4. **Cum Laude**

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

**B. Diploma Graduates**

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

The above honors are both noted in the graduation program and on the students' printed credentials. Graduation ceremony participants are additionally provided with one gold honor cord to wear with their regalia, even if they completed more than one program of study with "honors".

**Other Distinctions**

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

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

**Note:** *Students should not order cords and other items from their honor organization other than for a personal keepsake. To ensure uniformity, graduates are only permitted to wear College-issued honor cords and stoles for the*

*Commencement ceremony. Students who do not wish to participate in the commencement ceremony, or wish to obtain duplicate cords for display purposes may do so after the commencement ceremony.*

## **Transfer & Advanced Credit**

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

**Transfer Credit**

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

- The institution at which the course is taken maintains regional accreditation with the appropriate accrediting body,
- The student earned a letter grade of "C" or better,
- The number of credit hours (or converted quarter-hours) is greater than or equal to the number of credit hours of BCC's course (at times this requires adding together the lecture and the lab credits from the transfer institution to equate credit hours), If credit is reported in quarter-hours, these are converted to semester-hours (1 quarter-hour is equivalent to 2/3 of a credit hour).
- An equivalent course (in name and/or description) is offered at BCC or is a part of the NC Community College System Common Course Library and Comprehensive Articulation Agreement, and
- If credit is reported in quarter-hours, these are converted to semester-hours (1 quarter-hour is equivalent to 2/3 of a credit hour).

## Advanced Placement (AP) Examinations

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

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



Spanish Language	3 4	SPA 111 & SPA 112 SPA 111, SPA 112, & SPA 211	Elementary Spanish I & II Elementary Spanish I & II & Intermediate Spanish I	6 9
Statistics	3	MAT 152	Statistical Methods I	4
United States History	3	HIS 131 & HIS 132	American History I & II	6
World History	3	HIS 115	Introduction to Global History	3

## College Level Placement Examinations (CLEP)

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

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

Spanish Language, Level II	57	SPA 111, SPA 112, & SPA 211	Elementary Spanish I & II & Intermediate Spanish I	9
	63	SPA 111, SPA 112, SPA 211 & SPA 212	Elementary Spanish I & II & Intermediate Spanish I & II	12
Western Civilization I: Ancient Near East to	50	HIS 121	Western Civilization I	3
Western Civilization II: 1648 to the Present	50	HIS 122	Western Civilization II	3

### International Baccalaureate (IB)

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

High Level International Baccalaureate (HL IB) Examination Name	Minimum Score(s)	BCC Course Equivalent	BCC Course Title	Credit Hours
Anthropology	5	ANT 220	Cultural Anthropology	3
Biology	5	BIO 111	General Biology I	4
	6	BIO 111 & BIO 112	General Biology I & II	8
Chemistry	5	CHM 151	General Chemistry I	4
	6	CHM 151 & CHM 152	General Chemistry I & II	8
Computer Science	5	CIS 115	Introduction to Programming &	3
Economics	5	ECO 151	Survey of Economics	3
	6	ECO 251 & ECO 252	Principles of Microeconomics &	6
English	5	ENG 111	Writing and Inquiry	3
	6	ENG 111 & ENG 112	Writing and Inquiry & Writing/Research in the Disciplines	6
	7	ENG 111, ENG 112, & ENG 131	Writing and Inquiry, Writing/Research in the	9
French	5	FRE 111	Elementary French I	3
	6	FRE 111 & FRE 112	Elementary French I & II	6
Geography	5	GEO 112	Cultural Geography	3
History (United States)	5	HIS 131	American History I	3
	7	HIS 131 & HIS 132	American History I & II	6
Math	5	MAT 171	Precalculus Algebra	4
Further Math	5	MAT 271	Calculus I	4
	7	MAT 271 & MAT 272	Calculus I & II	8
Philosophy	5	PHI 210	History of Philosophy	3
Physics	5	PHY 251	General Physics I	4
	6	PHY 251 & PHY 252	General Physics I & II	8
Psychology	5	PSY 150	General Psychology	3

Spanish	5 6	SPA 111 SPA 111 & SPA 112	Elementary Spanish I Elementary Spanish I & II	3 6
Visual Arts	5	ART 111	Art Appreciation	3
2-Year Business Diploma Program  <i>Passing the <u>entire</u> defined business diploma program yields all credit listed in this row. No partial credit will be awarded.</i>	Pass	ACC 120 ACC 121 BUS 110 BUS 115 BUS 137	Principles of Financial Accounting Principles of Managerial Accounting Introduction to Business Business Law I Principles of Management	4 4 3 3 3

### Proficiency Examinations

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

Proficiency examinations are normally administered during the pre-registration periods. The Dean of the respective area determines the exact examination schedule. A student must first meet with his/her Faculty Advisor to determine which courses are eligible for proficiency examination credit. A "Proficiency Exam Application" must be completed, signed by the course instructor, faculty advisor, the Lead Instructor, Program Director, Department Chair, and the Dean. Students are allowed one attempt per course and must pass the proficiency examination with a minimum grade of 80%. The following courses are eligible for proficiency examinations:

#### BCC Course

ACC 150 Accounting Software Applications

CTS 130 Spreadsheet

DBA 110 Database Concepts

MED 121 Medical Terminology I

MED 122 Medical Terminology II

WLD 115 SMAW (Stick) Plate

**Note:** Additional Courses may be eligible. Contact your Faculty Advisor for details.

## **Educational Records**

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

### **Directory Information**

Brunswick Community College designates the following items as directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of these items without prior written consent unless the student has notified the Office of Records & Enrollment Management, in writing, not to release such information.

### **Disclosure of Educational Records**

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

- A. To school officials who have a legitimate educational interest in the records. A school official is:
  1. A person employed by Brunswick Community College in an administrative, supervisory, academic or research support staff position or work study student.
  2. A person elected to the Board of Trustees.
  3. A person employed by or under contract to Brunswick Community College to perform a special task, such as the attorney or auditor.
  4. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing tasks. A school official has a legitimate educational interest if the official is:
    - a. Performing a task that is specified in a position description or contract agreement.
    - b. Performing a task related to the student's education.
    - c. Performing a task related to the discipline of a student.
    - d. Providing a service or benefit relating to the student's family, such as childcare, job placement, or financial aid.
    - e. Maintaining the safety and security of the campus.
- B. To officials of another school, upon request, in which a student seeks or intends to enroll.
- C. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State and federally supported education programs.
- D. In connection with student's request for or receipt of financial aid to determine the eligibility, amount or condition of the financial aid, or to enforce the terms and conditions of the aid.
- E. To State and local officials or authorities if specifically required by State law that was adopted before November 19, 1974.
- F. To organizations conducting certain studies for or on behalf of Brunswick Community College.
- G. To accrediting organizations to carry out their functions.
- H. To parents of an eligible student who is claimed as a dependent for income tax purposes.
- I. To comply with a judicial order or a lawfully issued subpoena.
- J. To appropriate parties in a health or safety emergency.
- K. To individuals requesting directory information so designated by Brunswick Community College.
- L. The results of any disciplinary proceeding conducted by Brunswick Community College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

**Records of Requests for Disclosure**

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

**Inspection of Educational Records**

Students have the right to review their education records retained at the College. Appointments for this review may be made by contacting the Office of Records & Enrollment Management at [bccregistrar@brunswickcc.edu](mailto:bccregistrar@brunswickcc.edu).

**Correction of Education Records**

Students have the right to ask to have any record that they believe is inaccurate, misleading, or in violation of their privacy rights corrected. The following are the procedures for correcting educational records:

- A. A student must formally request, in writing, for the Vice President of Student Affairs or appropriate administrator to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.
- B. Brunswick Community College may or may not comply with the request. If the College decides not to comply, they will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- C. Upon request, Brunswick Community College will arrange a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the institution. The student shall be afforded full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.
- D. Brunswick Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- E. If Brunswick Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
- F. If Brunswick Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of their right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- G. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Brunswick Community College discloses the contested portion of the record, it must also disclose the statement.

**Use of Social Security Numbers**

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

The administrative computer system (Colleague) generates a Student ID number which shall replace the Social Security Number as the primary identifier used by Brunswick Community College. Therefore, the use of the Social Security Number as an identification number within the College shall be limited as permitted by law. No office or individual at the College shall:

- A. post grades, assignments or other information using a Social Security Number.
- B. require an individual to use or transmit a Social Security Number over the Internet or a computer system or network unless the connection secure and encrypted.

*Approved by Brunswick Community College Board of Trustees February 21, 2007. Amended June 28, 2013, amended and included as part of the Student Records & Privacy Act, November 16, 2017.*

## TUITION, FEES, & EXPENSES

Brunswick Community College, a member of the North Carolina Community College System, offers affordable educational opportunities for all students. Tuition is established by the State Board of Community Colleges, and fees are set by the Brunswick Community College Board of Trustees in accordance with policies established by the State Board of Community Colleges. Tuition and fees are due and payable at the time of registration unless otherwise noted, and are subject to change without notice. The cost of textbooks and supplies are additional expenses and may vary between programs of study.

### General Expenses & Billing Procedures

Tuition and fees are applied to a student's account up to a maximum of 16 credit hours. A student is considered full-time for purposes of reporting and activity fees if registered for 12 or more semester hours of coursework. A part-time student is defined as one who is registered for less than 12 semester hours of coursework. A student who audits a course pays normal tuition and fees. Before a course is audited, the student must complete an Audit Request, register, and pay for the course.

### Payment Responsibility

Students are responsible to pay for classes from which they do not officially withdraw prior to the first day of classes. If financial aid is removed or the third-party sponsor does not pay due to a student's lack of attendance, the student is liable for the tuition and/or fee charges.

### Returned Checks

If payment of tuition and fees is made by check and the check does not clear, the student has 10 days from the date of notification to pay tuition and fees. If payment is not received within 10 days, it will be considered nonpayment and enrollment will be terminated.

The college will notify the student a minimum of three times before the matter is turned over to the North Carolina Department of Revenue Debt Setoff or a collection agent. If a student officially withdraws from all classes, the student is still responsible for settling the returned check.

Failure to make restitution on a returned check will result in the student not being allowed to register for future semesters, and all academic records will be flagged. Once a student issues a check to the College that is returned to the Business Office, the College will not accept any other checks from that student.

### Unpaid Financial Obligations

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

## Additional Costs of Attendance

### Activity Fee

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

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

### Student Accident Insurance

Accident insurance is required for all students at a nominal rate of \$1.50 per semester. The insurance fee is non-refundable. For additional information, contact the Business Office.

### Technology Fee

The technology fee is used to defray the cost of technology including the operations of computer labs. Fees are used to purchase consumables (such as paper, ink cartridges, etc.), equipment upgrades, and software acquisition.

The technology fee is non-refundable except when a class is cancelled.

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

### **Other Expenses**

Textbooks and other items are an additional expense beyond tuition and fees. The cost of textbooks varies by program of study but usually ranges between \$300 to \$800 per semester. In some instances, the student also must provide, at their own expense, certain items needed to perform practice work required in those courses.

## **Reduced-Tuition Programs**

### **Basic Law Enforcement Training (BLET)**

Students enrolled in the BLET program may gain sponsorship from a local law enforcement agency that may help defray the cost of the program. Each applicant meets with the BLET Director to discuss the admission requirements and costs prior to be accepted into the BLET program.

Common fees for the BLET program include:

- \$225.00 - Cost offset for: College owned handguns, related ammunition, issued equipment, vehicle maintenance, and fuel.
- \$50.00 - College activities fee, technical fees, and student accidental insurance.
- \$46.45 – Instructional Lesson Plan CD.

Students will also incur additional costs for required textbooks, USB drive, and articles of clothing.

### **Career and College Promise Students**

Students in the Career and College Promise program (Career and Technical Education Pathways, the Cooperative Innovative High School [Early College High School], the College Transfer Pathways, or Workforce Development Pathways) are not charged tuition during the fall or spring semesters. Students are, however, liable for the student accident insurance and technology fees, \$9.50 or \$17.50, depending on the number of credit hours enrolled.

### **Eligible Children of a Totally & Permanently Disabled Public Safety Officer**

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

### **Eligible Spouse of a Totally & Permanently Disabled Public Safety Officer**

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

### **Eligible Survivor of Public Safety Officers Killed in the Line of Duty**

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

### **Wards of the State**

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

## Residency for Tuition Purposes

### **North Carolina Residency Basics**

The tuition and fees for students who qualify as residents of the State of North Carolina is less than those charged for non-resident students. To qualify for in-state tuition, as specified in General Statute 116-143.1, a legal resident must have maintained domicile in North Carolina for at least the 12 months immediately prior to receiving in-state classification for tuition purposes. To be eligible for such classification, the individual must establish presence in the State during such 12-month period was for purposes of maintaining a bona fide domicile, rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. Further, if the parents (or court appointed legal guardian) of the individual seeking resident classification are bona fide domiciliary of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant; and if such parents or guardian are not bona fide domiciliary of this State, this fact shall be prima facie evidence of no domiciliary status of the individual.

### **In-State Tuition for Certain Veterans and Other Individuals**

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

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

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill® Active Duty Education Program or the Post -9/11 Educational Assistance.
- Qualifies for admission to the community college
- Enrolls within three years of the veteran's discharge or release.

- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently
- Provides the college with a letter of intent to establish legal residence in North Carolina.

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

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

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

### **Tuition for Non-Residents**

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

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



## Curriculum Tuition Refund Policy

### General Refunds

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

- A. A refund shall not be made except under the following circumstances:
  - 1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled by the college due to insufficient enrollment.
  - 2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.
  - 3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or at the 10% point of the class.
  - 4. A refund of 100% shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75% refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class. Refunds are calculated by the Colleague System.
- B. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.
- C. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- D. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.

### Military Tuition Refunds

Upon request of the student, each college shall:

- A. grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place that make it impossible for them to complete their course requirements; and
- B. buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

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

## 2022-23 Cost of Attendance

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

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

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

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

## STUDENT FINANCIAL RESOURCES

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

**Office of Student Financial Resources**  
**bccfinancialaid@brunswickcc.edu,**  
**<http://www.brunswickcc.edu/financial-aid>**  
**Title IV School Code: 015285**

### General Financial Aid Eligibility

To be eligible for financial assistance, a student must:

- be a citizen or eligible non-citizen of the United States,
- have a valid Social Security Number,
- have a high school diploma or a General Education Development (GED) certificate, or have completed homeschooling,
- be enrolled in a Title IV eligible program as a regular student seeking a degree or certificate.
- not owe a refund on a federal student grant or be in default on a federal student loan,
- register (or already be registered) with the Selective Service System, if the student is a male and not currently on active duty in the U.S. Armed Forces,
- not have a conviction for the possession or sale of illegal drugs for an offense that occurred while the student was receiving federal student aid (such as grants, work-study, or loans).
- equivalency transcript and any other official transcript(s) from college(s) attended.

New and re-enrolling students must meet all admissions requirements. Continuing students

must be in good academic standing and must not exceed the maximum time frame allowed in their program of study.

Additionally, students may only receive federal or state financial aid during the time necessary to complete the first baccalaureate degree (a lifetime maximum 12 academic semesters, or 60%). For example, if a student attends a full-year (fall and spring semesters) of college at a full-time status, the student will have received 100% of their scheduled award for that year. If the same student attends their next full-year of college at half-time status, the student will have received 50% of their scheduled award. At the end of the two years, this student's "lifetime eligibility used" (LEU) is 150%.

### Title IV Eligible Programs of Study

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

Associate in Arts  
 Accounting and Finance  
 Associate in Engineering  
 Associate in Science  
 Associate Degree Nursing  
 Business Administration  
 Cosmetology  
 Criminal Justice Technology  
 Early Childhood Education  
 Emergency Medical Science  
 Health and Fitness Science  
 Health Information Technology  
 Horticulture Technology  
 Information Technology  
 Medical Assisting  
 Public Safety Administration  
 Turfgrass Management Technology

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

Accounting & Finance (Diploma)  
 Basic Law Enforcement Training (Certificate)  
 Business Administration (Diploma)  
 Cosmetology (Diploma)  
 Cosmetology (Certificate)  
 Criminal Justice Technology (Diploma)

Early Childhood Education (Diploma)  
 Health Information Technology (Diploma)  
 Horticulture Technology (Diploma)  
 Information Systems Technology (Diploma)  
 Practical Nursing (Diploma)  
 Turfgrass Management Technology (Diploma)  
 Welding Technology (Diploma)

Students may only receive financial aid funds for courses that count toward completion of their eligible program of study.

### **Enrollment Statuses**

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

Enrollment status categories for financial aid purposes are as follows:

	<b>Credit Hours</b>
<b>Full-Time</b>	12 or greater
<b>Three-Quarter Time</b>	9-11 hours
<b>Half-Time</b>	6-8 hours
<b>Less than Half-Time</b>	5 or fewer

***Note:** Funding for summer semester may be available. Students should contact the Office of Student Financial Resources at 910.755.7322 for additional information.*

## **FEDERAL & STATE AID PROGRAMS**

### **Federal Pell Grant**

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

### **Federal Supplemental Education Opportunity Grant**

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

### **Federal Work Study**

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

### **NC Community College Grant**

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

### **NC Education Lottery Scholarship**

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

### **Federal Direct Loans**

Brunswick Community College does not participate in any loan programs including Federal Direct loans. However, the College will provide confirmation of enrollment for students seeking to obtain private loans from various third-party banks and lenders. To confirm enrollment, students must complete a FAFSA and be enrolled in at least six credit hours.

## **Other Forms of Aid & Resources**

### **BCC Scholarships**

The BCC Foundation provides scholarships to students through an annual application process each spring (March 1st through May 31<sup>st</sup>). Criteria for scholarships are specified by the donor in collaboration with the Foundation staff and vary by scholarship. To learn more, contact the Foundation office, 910.755.7473.

### **Brunswick Guarantee Scholarship**

Supported by the Brunswick County Commission, the Brunswick Guarantee scholarship program provides local community college students with in-state tuition, fees, and

\$750 toward books not covered by other financial aid and scholarship programs.

**Scholarship recipients must:**

- be a resident of Brunswick County
- be a United States citizen or documented lawful permanent resident of the United States
- have been enrolled in a Brunswick County public, private, or home school in Brunswick County for the duration of their high school education, earning at least a 2.3 unweighted GPA in high school
- have attended a Brunswick County School, maintained Brunswick County residency, and received a GED/Adult High School diploma from Brunswick Community College, receiving a passing score on the GED®, HiSET® exam
- enroll at Brunswick Community College (BCC) within four semesters (Fall, Spring, Summer, Fall) of graduating a Brunswick County high school or receiving a BCC GED®/Adult High School Diploma
- complete a BCC Scholarship application and a Free Application for Federal Student Aid, <https://studentaid.gov/h/apply-for-aid/fafsa>
- enroll in a curriculum (for credit) program (certificate, diploma, or degree)

To apply for this scholarship program, students must complete a BCC Scholarship Application and a Federal Financial Aid Application (FAFSA) and reapply annually each academic year.

Only curriculum programs (certificate, diploma, or degree) are covered by the Brunswick Guarantee Scholarship Program. For additional information, contact the Office of Student Financial Aid Resources.

**Child Care Assistance**

Child Care Assistance awards do not require repayment. Awards are based on identified financial need on a first-come, first-serve basis, for full-time enrolled students. If approved to receive this award, the student will select a child care provider of one's choice. For additional information, contact BCC's OneStop Student Service Center.

**Outside Scholarships**

In addition to scholarships available through the BCC Foundation, there are innumerable

scholarships from local, state, federal, and private entities. Students are encouraged to actively search for outside scholarship opportunities with search tools such as <http://www.fastweb.com>. For additional information and assistance, contact BCC's OneStop Student Service Center.

**Tax Credits**

The Hope Scholarship Credit may be claimed for qualified tuition and related expenses for each student in a taxpayer's family who is enrolled at least half-time in one of the first two years of post-secondary education. The student must be enrolled in a program leading to a degree, certificate, or other recognized educational credential.

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

**Vocational Rehabilitation**

Vocational Rehabilitation may provide educational assistance for individuals with physical, mental, emotional, or learning impairments. To be eligible for services an individual must:

1. Be an individual with a disability. This is defined to mean that (a) the individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment; and (b) the individual can benefit from Vocational Rehabilitation services in terms of an employment outcome; and
2. Require Vocational Rehabilitation services to prepare for, enter, engage in, or retain gainful employment.

**Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act is a federal workforce development program, which provides training, education and employment services using a one-stop delivery system. In Brunswick County, these services are provided by the EDSI Workforce Services, which is located in Shallotte, North Carolina. Call 910.754.6120, <http://www.edsisolutions.com> for additional information.

### **Veterans Services**

Funds may be available to those who have served in the armed forces as well as to dependents of deceased veterans or disabled veterans with a service-connected disability.

The College cooperates with the US Department of Veterans Affairs and the NC Department of Veterans Affairs to assist veterans in securing their educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible spouses, widows, and children of disabled or deceased veterans are also provided assistance. For information, students should visit: <http://www.va.gov>.

### **Certification of Eligibility**

Students must submit a Certificate of Eligibility to the Office of Student Financial Resources. The student must also submit an official high school/GED®/Adult High School Equivalency transcript and any other official transcript(s) from any college(s) attended to the Office of Admissions.

### **Continued Eligibility**

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

### **Enrollment & Payment of Veterans Benefits**

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

### **College Readiness Coursework**

To be certified for college readiness transitional coursework, veteran benefit students must enroll in approved sections of transition and co-requisite courses. A student not enrolled in approved college readiness transitional courses must be enrolled for 12 credit hours in addition to college readiness course(s) to be considered a full-time student.

## **Applying for Financial Aid & Priority Dates**

### **All Forms of Financial Aid**

Applicants must file a Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov>, designating Brunswick Community College, **Title IV School Code: 015285**, as a recipient of the needs analysis. A FAFSA should be completed as soon after October 1 as possible.

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

<b>Semester</b>	<b>Date</b>
Fall	June 15 <sup>th</sup>
Spring	November 15 <sup>th</sup>
Summer	April 1st

Students who submit FAFSAs after the priority dates, or provide incomplete submissions may be required to pay out-of-pocket tuition, fees, and book charges while their FAFSA is being processed.

### **Scholarships**

Students who wish to apply for scholarships must complete the Universal Scholarship Application through BCC's Foundation office (March 1<sup>st</sup> – May 31<sup>st</sup>).

### **Verification**

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

### **Dependency Status**

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

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

### **Awards, Notifications, & Deadlines**

Students will be notified by email if they are eligible for financial aid or need to submit additional information. Awards may be viewed via the College's Self-Service System.

### **Refunds**

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

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

To ensure receipt of your financial aid disbursements, make sure your mailing address is correct on your BCC Student account. Corrections may be made online using the College's Self-Service or through the Office of Records & Enrollment Management.

Financial aid refunds that are not cashed within 240 days of disbursement will be voided and the funds returned to the Department of Education.

### **Out-of-State Resident Tuition**

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

### **Special Circumstances**

If a student or their family has experienced a significant reduction in family income since the prior-year income reported on the FAFSA, they may request a Professional Judgment Form from the Office of Student Financial Resources based on the current year situation. Examples of reasons for change are unemployment, divorce, separation, death, disability, high medical expenses, etc. A student may obtain a form from the Office of Student Financial Resources and return it with required paperwork.

### **Withdrawing from Courses/College**

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

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

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

### **Academic Attendance**

Academic attendance includes:

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

Academic attendance does not include:

- logging into an online course without actively participating in academic subject matter or academic counseling.

If a student registers for classes and decides not to attend, it is the student's responsibility to drop the class(es) before the first day of class by completing the required paperwork to drop or withdrawal from a course. The student is liable for any outstanding tuition and fees as a result of dropping or withdrawing from class(es).

## **Federal Procedures**

### **Return of Title IV Funds**

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

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

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

### **Withdrawal Date**

To officially withdraw from the College, a student must complete a Withdrawal Request Form that is available through the Academic Support Office. A student who completely withdraws from all courses is expected to consult with their instructor(s), Faculty Advisor/Success Coach, and Financial Aid Counselor. The instructor will provide the last date of attendance to the Office of Financial Aid Resources for financial aid recalculation purposes.

Brunswick Community College is an institution that requires class attendance; therefore, a student’s withdrawal date is always the last date of attendance as determined by the school from class attendance records. The last date of attendance is used for any student who ceases to attend, officially withdraws, or unofficially withdraws from a class and/or the college.

### **Calculating Title IV Refund**

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

Federal funds may not cover unpaid tuition and fee charges due to the college upon your withdrawal. The student must pay any debt created by the withdrawal. Failure to pay outstanding debt may prevent the student from registering for future course and obtaining an official academic transcript.

If you did not receive all of the earned funds you may be due a post-withdrawal disbursement. The college automatically uses all or a portion of your post-withdrawal disbursement of grant funds to cover current tuition, fees and other institutional charges; however, the college must obtain your permission to use the post-withdrawal grant disbursement for other academic terms. A student will receive any post-withdrawal disbursement no later than 45 days after the date the students withdraws from class(es).

### **Returning Funds to the Department of Education**

The College must return any overpayment in unearned funds to the Department of Education no later than 45 days from the determination of a student’s withdrawal. The Office of Financial Resources returns funds in the following order:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

If the appropriate funds are not available in your account at the time required to return funds to the Department of Education, you must make repayment arrangements with the College.

### **Unofficial Withdrawal for Calculating Federal and State Aid**

Students who stop attending class(es) may be administratively withdraw from class(es) by their instructor without the student submitting a withdraw form. If the unofficial withdraw occurs after the college’s course withdraw deadline, the instructor may award the student a grade of “F” for the course.

The Office of Financial Resources will review the student’s last date of attendance to assess financial aid eligibility based on the length of the student’s course attendance. Unofficially withdrawn students will be billed for resulting institutional charges and repayments of Federal and State Aid.

## **STATE GRANT FUNDS PROCEDURES**

### **Return of State Grant Funds**

Brunswick Community College is required to complete a withdrawal worksheet provided by the North Carolina State Education Assistance Authority to calculate the amount of funds it



must return when a student withdraws from the College. In completing the worksheet, the student's last date of attendance is determined consistent with Title IV regulations for Return of Title IV funds. The student is responsible for any debt to the college created by this withdrawal.

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

**Non-Institutional expenses:** If the student withdraws from a class prior to or at the 35% point of the term, the college shall use the State Grant Withdrawal Worksheet to prorate the amount of State funds disbursed for non-institutional expenses to return State funds.

Any credit balance created by State funds and awaiting disbursement cannot be released to the student and must be returned to the State grant program.

The college is not required to return any funds for non-institutional expenses when the student officially withdraws after the 35% point of the term.

### **No Academic Credit Earned**

The college will use the State-provided worksheet to calculate any required return of State funds using the same method to recalculate official withdrawals.

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

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

### **Order of Return of State Funds**

The maximum amount of State funds disbursed are returned to the governing agency in the following order:

1. NC Education Lottery Scholarship Program (NCELS);
2. NC Community College Grant (NCCCG);

3. North Carolina National Guard Tuition Assistance Program

### **Unpaid Financial Obligations**

All balances due to the college must be fully paid before a student may register for future courses. No degree, diploma, or certification will be granted, nor a transcript of credits furnished, to a student until all financial obligations to the college have been paid.

### **Satisfactory Academic Progress (SAP)**

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

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

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

## **QUALITATIVE & QUANTITATIVE STANDARDS**

### **Qualitative Standard**

Students must maintain a 2.0 cumulative Financial Aid GPA. In accordance with Federal Law, all attempted credit hours are considered when calculating a student's SAP for financial aid eligibility purposes. As such, a student's Cumulative and Program GPA are likely to differ from the calculated financial aid GPA.

### **Quantitative Standard**

Students must complete at least 67% credit hours attempted each semester. All terms of enrollment at the College are considered, even those in which the student did not receive financial aid (including summer semester).

### **Maximum Allowed Time Frame**

In addition to the qualitative and quantitative standards, students must complete a program of study in a timeframe not to exceed 150% of the designated length of time needed to complete the program of study for a full-time student. By doing

so, the student should complete the program of study within the maximum time frame allowed.

Students who change their program of study or are pursuing a second degree are more likely to reach their maximum time frame for SAP purposes.

The maximum time frame calculation includes all credits, with the exception of attempted developmental and transition coursework, in all programs of study in which the student has been enrolled. *Transfer credit is also included when calculating the maximum time frame.*

Program of Study*	Required Credit Hours in Program of Study	Max. Credits for Financial Aid Eligibility (150%)
Certificate	18	27
Diploma	48	72
Associate in Arts/ Associate in Science	60	90
Associate in Applied Science	76	114

*\*Note: The "required credit hours" represent an average for these programs of study at the College. For the actual number of credit hours required of a Program of Study, consult the program description within the student's Catalog and Student Handbook.*

### **Impact of Grades**

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

Grades of "I", "F", "R", or "W" do not qualify as successfully completing hours attempted. Students who habitually withdraw from classes will eventually fail to make SAP and may have their financial aid suspended.

Additionally, an "I" (Incomplete) will be considered as credit hours attempted and not completed. If this grade should later change to a grade of successful completion of the course, a student may request the Office of Financial Resources to recalculate their SAP for a given term.

### **Repeated Coursework**

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for Financial Aid prior to graduation from the program. A student can repeat a previously failed course an unlimited number of times prior to graduation from the program. All earned grades will be used to determine a student's compliance with the cumulative GPA and successful completion of 67% requirement and all attempted hours will be included in the calculation of maximum time frame.

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

### **Re-Enrollment at the College**

Students who return to the college after an absence of one or more semesters will have their academic status carried forward.

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

### **Transfer Credit**

Transfer credits is counted as attempted hours when calculating maximum time frame but are not used in calculating the student's GPA.

If financial aid is awarded under the basis of a consortium agreement, transfer hours will be considered when calculating attempted but not earned credit.

## **CONSEQUENCES OF NOT MEETING SAP REQUIREMENTS**

A student's Financial Aid eligibility is impacted when the student does not meet SAP requirements. When a student fails to meet SAP, they are immediately placed on "academic warning" for the next semester enrolled. If a student fails to return good standing during the warning period, the student's financial aid is suspended and remains in suspension until the student meets the college's SAP requirements.

### **Academic Warning**

Students whose cumulative Financial Aid GPA falls below a 2.0 and/or fails to complete 67% of cumulative coursework, will be placed on academic warning for the next semester enrolled.

Students will be notified by email from the Office of Student Financial Resources when on academic warning, and must contact a Financial Aid Counselor for required financial aid counseling. *Students may continue to receive financial aid during the warning period.*

Students who demonstrate academic progress by earning a cumulative Financial Aid GPA of 2.0 or better and/or complete 67% or more of cumulative coursework during the academic warning period, will be reinstated to a good academic standing the next semester the student enrolls. Students who fail to meet SAP during this period will have their financial aid suspended.

### **Financial Aid Suspension**

Students who do not earn a cumulative Financial Aid GPA of 2.0 or better and/or fails to complete 67% of their cumulative coursework during the academic warning period will not meet SAP requirements and will have financial aid suspended. *Students will become ineligible to receive financial aid until the student, at their expense, enrolls for a subsequent semester (or semesters) and earns a cumulative Financial Aid GPA of 2.0 or better and completes 67% of cumulative coursework.*

## **Appeals & Mitigating Circumstances Affecting SAP**

### **Appeal Process for Financial Aid & SAP**

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

The appeals process is as follows:

- A. The Office of Student Financial Resources will provide the student with an Appeal for Waiver of Unsatisfactory Progress form. The student must complete the form in its entirety and submit all required documentation to the Office of Student Financial Resources.
- B. The Director of Student Financial Resources will process the appeal and/or present the appeal to a committee. The Office of Student Financial Resources will then respond in writing with the decision.
- C. If the student's appeal to the Office of Student Financial Resources is denied, the student may appeal, in writing, to the Vice President of Student Affairs or appropriate administrator within ten (10) business days of the date of the denial letter. The Vice President of Student Affairs will respond to the student, in writing, with the decision. The Vice President of Student Affairs decision is final.

### **Mitigating Circumstances**

Students with mitigating circumstances are encouraged to use the appeal process. The circumstances must be properly documented and evaluated by the Director of Student Financial Resources and/or Review Committee. This evaluation pertains only to financial aid recipients and is not applicable for the purpose of continued enrollment, since such determinations are made according to other institutional policies.

Examples of mitigating circumstances include illness or injury to the student, illness, or death of a student's immediate family member, and other circumstances that are beyond the student's control.

## STUDENT RESOURCES

### **Bookstore**

The college's Bookstore is independently operated by Follett and is located in the LaDane Williamson Student Center. The bookstore has everything a student needs from textbooks, class supplies, BCC apparel, and convenience items. Textbooks are available new and used, with rental, digital, and price match options.

The bookstore is typically open Monday through Thursday 8:00 a.m. to 5:00 p.m., and Friday 8:30 a.m. to 2:00 p.m. Students may pre-order textbooks for pick-up or home delivery, <http://www.brunswickccbooks.com>,

### **Advising/Success Coaching**

The Office of Academic Support provides centralized one-stop-shop services for advising, coaching, mentoring, career planning, and student leadership/ development. Success Coaches work in unison with Faculty Advisors to help students complete their educational goals, recognizing and valuing students' needs. Success Coaches help students understand their roles and responsibilities as college students, while providing learning resources and motivational strategies to help them overcome barriers to their success. Success Coaches are located in Building A (first floor) and are typically available Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 3:00 p.m. Success Coaches can also connect with students by video conference, text, and email.

### **ID/Library Cards**

College identification cards are required for all students, faculty, and staff. Students should have the identification card in their possession while on campus. Campus officials may ask to see a college identification card and this card is needed to access The Learning Center and Library resources. The college provides an initial card and one replacement card free of charge.

### **Tutoring and Academic Assistance**

The Learning Center (TLC) offers individual tutoring, testing, and technology services. Face-to-face and online tutoring using video conferencing software is available throughout the day to help you in English, math, and science, along with study skills and time management.

The tutoring staff is also available to help students at any stage of the writing process, from prewriting to final paper in all subject areas.

In addition to in-person tutoring opportunities, the college also offers online tutoring through *Smarthinking*, which is a tool used to provide BCC students tutoring services 24/7. *Smarthinking* features a variety of tutoring options for English, math, sciences, and other subject areas. Students can access *Smarthinking* through any course Moodle site.

The Learning Center is located in the Learning Resources Center, Building A (second floor) and is open Monday through Thursday from 8 a.m. to 4 p.m. and Friday from 8 a.m. to 3 p.m. Hours may vary during semester breaks, holidays, and summer months. For additional information, 910.755.7334.

### **Learning Resources Center (Library)**

The Library is located in Building A (second floor) and provides all users with a diverse collection of print and electronic resources.

A variety of services are provided to enhance the use of available resources. In the Learning Resources Center, users can research, study, read, and participate in educational activities.

The physical collection of books and audiovisual materials contains about 20,000 volumes. The Library's electronic collection contains over 150 databases, providing access to a vast array of scholarly resources, via the Library portal.

Physical and electronic materials can be searched using the Summon Search, the Library's discovery service, linked on the Library portal homepage. Users may also request physical items from the Community College Libraries in North Carolina (CCLINC) Consortium via the Library Catalog, thereby gaining access to materials from over 50 community college libraries.

Faculty may request group instruction on library skills, such as using the Library portal to find scholarly resources. Individuals are encouraged to seek assistance from the staff by visiting the Library in person or visiting the Library portal.

Brunswick County residents age 16 and over are welcome to use the college's library. Library hours are typically 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 3 p.m. on Friday. Hours may vary during semester breaks,

holidays, and the summer. For additional information, 910.755.7331.

### **Mentoring Services**

Mentoring services are provided to promote the development of academic, personal and professional skills of students. The program offers a great opportunity for participants to connect with peers and mentors who offer support. Program and events focus on helping students gain the knowledge and skills to be successful in college and beyond. For additional information, 910.755.7344.

### **Counseling Services**

Counseling services are provided by trained personnel. These services are available to students from admission through graduation. BCC's Counselor can provide assistance with personal and relationship concerns, educational and career planning, and problem solving. Students whose needs cannot be accommodated with short-term counseling are referred to community resources. For additional information, 910.755.7324.

### **Student Housing**

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

### **Health Services & Standards**

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

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

Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration and are encouraged to inform their instructors at the beginning of each semester. When deemed

appropriate by the Vice President of Student Affairs or appropriate administrator, faculty advisors, instructors, and/or counselors are notified of students who have significant health problems.

Certain programs have technical standards that must be met for admission to the program. Technical standards are defined as physical, mental, social, and psychological requirements needed for specific educational training. Those standards are required to ensure that the student is not a danger to themselves or others with whom they may come in contact with as they pursue their educational objectives.

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

In the event of accident or illness, Brunswick County Sheriff's office, Office of Student Affairs, and/or the Business Office should be notified immediately. First aid will be provided by College personnel, in accordance with their capabilities. First aid kits are located in each building.

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

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

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

The College complies with Disability Laws by providing reasonable modification in its rules, policies, and practices, by removing architectural, communication, and transportation barriers, and by providing auxiliary aids and services, when necessary to insure that individuals with disabilities who meet the

College's essential eligibility requirements for the receipt of services or participation in College programs or activities are afforded equal opportunities to those of nondisabled individuals. College personnel have been instructed not to presume that a disabled individual will need an accommodation or to question students and other persons unnecessarily about their disabilities. However, students and other individuals with disabilities who desire access to College services, programs, or activities are encouraged to request accommodation of their disabilities and provide the necessary documentation to support their request in accordance with the established College procedures.

Brunswick Community College is committed to ensuring equal access for disabled students, staff and faculty, as well as guests and visitors to its campuses. BCC permits Service Animals, as defined by the Americans with Disabilities Act, ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)) in approved campus areas which will generally be mulched or natural outdoor areas (locations to be determined on an individual basis) and according to College procedures.

Brunswick Community College does not make pre- or post-admission inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. It is the responsibility of the individual with a disability to initiate the request for accommodations/services by contacting the College's Office of Disability Services.

### **Students With Special Needs**

The College recognizes its responsibility, under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), to provide equal access to students with special needs. Assistive services may be provided for students with a documented disability. Students are requested to make applications for these services in advance of the semester in which they plan to enroll. Students with special needs are also encouraged to participate in college-related activities, and special services may be provided for these functions when requested. Regular College procedures for applications and admissions apply to all students.

### **Accommodation Requests**

Brunswick Community College believes that an individual knows what is needed to

accommodate his/her disability. Some accommodation requests can and should be handled on an informal basis (i.e., asking to sit at the front of a classroom when a visual or hearing impairment will be aided by being closer to the instructor). When a request for accommodation is more extensive and cannot be handled on an informal basis, accommodations should be requested through the College's Office of Disability Services.

#### **A. Requesting Accommodations**

The student or individual seeking accommodations should submit a Student Accommodation Request form to the Office of Disability Services. Accommodation requests may be submitted at any time; however, accommodations cannot be provided retroactively.

To allow adequate time to arrange accommodation services, Accommodation Requests, should be submitted at least 30 days prior to the start of a semester. Accommodation and modifications received in high school or other post-secondary institutions will not automatically transfer to BCC. Instead, it is necessary for students to request accommodations by submitting the following documentation:

1. Student Accommodation Request Form (completed by the student).
2. Current documentation prepared by a medical professional or health care provider that describes the student's or applicant's diagnosis, the functional limitations this diagnosis causes, and the accommodations/services necessary to address the diagnosis.
3. Historical documentation, if applicable, regarding accommodations the student has previously received to address the disability, including but not limited to an Individualized Education Plan (IEP), Summary of Performance (SOP), or a 504 Plan.

To receive services, ample documentation must be submitted to support the disability accommodation request. Generally, sufficient documentation includes a psychological/ psycho-educational evaluation or a letter from a medical/mental health provider that includes the following:

**1. Qualifications of Clinician/ Provider:**

Documentation must be typed on office or practice letterhead, dated and signed by a professional who is licensed or certified in the area for which the diagnosis is made. Name, title, and license/certification credentials must be stated and shall not be family members or others with a close personal relationship to the individual.

**2. Diagnosis & History:**

A diagnostic statement identifying the disability including ICD or DSM classification along with any relevant personal, psychosocial, medical, developmental and/or educational history.

**3. Description of Diagnostic Methodology:**

A full description of the diagnostic methodology used, including data and measurements from appropriate evaluation instruments. The results obtained should draw a direct link to the diagnosis and the functional limitations of the disability. For cognitive disorders, evaluations should use adult norms.

**4. Current Impact and Functional Limitations:**

A clear description of the level of severity along with the current impact and functional limitations of the condition pertaining to the academic and/or residential settings. Information regarding if symptoms are constant or episodic, and the frequency and/or duration should be addressed. Changing conditions and/or changes in how a condition affects the individual may warrant updates that are more frequent.

Any treatments, medications, and/or assistive devices/services currently prescribed or in use, should include a description of the mediating effects and potential side effects from such treatments.

**5. Recommendations:**

Recommendations are welcomed and considered, however the Office of Disability Services makes the ultimate determination on eligibility and reasonable academic adjustments necessary to provide equal access for participation in academic courses, programs and activities. Recommendations should be directly linked to the impact or functional limitations associated with the disability, or medication prescribed to control symptoms and include a clear rationale based on level of impairment.

**B. Confidentiality**

The College will make every effort to maintain the confidentiality of information pertaining to the individual's disability. College personnel will inform only those persons who need to know of a request for accommodations and of the circumstances surrounding that request.

**C. Accommodation Determination**

The College will make every effort to provide you with the requested accommodation or an equally effective accommodation providing access to the particular service, program, or activity, taking into consideration the nature of the service, program, or activity and the financial resources and administrative obligations of the College. Although the College is required to make its services, programs, and activities accessible to persons who meet the essential eligibility requirements, the Disability Laws do not require the College to make all of its facilities accessible to such persons or to provide the student with personal equipment or services to accommodate his/her disability. The Disability Laws permits the College to deny a request, if the accommodation would result in a fundamental alteration in the nature of a service, program, and/or activity, or if the accommodation creates undue financial and administrative burdens to the College.

Once the determination is made, the Office of Disability Services will notify the individual of the accommodation denial or approval. The Office of Disability Services also notifies the instructors of the allowed accommodation(s) and assists with any arrangements as needed.

**Service Animals and Service Animals-in-Training**

Students who have a disability that require the assistance of a Service Animal are permitted to bring such animals to campus. Individuals who are animal trainers (handlers) are also permitted to bring a service-animal-in-training to campus as permitted in accordance with North Carolina General Statute 168-4.2.B and the provisions of College policy.

A Service Animal is any dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service-animal-in-training is any dog (or miniature horse) that is being trained to become

a service animal for individuals with disability. A domestic animal kept for pleasure, companionship, or emotional support is not a service animal.

The Owner/Handler should contact the Office of Disability Services as soon as he/she is aware of plans to bring a Service Animal to campus. The Office of Disability Services will encourage the Owner/Handler to provide documentation of his/her disability and documentation for the need of the Service Animal.

The tasks performed by a Service Animal must be directly related to the handler's disability or for which the service animal is being trained. Examples of service tasks include but are not limited to, assisting individuals who are blind or have low vision with navigation, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals of potential allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. [28 C.F.R. S35.104]

If the animal meets the ADA definition of a Service Animal or Service Animal-in-Training, then the student/handler may be asked two questions:

1. Is this a service animal that is required due to a disability? and
2. What work or tasks has the dog or miniature horse been trained to perform?

A Support Animal is a non-service animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to assist with a significant part of a person's treatment process (alleviating the symptoms) and is therefore not supported as it does not assist a person with a disability with activities of daily living, and does not accompany a person with a disability at all times. [28 C.F.R. S 35.104: Fair Housing & Equal Opportunity Notice – HEO-2013-01]

#### A. Documentation for a Service Animal

The student requesting permission to have a Service Animal on-campus must provide (from a certified clinician) a letter which substantiates:

1. If the Service Animal is required because of a disability, and
2. What work or task the Service Animal has been trained to perform [28 C.F.R.S 35.136(f)].

The letter must be dated, on the certified clinician's letterhead, and must provide information establishing the existence of an impairment. The certified clinician's letter should also provide sufficient information concerning the individual's functional limitation to show the work or tasks performed by the animal is related to those limitations. Documentation that does not fulfill the outlined requirements may result in accommodation delay or denial. The letter must also contain an explanation of the tasks or functions the animal has been trained to perform as a disability-related accommodation, and the type/description of the animal.

#### B. Documentation for a Service Animal-in-Training

The student requesting permission to have a Service Animal-in-Training on campus must provide (from the training organization) a letter which substantiates what work or task the Service Animal is being trained to perform.

#### C. Conflicting Health Conditions

Students with medical conditions affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Disability Services if they have a health or safety related (fear) concern about exposure to a Service Animal. If possible, the College will address the concern or attempt to make suitable adjustments to assist the individual that has the concern, while protecting the rights of both individuals to a quality learning environment.



#### D. Guidelines for Maintaining an Approved Service Animal on Campus

##### 1. Care and Supervision

Care and supervision of the animal are the responsibility of the individual who benefits from the support of the approved animal. The person is required to maintain control of the animal at all times. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated (to be determined on an individual basis) by the College consistent within the reasonable capacity of the owner.

##### 2. Animal Health and Well-being Vaccination

In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag.

##### 3. Health

Animals must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The College has authority to direct that the animal receive veterinary attention.

##### 4. Licensing

The College reserves the right to request documentation showing that the animal has been licensed if required in the local municipality.

##### 5. Training

Service Animals must be properly trained.

##### 6. Leash

If appropriate, the animal must be on a leash/harness unless the leash/harness would inhibit the animal's ability to be of service.

##### 7. Readily Identifiable as a Service Animal or Service Animal-in-Training

It is recommended, but not required, that animals for individuals with disabilities wear some type of commonly recognized identification symbol indicating the animal is a working animal. However, a Service Animal-in-Training must wear a collar and leash, harness, or cape that identifies the animal as a Service Animal-in-Training.

##### 8. Other Conditions

Disability Services may place other reasonable conditions or restrictions on the animal depending on the nature and characteristics of the animal.

#### E. Requirements for Faculty, Staff, Students, and Other Members of the College

Members of the College community are required to allow a Service Animal or Service Animal-in-Training to accompany its owner at all times and in all places on campus; however, members of the College community shall refrain from:

1. Touching or petting a Service Animal unless invited to do so by the owner.
2. Feeding a Service Animal.
3. Startling a Service Animal.
4. Separating or attempting to separate an owner/handler from his/her Service Animal.
5. Inquiring about details of the owner's disabilities. The nature of a person's disability is confidential.

#### F. Removal of Approved Animal

A Service Animal or Service Animal-in-Training may be excluded from campus, classrooms, or other facilities when:

1. The animal's behavior poses a direct threat to the health or safety of others.
2. The animal is out of control and the animal's handler does not take effective action to control it.
3. The animal is not housebroken.
4. The animal's behavior fundamentally alters the nature of the programs, services, facilities, privileges, or accommodations for other learners. If a Service Animal is properly excluded, the individual with a disability shall be given the opportunity to participate in the service, program, or activity without having the Service Animal on the premises [28 C.F.R. S 35.136(f)].

*Approved by Brunswick Community College Board of Trustees: January 15, 1997; October 25, 1997; June 28, 2013; January 11, 2018*

*Changes to Procedures Approved by President's Cabinet: January 6, 2020, February 28, 2022*

**Compliance Statement**

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

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

**Employees: Nancy Disbrow**  
disbrown@brunswickcc.edu

**Students: Kerry Cantwell**  
cantwellk@brunswickcc.edu

50 College Road  
Building A, Room 268  
Bolivia, NC 28422  
910.755.7391

or by mail:  
P.O. Box 30  
Supply, NC 28462

## STUDENT LIFE

The college recognizes co-curricular activities as a vital part of a full and meaningful educational experience and are organized by students in response to student interest and needs. In addition to student government events, intramural recreation activities, cookouts, student clubs and organizations, festivals, special social events, contests, and other events are held at the College.

### Athletics

Brunswick Community College is a member of the National Junior College Athletic Association (NJCAA) and participate in the following intercollegiate sports:

- Men's Baseball
- Men's Basketball
- Women's Basketball
- Women's Softball

Information regarding eligibility can be found in the NJCAA Handbook.

The intercollegiate athletics program seeks to support the mission of Brunswick Community College by providing opportunities for students to improve their lives and well-being through participation in organized sports. The purpose of the athletic program is to promote and encourage in such a way that results will be consistent and supportive with the total educational purpose of the college.

It is the philosophy of the athletic program at the college that students are best served in an environment that recognizes the contributions and importance of faculty and staff. Brunswick Community College believes in academics first and athletics second. Through feedback received from faculty, staff and students, Brunswick Community College can determine the effectiveness of the athletics program.

BCC's athletic teams compete against other community college, junior college, and 4-year junior varsity teams in North Carolina, South Carolina, Virginia, and Florida.

### Intercollegiate Athletics Policy

The College's intercollegiate athletic program contributes to the personal development of the students and is designed to promote total

growth, including academic success, as well as physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study, taken solely and apart from other activities, may limit the achievements of the individual student later in life. Accordingly, the Trustees direct the President and staff to pursue a viable student development program, which may include intercollegiate athletics, with limitations imposed by college resources and the students themselves. Ultimate responsibility for control of the athletic program rests with the President of the College.

The athletic program provides an opportunity for students to participate in some type of competitive sports activity as regularly as their interest, abilities and time permit. Students wishing to participate on various athletic teams must be in good academic and disciplinary standing.

Recruiting, admissions, financial aid, and academic eligibility are the same for all students. Athletic scholarships may be available because of funding raising events held by the Athletic Department. All athletes adhere to the policies established by the National Junior College Athletic Association.

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

### Procedures

The athletic teams offered each year are based on student interest, financial resources, and the approval of administration. Student interest is determined by an annual survey and unsolicited requests for sports programs.

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

The Director of Athletics coordinates intercollegiate athletics events and updates the college's Board of Trustees of student activities and intercollegiate athletics at their regularly scheduled meetings. The annual budget for athletics is a Special Funds budget, which also may include funds from Student Activity fees.

The Special Funds budget is submitted to the Board of Trustees by the Vice President of Budget and Finance and the President, with coordination from the Director of Athletics and Student Government Association. The Director of Fiscal Services provides fiscal oversight for athletic programs. The budget is audited annually as part of the audit conducted by representatives of the Office of the State Auditor.

The intercollegiate athletic program is evaluated annually by the Athletics Committee, which is appointed by the President and includes faculty, staff, and student representation. This committee makes recommendations to the Director of Athletics, Vice President of Student Affairs or appropriate administrator, and to the President. The Athletics Committee also reviews the Intercollegiate Athletics Policy to ensure that it is an integral part of the education of athletes and the educational purpose of the institution.

Brunswick Community College requires the same academic, admission, and financial policies of all students regardless of participation in athletics.

### **Clubs & Organizations**

Student clubs and interest groups develop common bonds of friendship and purpose among students with similar career, civic, or academic interests. Faculty and staff members serve as advisors and assist student leaders in planning club programs and developing group activities. Student organizations on campus also include clubs associated with curriculum programs as well as honor societies.

Membership in student organizations is open to all eligible students in accordance with the constitutions and/or bylaws of the various student organizations.

Discrimination in student organizations based on race, religion, color, national origin, gender, age, political affiliation, genetic information, sexual orientation or disability is specifically prohibited. Brunswick Community College is an equal opportunity institution and is committed to full compliance with all federal laws and regulations prohibiting discrimination.

Student clubs and organizations include:

- African American Book Club
- Cosmetology Club
- Crochet Club
- Disability Club
- Equality Club
- Fellowship of Christian Athletes
- Gaming & Watch Club
- Health Information Technology (HIT) Club
- National Technical Honor Society
- Nursing Club
- Phi Theta Kappa Honor Society
- Science Club
- Sociology Club
- Student Ambassadors
- Student Government Association (SGA)
- Veterans Club
- Young Americans for Liberty

### **National Technical Honor Society**

The National Technical Honor Society is an honor organization for outstanding students enrolled in associate degree, vocational, or technical programs.

The purpose of this organization is to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; and to promote the image of vocational-technical education in America.

To be considered for membership, a student must have completed at least 16 semester credit hours and must be enrolled in a curriculum program 3/4 time. The student's cumulative grade point average in their current program must be 3.60 or higher.

### **Phi Theta Kappa International Honor Society**

Phi Theta Kappa International Honor Society recognizes academic excellence in the 2-year college setting. Students who enroll in an associate degree program are eligible for membership.

To be considered for membership, a student must have completed at least 12 semester hours (excluding college readiness courses) in an associate degree program, and be enrolled in a minimum of six semester hours. The student's cumulative GPA in their current program of study must be at least 3.5.

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

**Student Government Association (SGA)**

The SGA is the primary student organization at the college. The SGA promotes good relationships and understanding among the students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set a high level of standards for students through responsible conduct. It is responsible for developing and administering student activities.

Representing all students of the College, the SGA participates in, and gives direction regarding, student life beyond the classroom. The SGA sponsors student events, speakers, and other related activities that are of interest to students.

Membership consists of all curriculum students who are registered for four or more credit hours. All other duly registered curriculum or community and continuing education students may elect to join by paying the appropriate student activity fee.

The SGA President also serves as an ex officio member of the College Board of Trustees. See *Appendix D for SGA's Constitution and Bylaws*.

## DISTANCE LEARNING

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

The roles of the student and instructor are different in a distance-learning course from traditional seated courses. The instructor becomes a facilitator, guiding students through the material. The student works independently and becomes an active learner taking more responsibility for asking questions, keeping on schedule, and completing and assignments. Students must complete orientation, assignments, and tests in a timely manner.

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

### Password/Username Information

For complete login information, students should review the Student Technologies Orientation located at <http://moodle.brunswickcc.edu>. Click on the Student Technologies Orientation link in the right column or the Tech Orientation link at the top of the page to begin. The orientation contains information on getting assistance, Moodle, student email, Self-Service, and other topics and does not require the use of a username or password to gain access.

### Online Courses

Online (or web-based) courses provide access to college courses via the Internet, anywhere, at any time, using a computer. An online course is an interactive class with an instructor and students primarily communicating via email, discussion forums, video conferencing, and online chats. These contacts are usually held at different times and in different places, or, in the case of online chats, same time but different places.

The college offers its online courses through Moodle. BCC's Moodle platform provides a user-friendly format and ensures that after taking one online course at BCC, a student will find a familiar layout for other online courses. Students taking online courses should have a computer and Internet access at home; however, students may use the computers on campus to complete their work. *Moodle access is password protected and students only have access to courses in which they enroll.*

### Hybrid and Blended Courses

Courses that combine two or more types of instruction may be called hybrid or blended. These courses take many forms, and the exact format for each course will be explained at the first class meeting, orientation session, or on the semester Course Information Schedule. Most courses in this category combine required class meetings and web based instruction. For example, a course that traditionally meets twice a week may meet once a week and have assignments, reading materials, etc. on the web.

### Course Supplements

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

### Technology Requirements

Many courses utilize video conferencing (using products such as Zoom or Microsoft Teams) and/or online test proctoring. Also, some assignments require a student to submit audio or video files to complete. A webcam with an integrated microphone is required in these situations. Most laptops include an integrated webcam and microphone; please check for this before purchasing a separate webcam/microphone if you are using a laptop. Most webcams have microphone capabilities, so a separate microphone would not be needed unless the webcam you purchase does not have a microphone included.

Please note that you may not be able to complete all assignments using a Chromebook due to the limitations of the Chrome operating system. For more information, please see the Student Technology Orientation on Moodle.

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

## **PUBLIC SAFETY/ CAMPUS SECURITY**

### **Brunswick County Sheriff's Office**

BCC maintains a safe and secure environment for students, employees and visitors by complying with local, state and federal regulations. The Brunswick County Sheriff's office has law enforcement and security authority on all BCC campuses. Contact the Brunswick County Sheriff's office for non-emergency calls at 910.755.7330; for emergencies, dial 911.

### **Campus Watch**

Campus Watch is a program designed to alert the campus community that a formal process for reporting crimes and safety hazards exists on campus. Individuals can report incidents to the Brunswick County Sheriff's office in person, by phone at 910.755.7330; remain anonymous by calling 910.755.7410, or by email at [tipline@brunswickcc.edu](mailto:tipline@brunswickcc.edu).

## **Counseling and Other Services**

### **Survivor Services**

Students and employees may obtain counseling assistance or referrals through the Hope Harbor Home, Inc., the Brunswick County Sheriff's Office, Rape Crisis Center, or Coastal Horizons. For additional information, visit <https://www.brunswickcc.edu/resources/personal-counseling/>.

### **Emergency Notification System**

An Emergency Notification System is available to alert BCC students, faculty, and staff of emergency conditions at the College. The alert will be sent via email and/or text messaging. The service is free; however, subscribers may incur messaging costs from their cell phone provider. Full information is available in BCC's OneStop Student Service Center or the Brunswick County Sheriff's office. This notification system is part of the College's compliance with the Clery Act. For additional information, visit <https://www.brunswickcc.edu/about/policy-manual/>.

### **Fire Alarms/Evacuations**

In the event of a fire alarm or evacuation order, everyone must leave the building and report to their instructor or other campus authority as soon as possible. Take your personal belongings with you and do not reenter the building until instructed to do so by the Brunswick County Sheriff's Deputies or other authority. A list of evacuation areas can be found in the Emergency Action Plan located at <https://www.brunswickcc.edu/about/campus-safety-security/>.

### **Lost and Found**

Lost and found items should be checked for or turned in at the Brunswick County Sheriff's office located in the LaDane Williamson Student Center in Building A.

### **Pets On Campus**

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

### **Reporting Crime On Campus**

All criminal acts occurring on campus should be reported to a Brunswick County Sheriff's office. A Brunswick County Sheriff's Deputy may be reached at 910.755.7330, or in the case of an emergency, dial 911. The Brunswick County Sheriff's Deputies have direct radio contact with the 911 Center and will summon outside assistance if needed. For additional information regarding reporting procedures, <https://www.brunswickcc.edu/about/campus-safety-security/>.

### **Traffic & Parking Regulations**

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

All students are required to register their vehicles and display a current parking permit. Student parking permits may be obtained in BCC's OneStop Student Service Center. Parking is permitted only in designated areas. Traffic tickets will be given and fines levied for violation of traffic regulations. Certain spaces in Lots 2, 5 and 6 are reserved for faculty/staff parking. Faculty/staff parking areas are clearly designated by signs. Student vehicles are not permitted to park in these spaces.

- Registered students are NOT considered a visitor at any time. Always park in student parking.
- Park in marked spaces only.
- Vehicles parking in a handicapped space must display a valid handicapped place card or license plate.
- Campus-wide speed limit is 25 MPH.

*For additional information, refer to the BCC Traffic Rules and Regulations, pursuant to N.C.G.S. 115D-21, found online at <https://www.brunswickcc.edu/about/campus-safety-security/>.*

### **Weapons On Campus**

In accordance with G.S. 14-269.2 it is unlawful for any person to carry, openly or concealed, any weapon on the campus of Brunswick Community College to include its satellite locations, Leland Center, Southport Center and the BETC Center. Exceptions are made for those employees whose training (such as Basic Law Enforcement Training Instructors) or as authorized by North Carolina General Statutes. For additional information visit, <https://www.brunswickcc.edu/about/campus-safety-security/>

### **Emergency On Campus**

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

### **Sexual Assault**

In accordance with NC Chapter 14 Article 7B and the subsequent general statutes, a person commits a sexual offense by engaging in a sexual act with another person by force against the will of the other person; or with another person who lacks capacity, either mentally or

physically, and the defendant knows or reasonably should know that incapacity. For additional information visit, <https://www.brunswickcc.edu/about/title-ix/>.

### **Educational Programs**

Programs include publications, programs and seminars to promote awareness of sexual assault and other sex offenses. Information is available to students and employees submitted by outside public agencies such as Hope Harbor, Rape Crisis Center, Brunswick County agencies, etc.

### **Reporting Procedures**

All sexual assaults occurring on campus should be reported to the Brunswick County Sheriff's Office. In addition to appropriate criminal charges, sexual assaults committed by students will be referred to the College's Title IX Coordinator.

**Employees: Nancy Disbrow**  
disbrown@brunswickcc.edu

**Students: Kerry Cantwell**  
cantwellk@brunswickcc.edu

50 College Road  
Building A, Room 268  
Bolivia, NC 28422  
910.755.7391

or by mail:  
P.O. Box 30  
Supply, NC 28462

Sanctions include permanent removal from the College Campus. Disciplinary actions in cases of alleged sexual assault:

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



## Campus Crime Report

Colleges and universities are required to provide crime statistics relative to a number of specific categories of crime. Statistics are published in October of each year and include the past three calendar years. They are posted on the BCC website, distributed to students and employees, and are available upon request.

### For All Campus Locations and Adjacent Public Property

Offenses Reported	2018	2019	2020
<b>Criminal Offenses</b>			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<b>VAWA Offenses</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Arrests</b>			
Weapons: Caring, Possessing	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Hate Crimes</b>			
Hate Crimes	0	0	0

## **CURRICULUM ARTICULATION AGREEMENT**

### **Consortium: Brunswick County Schools and Brunswick Community College**

### **Effective August 2017**

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

1. Grade of **B** or higher in the high school course **and**
2. A score of **93** or higher on the standardized CTE post assessment. (Courses with an asterisk (\*) require a stanine score of **7** or higher.)

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

<b>HIGH SCHOOL COURSES</b>		<b>COMMUNITY COLLEGE COURSES</b>	
<b>Course #</b>	<b>Course Title</b>	<b>Course #</b>	<b>Course Title</b>
BD102X0	Multimedia and Webpage Design	WEB 110	Internet/Web Fundamentals
BM102X0	Microsoft Word and Power Point (Either MOS Word 2013 Certificate or CTE post assessment scores may be used.)	OST 136	Word Processing
BF052X0	Personal Finance	BUS 125	Personal Finance
MM512X0	Marketing	MKT 120	Principles of Marketing
MU922X0	Strategic Marketing	MKT 120	Principles of Marketing
MH312X0 & MH322X0	Sports and Entertainment Marketing I and Sports and Entertainment Marketing II	MKT 120	Principles of Marketing
AS312X0	Agricultural Mechanics I	WLD 112	Basic Welding Processes
AS322X0	Agricultural Mechanics II	WLD 110	Cutting Processes
AP412X0 & AP422X0	Horticulture I and Horticulture II	HOR 162	Applied Plant Science
AP412X0 & AP432X0 or AP442X0	Horticulture I and Horticulture II: Turfgrass or Horticulture II: Landscape	TRF 152	Landscape Maintenance
AP442X0	Horticulture II: Landscape	HOR 152	Horticultural Practices
FE112X0 & FE122X0	Early Childhood Education I and Early Childhood Education II	EDU 119	Introduction to Early Childhood Education
HU402X0	Health Science I	MED 121 MED 122	Medical Terminology I & Medical Terminology II
HP705X0 & HP715X0 & HP725X0	*PLTW Principles of Bioscience and *PLTW Human Body Systems and*PLTW Medical Interventions	BTC 181	Basic Lab Techniques
IL422X0	Aquaculture III	AQU 111	Aquaculture I
II112X0 (Cisco)	Network Engineering Technology I – (Cisco)	NET 110	Networking Concepts
II212X0	Computer Engineering Tech. I	CTS 120	Hardware/Software Support

II222X0	Computer Engineering Tech. II	CTS 220	Advanced Hardware/Software Support (Students must receive articulated credit for or must pass CTS 120 with a C or higher for credit for CTS 220.)
<b>Course Additions:</b>			
BM202X0	Microsoft Excel and Access (Either MOS Excel 2013 Certification or CTE post assessment scores may be used.)	CTS 130	Spreadsheet
BM102X0 and BM202X0	Microsoft Word and Power Point (Either MOS Word 2013 Certification or CTE post assessment scores may be used.) AND Microsoft Excel and Access (Either MOS Excel and Access 2013 Certification or CTE post assessment scores may be used.)	OST 137	Office Software Applications
BF055X0	Honors Personal Finance	BUS 125	Personal Finance
MM515X0	Honors Marketing	MKT 120	Principles of Marketing
AP412X0 and AP425X0	Horticulture I and Honors Horticulture II	HOR 162	Applied Plant Science

*Brunswick Community College Board of Trustees Approved: May 22, 2015, Updated August 17, 2017;  
Brunswick County Schools Board of Education Approved: June 2, 2015, Updated May 24, 2017*

# HIGH SCHOOL PROGRAMS

## Career and College Promise & Cooperative Innovative High School

The Career and College Promise program offers structured dual enrollment opportunities for qualified high school students to enroll in community college curriculum that lead to college, state, and industry recognized credentials and employment.

Career and College Promise offers North Carolina public, private, and home schooled high school students a clear path to success in college or in a career. The program is available to all students who maintain a "B" average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the North Carolina Community College System, the University of North Carolina System, and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a Community College campus tuition free.

Career and College Promise offers high school students several pathways, each with specific eligibility criteria that leads to completing a certificate, diploma, degree program, or developing workforce skills. Students who continue onward to a university after graduating from high school, while dually enrolled, can complete a bachelor degree in less time than they would have if they waited to enroll in college courses after graduating from high school.

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

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE) leading to a certificate or diploma align with a high school career cluster.
3. Workforce Continuing Education Pathway (WCEP) leading to a state or industry

recognized credential align with a high school career cluster.

4. Cooperative Innovative High School Programs (CIHSP) like Brunswick County Early College High School (BCECHS) are located on college campuses (unless a waiver was provided) provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years.

## College Transfer Pathway (CTP)

The College Transfer Pathway is designed for high school students who wish to begin the pathway toward a 4-year degree. The College Transfer Pathway offers tuition free course credits toward a 4-year degree. Insurance and technology fees are paid by the student and some courses may require additional fees. Brunswick Community College offers four College Transfer pathways that lead to an: Associate in Arts, Associate in Engineering, Associate in Science; or Associate Degree in Nursing.

The Career and College Promise College Transfer Pathway requires the completion of at least 30 semester hours of transfer courses, including English, mathematics, and a College Transfer Success Course (ACA 122).

Upon completion of the degree and admission to a North Carolina public university or participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established by the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System. (Pathway areas and specific courses subject to state approval.)

1. To be eligible for enrollment, a high school student must:
  - A. be a freshman or sophomore who meets academically or intellectually gifted (AIG) criteria.
  - B. be a high school junior or senior; and
    - have an unweighted GPA of 2.8 on high school courses; or
    - demonstrate college readiness in English, reading and mathematics on an assessment or placement test or meet provisional status.

2. To maintain eligibility for continued enrollment, a student must:
  - continue to make progress toward high school graduation; and
  - maintain a 2.0 GPA in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.
3. A student must enroll in one College Transfer Pathway and may not substitute courses in one pathway for courses in another. In addition, the student may change one's Pathway and/or concurrently enroll in one/two College Transfer Pathway(s) and a Career Technical Education (CTE) Pathway upon approval of the high school principal and designated administrator, and the High School's Center of Advanced Studies Advisor.
4. With approval of the high school principal or designated administrator and the student's Center for Advanced Studies Advisor, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Science, Associate in Engineering, or Associate in Nursing Degree.

A student may complete a Career College Promise pathway and then continue to enroll in classes to complete the Associate in Arts, Associate in Science, Associate in Engineering, or Associate in Nursing Degree program.

The College Transfer Pathways and approved courses are:

### **LEADING TO THE ASSOCIATE IN ARTS (P1012C)**

The College Transfer Pathway Leading to the Associate in Arts Degree is designed for high school students who wish to begin study toward the Associate in Arts degree and a 4-year non-STEM major.

#### **English Composition (6 Credit Hours)**

ENG 111 .... Writing and Inquiry .....	3
ENG 112 .... Writing/Research / Disciplines .....	3

#### **Humanities/Fine Arts (9 Credit Hours)**

Three courses from at least two disciplines are required. At least one course must be in Communications:

#### **Communications**

COM 231 ... Public Speaking.....	3
or COM 120 Intro Interpersonal Com .....	3

#### **Humanities & Fine Arts**

ART 111 .... Art Appreciation .....	3
ART 114 .... Art History Survey.....	3
ART 115 .... Art History Survey II.....	3
ENG 231 ... American Literature I .....	3
ENG 232 ... American Literature II .....	3
ENG 241 ... British Literature I .....	3
ENG 242 ... British Literature II .....	3
MUS 110 ... Music Appreciation .....	3
MUS 112 ... Introduction to Jazz .....	3
PHI 215 .... Philosophical Issues .....	3
PHI 240 .... Introduction to Ethics.....	3

#### **Social/Behavioral Sciences (9 Credit Hours)**

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

#### **Mathematics (3-4 Credit Hours)**

MAT 143.... Quantitative Literacy.....	3
MAT 152.... Statistical Methods I .....	4
MAT 171.... Precalculus Algebra.....	4

#### **Natural Sciences (4 Credit Hours)**

BIO 110 .... Principles of Biology .....	4
BIO 111 .... General Biology .....	4
CHM 151 ... General Chemistry I.....	4
GEL 111 .... Geology .....	4
PHY 110.... Conceptual Physics .....	3
&PHY110A Conceptual Physics Lab.....	1

#### **Academic Transition (1 Credit Hour)**

ACA 122....College Transfer Success.....	1
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**Total Program Credits: ..... 32-33**

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

### LEADING TO THE ASSOCIATE IN ENGINEERING (P1052C)

The 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 4-year degree in a STEM or technical major.

**English Composition (6 Credit Hours)**

ENG 111 .... Writing and Inquiry .....	3
ENG 112 .... Writing/Research in / Disciplines .....	3

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

**Humanities & Fine Arts**

ART 111 .... Art Appreciation .....	3
ART 114 .... Art History Survey .....	3
ART 115 .... Art History Survey II .....	3
COM 231 ... Public Speaking .....	3
ENG 231 .... American Literature I .....	3
ENG 232 .... American Literature II .....	3
ENG 241 .... British Literature I .....	3
ENG 242 .... British Literature II .....	3
MUS 110 .... Music Appreciation .....	3
MUS 112 .... Introduction to Jazz .....	3
PHI 215 ..... Philosophical Issues .....	3
PHI 240 ..... Introduction to Ethics .....	3

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

This course is required.

ECO 251 .... Principles of Microeconomics .....	3
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**Mathematics (8 Credit Hours)**

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

MAT 271 .... Calculus I .....	4
MAT 272 .... Calculus II .....	4

**Natural Sciences (8 Credit Hours)**

CHM 151 .. General Chemistry I .....	4
PHY 251 .... General Physics I .....	4
PHY 252 .... General Physics II .....	4

**Academic Transition (1 Credit Hour)**

ACA 122 .... College Transfer Success .....	1
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**Other Required Hours (5 Credit Hours)**

EGR 150 .... Introduction to Engineering .....	2
DFT 170 .... Engineering Graphics .....	3

**Total Program Credits: .....34**

*Note: High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before enrolling in additional courses in the Associate in Engineering degree with the exception of the mathematics courses beyond MAT 271.*

### LEADING TO THE ASSOCIATE IN SCIENCE (P1042C)

The 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 4-year degree in a STEM or technical major.

**English Composition (6 Credit Hours)**

ENG 111 ... Writing and Inquiry .....	3
ENG 112 ... Writing/Research / Disciplines .....	3

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

Three courses from at least two disciplines are required. At least one course must be in Communications:

**Communications**

COM 231 ... Public Speaking .....	3
or COM 120 Intro Interpersonal Com .....	3

**Humanities & Fine Arts**

ART 111 .... Art Appreciation .....	3
ART 114 .... Art History Survey .....	3
ART 115 .... Art History Survey II .....	3
ENG 231 ... American Literature I .....	3
ENG 232 ... American Literature II .....	3
ENG 241 ... British Literature I .....	3
ENG 242 ... British Literature II .....	3
MUS 110 ... Music Appreciation .....	3
MUS 112 ... Introduction to Jazz .....	3
PHI 215 ..... Philosophical Issues .....	3
PHI 240 ..... Introduction to Ethics .....	3

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

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

**Mathematics (8 Credit Hours)**

MAT 171 .... Precalculus Algebra .....	4
MAT 172 .... Precalculus Trigonometry .....	4
MAT 263 .... Brief Calculus .....	4

MAT 271 .... Calculus I .....	4
MAT 272 .... Calculus II.....	4

**Natural Sciences (8 Credit Hours)****Take 1 of 6 Groups:****Group 1 (8 Credits)**

BIO 111 ..... General Biology I .....	4
BIO 112 ..... General Biology II .....	4

**Group 2 (8 Credits)**

CHM 151 ..... General Chemistry I .....	4
CHM 152 ..... General Chemistry II .....	4

**Group 3 (8 Credits)**

BIO 110 ..... Principles of Biology .....	4
PHY 110 ..... Conceptual Physics .....	3
& PHY 110A Conceptual Physics Lab .....	1

**Group 4 (8 Credits)**

PHY 151 ..... College Physics I .....	4
PHY 152 ..... College Physics II .....	4

**Group 5 (8 Credits)**

GEL 111 ..... Geology .....	4
PHY 110 ..... Conceptual Physics .....	3
& PHY 110A Conceptual Physics Lab .....	1

**Group 6 (8 Credits)**

BIO 110 ..... Principles of Biology .....	4
GEL 111 ..... Geology .....	4

**Academic Transition (1 Credit Hour)**

ACA 122....College Transfer Success .....	1
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**Total Program Credits: .....38**

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

**Optional General Education Hours (0-8 Credit Hours)**

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

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

## LEADING TO THE ASSOCIATE IN ARTS TEACHER PREPARATION (P1012T)

The 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 teaching in a non-STEM major.

**English Composition (6 Credit Hours)**

ENG 111 ... Writing and Inquiry.....	3
ENG 112 ... Writing/Research / Disciplines.....	3

**Humanities/Fine Arts (9 Credit Hours)**

Three courses from at least two disciplines are required. At least one course must be in Communications:

**Communications**

COM 231 ... Public Speaking.....	3
or COM 120 Intro Interpersonal Com .....	3

**Humanities & Fine Arts**

ART 111 .... Art Appreciation .....	3
ART 114 .... Art History Survey.....	3
ART 115 .... Art History Survey II.....	3
ENG 231 ... American Literature I .....	3
ENG 232 ... American Literature II .....	3
ENG 241 ... British Literature I .....	3
ENG 242 ... British Literature II .....	3
MUS 110 ... Music Appreciation .....	3
MUS 112 ... Introduction to Jazz .....	3
PHI 215 .... Philosophical Issues .....	3
PHI 240 .... Introduction to Ethics .....	3

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

Two courses from two different disciplines:

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

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

Select one course from the following:

MAT 143.... Quantitate Literacy .....	3
MAT 152.... Statistical Methods .....	4
MAT 171.... Precalculus Algebra.....	4

**Natural Sciences (4 Credit Hours)**

Select 4 credit hours from the following courses:

BIO 110 ..... Principles of Biology .....	4
BIO 111 ..... General Biology I .....	4

CHM 151 .. General Chemistry I ..... 4  
 GEL 111 .... Geology..... 4  
 PHY 110 .... Conceptual Physics ..... 3  
 & PHY 110A Conceptual Physics Lab ..... 1

**Other Required General Education (3 Credit Hours)**

SOC 225 ... Social Diversity ..... 3

**Education (7 credit hours)**

EDU 187 .... Teaching & Learning for All ..... 4  
 EDU 216 .... Foundations of Education ..... 3

**Academic Transition (1 Credit Hour)**

ACA 122 .... College Transfer Success..... 1

**\*Optional General Education Hours (0-8 credit hours):** A student may take up to 8 credit hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better will receive transfer credit; however, the receiving university will determine whether the courses will transfer as general education, pre-major, or elective credit.

**Total Program Credits: ..... 39-48\***

*Note: High school students in the College Transfer Pathway Leading to the Associate in Arts degree in Teacher Preparation must complete the entire pathway with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.*

**LEADING TO THE  
 ASSOCIATE DEGREE IN NURSING  
 (P1032C)**

The College Transfer Pathway Leading to the Associate Degree in Nursing is designed for high school students who wish to begin study toward the Associate Degree in Nursing and a 4-year Nursing degree. 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 Program that 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 Nursing, which includes the 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 Uniform Articulation Agreement between

the University of North Carolinas registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree 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 UC 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 one’s choice.

**English Composition (6 Credit Hours)**

ENG 111 ... Writing and Inquiry.....3  
 ENG 112 ... Writing/Research / Disciplines.....3

**Humanities/Fine Arts (3 Credit Hours)**

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

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

PSY 150 .... General Psychology .....3  
 PSY 241 .... Developmental Psychology .....3

**Natural Sciences (8 Credit Hours)**

BIO 168 ..... Anatomy Physiology I .....4  
 BIO 169 ..... Anatomy Physiology II .....4

**Academic Transition (1 Credit Hour)**

ACA 122.....College Transfer Success.....1

**Total Program Credits: ..... 24**

**Optional General Education Hours (0-8 Credit Hours)**

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

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



## LEADING TO THE ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (P1042T)

The 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 teaching in a STEM or technical major.

### **English Composition (6 Credit Hours)**

ENG 111 .... Writing and Inquiry ..... 3  
ENG 112 .... Writing/Research / Disciplines ..... 3

### **Humanities, Fine Arts, and Communications (6**

**Credit Hours)**: Two courses from at least two disciplines are required. At least one course must be in Communications:

#### **Communications**

COM 120.... Intro to Interp Communication ....3  
or COM 231.... Public Speaking .....3

#### **Humanities/Fine Arts**

ART 111 ..... Art Appreciation .....3  
ART 114 ..... Art History Survey .....3  
ART 115 ..... Art History Survey II .....3  
ENG 231 ..... American Literature I .....3  
ENG 232 ..... American Literature II .....3  
ENG 241 ..... British Literature I .....3  
ENG 242 ..... British Literature II .....3  
MUS 110 ..... Music Appreciation .....3  
MUS 112 ..... Introduction to Jazz .....3  
PHI 215 ..... Philosophical Issues.....3  
PHI 240 ..... Introduction to Ethics.....3

### **Social/Behavioral Sciences (3 Credit Hours)**

Select one course from the following:

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

### **Mathematics (8 Credit Hours)**

Select two courses from the following:

MAT 171 .... Precalculus Algebra ..... 4  
MAT 172 .... Precalculus Trigonometry ..... 4  
MAT 263 .... Brief Calculus ..... 4  
MAT 271 .... Calculus I ..... 4  
MAT 272 .... Calculus II..... 4

### **Natural Sciences (8 Credit Hours)**

Select one of the following groups:

#### **Group 1 (8 Credits)**

BIO 111 ..... General Biology I ..... 4  
BIO 112 ..... General Biology II ..... 4

#### **Group 2 (8 Credits)**

CHM 151 ..... General Chemistry I ..... 4  
CHM 152 ..... General Chemistry II ..... 4

#### **Group 3 (8 Credits)**

BIO 110 ..... Principles of Biology..... 4  
PHY 110 ..... Conceptual Physics ..... 3  
& PHY 110A Conceptual Physics Lab ..... 1

#### **Group 4 (8 Credits)**

PHY 151 ..... College Physics I ..... 4  
PHY 152 ..... College Physics II ..... 4

#### **Group 5 (8 Credits)**

GEL 111 ..... Geology..... 4  
PHY 110 ..... Conceptual Physics ..... 3  
& PHY 110A Conceptual Physics Lab ..... 1

#### **Group 6 (8 Credits)**

BIO 110 ..... Principles of Biology..... 4  
GEL 111 ..... Geology..... 4

### **Other Required General Education (3 Credit Hours)**

SOC 225 .. Social Diversity .....3

### **Education (7 credit hours)**

EDU 187.... Teaching & Learning for All .....4  
EDU 216.... Foundations of Education.....3

\*Upon approval of the Vice President of Academic Affairs, 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 Credit Hour)**

ACA 122.... College Transfer Success ..... 1

**\*Optional General Education Hours (0-8 credit hours)**: A student may take up to 8 credit hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as part of this pathway. These courses are not 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 transfer as general education, pre-major, or elective credit.

**Total Program Credits: ..... 42-50\***

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

## The Career and Technical Education Curriculum Pathway (CTE)

The Career and Technical Education pathways offers tuition free course credits toward an entry level job credential, certificate or diploma for eligible high school for junior and senior students while freshmen and sophomore pathways leads to an Industrial, Engineering, or Agriculture and Natural Resources certificate or diploma career cluster. Insurance and technology fees are paid by the students and some courses may require additional fees.

Curriculum Pathways include:

- Accounting and Finance
- Business Administration
- Cosmetology
- Criminal Justice Technology
- Cyber Security
- Early Childhood Education
- Health and Fitness Science
- Health Information Technology
- Horticulture Technology
- Internet Marketing
- Information Technology – Computer Programming and Design
- Information Technology – Information Systems
- Simulation and Game Development
- Turfgrass Management Technology
- Web Development
- Welding Technology

1. To be eligible for enrollment, a high school student must:

Be a high school junior or senior and:

- have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or designated administrator; or

- demonstrate college readiness in English, reading and mathematics on an assessment or placement test or meet provisional status; and
- have received career pathway information outlining program requirements for completion of the certificate or diploma

Or, be a high school freshman and:

- passed Math I with a grade of “C” or better;
- scored a 3, 4, or 5 on End of Course assessment (EOC) for Math I;
- scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment.
- received career pathway information outlining program requirements for completion of the certificate or diploma.
- have the recommendation of the high school principal or designated administrator (based on assessment of student maturity and ability to effectively participate in a class that may include adult students); and
- are only eligible to enroll in Horticulture, Turfgrass Management and Welding Technology programs.

Or, be a high school sophomore and meets:

- All of the freshmen criteria listed above, and
- Have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or designated administrator.

High school counselors should consider students’ Pre-ACT scores in making pathway recommendations.

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

2. To maintain eligibility for continued enrollment, a student must:

- continue to make progress toward high school graduation, and maintain a 2.0 GPA in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses

will be subject to the College's policy for satisfactory academic progress.

- a student must enroll in one College Transfer Program of Study and may not substitute courses in one program for courses in another.
- the student may change one's Program of Study with approval of the high school principal or designated administrator and the Center of Advanced Studies Advisor.
- a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education (CTE) Program of Study.

3. With approval of the high school principal or designated administrator and the student's Center of Advanced Studies Advisor, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Science, Associate in Nursing, or Associate in Engineering degrees.
4. A student may be awarded a certificate or diploma prior to high school graduation. A student may complete the CTE certificate or diploma and then continue towards completion of the Associate in Applied Science degree.

The Career Technical Education Pathways and approved courses are:

**ACCOUNTING AND FINANCE**  
**CERTIFICATE**  
**Certificate (C25800P)**

ACC 120 ....Princ of Financial Accounting .....	4
ACC 121 ....Princ of Managerial Accounting ...	4
ACC 150 ....Accounting Software Applic. ....	2
BAF 143.....Financial Planning.....	3
BUS 225 ...Business Finance .....	3
<b>TOTAL PROGRAM CREDITS:.....</b>	<b>16</b>

**BUSINESS ADMINISTRATION**  
**Diploma (D25120P)**

**General Education Courses (6 Credit Hours)**

ENG 111 ...Writing and Inquiry .....	3
COM 231 ...Public Speaking .....	3

**Core Courses (22 Credit Hours)**

BUS 110.... Introduction to Business .....	3
BUS 115.... Business Law I .....	3
BUS 137.... Principles of Management.....	3
MKT 120.... Principles of Marketing .....	3
ACC 120.... Principles of Financial Accounting.....	4
ECO 251 ... Principles of Microeconomics.....	3
CIS 110 .... Introduction to Computers .....	3

**Other Required Courses (17 Credit Hours)**

ACC 121.... Princ of Managerial Accounting.....	4
BUS 121.... Business Math .....	3
BUS 153.... Human Resource Management .....	3
BUS 280.... REAL Small Business .....	4
CTS 130.... Spreadsheet .....	3

**Other Required Courses (1 Credit Hour)**

ACA 122.... College Transfer Success .....	1
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**Total Program Credits: ..... 46**

**BUSINESS ADMINISTRATION**  
**Certificate (C25120P)**

**Core Courses (12 Credit Hours)**

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

**Total Program Credits: ..... 12**

**COSMETOLOGY**  
**Certificate (C55140P)**

**Core Courses (32 Credit Hours)**

COS 111 ... Cosmetology Concepts I .....	4
COS 112 .. Salon I.....	8
COS 113 ... Cosmetology Concepts II.....	4
COS 114 .. Salon II.....	8
COS 115 .. Cosmetology Concepts II.....	4
COS 116 .. Salon III.....	4

**Other Major Courses (2 Credit Hours)**

COS 224 ... Trichology and Chemistry.....	2
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**Total Program Credits: ..... 34**

**CRIMINAL JUSTICE TECHNOLOGY**  
**Diploma (D55180P)**

**General Education Courses (6 Credit Hours)**  
 ENG 111 .... Writing and Inquiry ..... 3  
 COM 231 ... Public Speaking ..... 3

**Core Courses (15 Credit Hours)**  
 CJC 111..... Introduction to Criminal Justice..... 3  
 CJC 112..... Criminology ..... 3  
 CJC 113 .... Juvenile Justice..... 3  
 CJC 212..... Ethics & Comm Relations ..... 3  
 CJC 231..... Constitutional Law..... 3

**Other Major Courses (15 Credit Hours)**  
 CIS 110..... Introduction to Computers ..... 3  
 CJC 141 .... Corrections..... 3  
 CJC 213..... Substance Abuse..... 3  
 CJC 214..... Victimology..... 3  
 CJC 240..... Law Enforcement Mgmt and Superv..... 3

**Total Program Credits: .....36**

**CRIMINAL JUSTICE TECHNOLOGY**  
**Certificate (C55180P)**

**Core Courses (6 Credit Hours)**  
 CJC 111..... Introduction to Criminal Justice..... 3  
 CJC 113 .... Juvenile Justice..... 3

**Other Major Courses (6 Credit Hours)**  
 CJC 141 .... Corrections..... 3  
 CJC 231..... Constitutional Law..... 3

**Total Program Credits: .....12**

**CYBER SECURITY**  
**Certificate (C25590YP)**

CCT 110 .... Intro to Cyber Crime..... 3  
 CCT 112 .... Ethics & High Technology..... 3  
 CCT 121 .... Computer Crime Investigation ..... 4  
 CCT 231 .... Technology Crimes & Law ..... 3

**TOTAL PROGRAM CREDITS..... 13**

**EARLY CHILDHOOD EDUCATION**  
**Diploma (D55220P)**

**General Education (3 Credit Hours)**  
 ENG 111 ... Writing and Inquiry.....3

**Core Courses (25 Credit Hours)**  
 EDU 119.... Intro to Early Child Education.....4  
 EDU 131.... Child, Family, & Community .....3  
 EDU 146.... Child Guidance .....3  
 EDU 151.... Creative Activities .....3  
 EDU 153.... Health, Safety, & Nutrition .....3  
 EDU 221.... Children with Exceptional .....3  
 EDU 234.... Infants, Toddlers, and Twos .....3  
 EDU 280.... Language & Literacy Exper .....3

**Other Major Courses (9 Credit Hours)**  
 EDU 144.... Child Development I .....3  
 EDU 145.... Child Development II .....3  
 PSY150 .... General Psychology .....3

**Other Required Courses**  
 ACA 122.... College Transfer Success ..... 1

**Total Program Credit: ..... 38**

**EARLY CHILDHOOD EDUCATION**  
**Certificate (C55220P)**

**Core Courses (16 Credit Hours)**  
 EDU 119.... Intro to Early Child Education.....4  
 EDU 131.... Child, Family, & Community .....3  
 EDU 144.... Child Development I .....3  
 EDU 145.... Child Development II .....3  
 EDU 153.... Health, Safety, & Nutrition .....3

**Total Program Credit: ..... 16**

**HEALTH AND FITNESS SCIENCE**  
**Certificate (C45630P)**

**Core Courses (17 Credit Hours)**  
 HFS 110 . Exercise Science..... 4  
 HFS 111 .. Fitness & Exercise Testing I..... 4  
 HEA 112.. First Aid & CPR ..... 2  
 HFS 116 .. Prevent/Care Exercise Injuries ..... 3  
 HFS 118.. Fitness Facility Management..... 4

**Total Program Credits:..... 17**

**HEALTH INFORMATION  
TECHNOLOGY**  
**Certificate (C45360P)**

**Core Courses (15 Credit Hours)**

HIT 110 ... Intro to Healthcare & HIM .....	3
HIT 112.... Health Law & Ethics .....	3
HIT 114.... Health Data Sys./ Standards.....	3
MED 121.. Medical Terminology .....	3
MED 122.. Medical Terminology II.....	3

**Other Major Courses (3 Credit Hours)**

CIS 110.... Introduction to Computers .....	3
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**Total Program Credits: ..... 18**

**HORTICULTURE TECHNOLOGY**  
**Diploma (D15240P)**

**General Education (6 Credit Hours)**

ENG 111 .... Writing and Inquiry .....	3
MAT 143 .... Quantitative Literacy .....	3

**Core Courses (16 Credit Hours)**

HOR 112.... Landscape Design I .....	3
HOR 160.... Plant Materials I .....	3
TRF 120.... Turfgrass Irrig & Design .....	4
HOR 164.... Horticulture Pest Management .....	3
HOR 166.... Soils & Fertilizers .....	3

**Other Major Courses (14 Credit Hours)**

HOR 114.... Landscape Construction .....	3
HOR 162 ... Applied Plant Science .....	3
HOR 134 ... Greenhouse Operations .....	3
HOR 168 ... Plant Propagation .....	3
HOR 257 ... Arboriculture Practices.....	2

**Other Required Hours (1 Credit Hour)**

ACA 122 .... College Transfer Success.....	1
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**Total Program Credits: .....37**

**HORTICULTURE TECHNOLOGY**  
**Certificate (C15240P)**

**Core Courses (6 Credit Hours)**

HOR 160.... Plant Materials I .....	3
HOR 162.... Applied Plant Science .....	3

**Core/Major Courses (6 Credit Hours)**

HOR 134.... Greenhouse Operations .....	3
HOR 168.... Plant Propagation .....	3

**Total Program Credits: .....12**

**INFORMATION TECHNOLOGY  
COMPUTER PROGRAMMING**  
**Diploma (D25590CP)**

**General Education (6 Credit Hours)**

ENG 111 ... Writing and Inquiry.....	3
MAT 143.... Quantitative Literacy.....	3

**Core Courses (24 Credit Hours)**

CIS 110 ..... Introduction to Computers .....	3
CTI 110 ..... Web, Program, & DB Foundation.....	3
CTI 120 ..... Network & Security Foundation.....	3
CTS 115 .... Info Sys Business Concepts.....	3
CSC 134.... C++ Programming .....	3
CSC 139.... Visual BASIC Programming .....	3
CSC 151.... JAVA Programming .....	3
CSC 234.... Advanced C++Programming .....	3

**Other Major Courses (6 Credit Hours)**

CIS 115 .... Intro to Programming & Logic.....	3
NOS 110 ... Operating Systems Concepts.....	3

**Other Required Hours (1 Credit Hour)**

ACA 122.... College Transfer Success .....	1
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**Total Program Credits: ..... 37**

**INFORMATION TECHNOLOGY  
INFORMATION SYSTEMS**  
**Diploma (D25590SP)**

**General Education (6 Credit Hours)**

ENG 111 ... Writing and Inquiry.....	3
MAT 143.... Quantitative Literacy.....	3

**Core Courses (12 Credit Hours)**

CIS 110 ..... Introduction to Computers .....	3
CTI 110 ..... Web, Program, & DB Foundation.....	3
CTI 120 ..... Network & Security Foundation.....	3
CTS 115 .... Info Sys Business Concepts.....	3

**Other Major Courses (18 Credit Hours)**

CIS 115 .... Intro to Programming & Logic.....	3
CTS 120 .... Hardware/Software Support .....	3
NET 110 .... Networking Concepts .....	3
NOS 110 ... Operating Systems Concepts.....	3
NOS 130 ... Windows Single User .....	3
SEC 110.... Security Concepts .....	3

**Other Required Hours (1 Credit Hour)**

ACA 122.... College Transfer Success .....	1
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**Total Program Credits: ..... 37**

**DIGITAL MARKETING**  
**Certificate (C25590DP)**

MKT 232 ... Social Media Marketing .....	4
WEB 210 ... Web Design .....	3
WEB 213 ... Internet Marketing & Social Media .....	3
WEB 214 ... Social Media .....	3
WEB 225 ... Content Management Systems .....	3
<b>Total Program Credits.....</b>	<b>15</b>

**LANDSCAPE CONSTRUCTION**  
**MANAGEMENT CERTIFICATE**  
**Certificate (C15420MP)**

TRF 230..... Turf Management Operations .....	2
HOR 160.... Plant Materials I .....	3
HOR 114.... Landscape Construction .....	3
BUS 110 ... Introduction to Business .....	3
HOR 273.... Horticultural Management & Mktg .....	3
HOR 164.... Horticultural Pest Management .....	3
<b>Total Program Credits.....</b>	<b>17</b>

**LANDSCAPE DESIGN AND**  
**CONSTRUCTION CERTIFICATE**  
**Certificate (C15420DP)**

HOR 112.... Landscape Design I .....	3
HOR 160.... Plant Materials I .....	3
TRF 120..... Turfgrass Irrigation and Design .....	3
HOR 114.... Landscape Construction .....	4
<b>Total Program Credits.....</b>	<b>13</b>

**SIMULATION & GAME**  
**DEVELOPMENT**  
**Certificate (C25590GP)**

SGD 111 ... Introduction to SGD .....	3
SGD 113.... SGD Programming I.....	3
SGD 112.... SGD Design I .....	3
SGD 213.... SGD Programming II.....	3
<b>Total Program Credits.....</b>	<b>12</b>

**TURFGRASS**  
**MANAGEMENT TECHNOLOGY**  
**Diploma (D15420P)**

*(Also available to Freshman and Sophomores)*

<b><u>General Education (7 Credit Hours)</u></b>	
ENG 111 ... Writing and Inquiry .....	3
MAT 143 ... Quantitative Literacy .....	3
ACA 122 ... College Transfer Success.....	1

**Core Courses (17 Credit Hours)**

HOR 160 ... Plant Materials I.....	3
TRF 110 .... Intro to Turfgrass Cultures/ID .....	4
TRF 120 .... Turfgrass Irrigation & Design.....	4
HOR 164 ... Hort Pest Management .....	3
HOR 166 ... Soils and Fertilizers .....	3

**Other Major Courses (18 Credit Hours)**

HOR 114 ... Landscape Construction.....	3
HOR 162 ... Applied Plant Science .....	3
TRF 152 .... Landscape Maintenance .....	3
TRF 230 .... Turfgrass Mgmt Apps .....	2
TRF 210 .... Turfgrass Eqmt Mgmt.....	3
TRF 260 .... Adv. Turfgrass Mgmt .....	4

**Total Program Credits: .....** 42

**TURFGRASS MANAGEMENT**  
**TECHNOLOGY**  
**Certificate (C15420P)**

*(Also available to Freshman and Sophomores)*

**Core Courses (6 Credit Hours)**

TRF 110 .... Intro to Turfgrass Cultures/ID .....	4
TRF 230 .... Turf Management Operations .....	2

**Other Major Courses (9 Credit Hours)**

HOR 114 ... Landscape Construction.....	3
HOR 164 ... Horticulture Pest Management.....	3
HOR 166 ... Soils and Fertilizers .....	3

**Total Program Credits: .....** 15

**WEB DEVELOPMENT**  
**Certificate (C25590WP)**

WEB 115 ... Web Markup & Scripting.....	3
WEB 120 ... Intro Internet Multimedia.....	3
WEB 125 ... Mobile Web Design .....	3
WEB 182 ... PHP Programming.....	3
WEB 250 ... Database Driven Websites.....	3

**Total Program Credits .....** 15

**WELDING TECHNOLOGY**  
**Diploma (D50420P)**

*(Also available to Freshman and Sophomores)*

**General Education (6 Credit Hours)**

ENG 111 ... Writing and Inquiry.....	3
MAT 143.... Quantitative Literacy.....	3

**Core Courses (18 Credit Hours)**

WLD 110 ... Cutting Processes .....	2
WLD 115 ... SMAW (Stick Plate).....	5
WLD 121 ... GMAW (MIG) FCAW/Plate .....	4
WLD 131 ... GTAW (TIG) Plate .....	4
WLD 141 ... Symbols and Specifications .....	3

**Other Major Courses (12 Credit Hours)**

WLD 117.... Industrial SMAW .....	3
WLD 132.... GTAW (TIG) Plate/Pipe .....	3
WLD 116.... SMAW (Stick) Plate/Pipe .....	4
WLD 261.... Certification Practices .....	2

**Total Program Credits: .....36**

**WELDING TECHNOLOGY  
Certificate (C50420P)**

*(Also available to Freshman and Sophomores)*

**Core Courses (18 Credit Hours)**

WLD 110.... Cutting Processes .....	2
WLD 115.... SMAW (Stick Plate) .....	5
WLD 121.... GMAW (MIG) FCAW/Plate .....	4
WLD 131.... GTAW (TIG) Plate.....	4
WLD 141.... Symbols and Specifications .....	3

**Total Program Credits: .....18**

**The Career and Technical  
Education Workforce Continuing  
Education Pathway**

The Career and Technical Education pathways offers tuition free course. If applicable, Insurance and technology fees are paid by the students. Some courses may require additional fees. Career and Technical Education pathways offers credits toward an entry level job credentials related to workforce development that includes:

- EMT
- Firefighter Academy
- HVAC
- Pharmacy Technician

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

Be a high school junior or senior and;

- Have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or designated administrator (assessment scores should be considered); and
- Have received career pathway information outline program requirements for completion of the Workforce Continuing Education pathway

or, be a high school freshman and:

- Passed Math 1 with a grade of "C" or better;

- Scored a 3, 4, or 5 on End of Course assessment (EOC) for Math I;
- Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment.
- Received career pathway information outlining program requirements for completion of the certificate or diploma.
- Have the recommendation of the high school principal or designee; and
- Enroll in Engineering, Industrial, Agriculture and Natural Resources, or Transportation System Technologies programs.

or, be a high school sophomore and meets:

- All of the freshmen criteria listed above, and
- Have a weighted GA of 3.0 on high school courses.

2. To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduations, and
- Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined within the syllabus. A student who does not meet these criteria will be subject to the college's policy for satisfactory progress.

3. A student may be awarded a completion certificate prior to high school graduation.

**Cooperative Innovative High  
School Pathway**

Leads to the completion of a high school diploma and Associate Degree or provides up to two years of college credit within five years for Brunswick County Early College High School.

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

accordance with G.S. 115C-238.50. Through a rigorous application process, freshmen high school students that are accepted to BCECHS become members of a small, student-centered academic community.

Collaboratively, students, teachers, parents/guardians, business, community, and BCC faculty and staff create a culture that fosters respect and responsible learning environments, on and off campus.

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



## College Readiness Coursework

BCC offers College Readiness Coursework (transition and co-requisite support courses) that gives students an opportunity to improve their skills in reading, writing, and/or mathematics.

Transition English and math courses are semester-long courses designed to build knowledge and confidence for students who are entering college after years away from school or students who need to enhance math and English skills necessary for successful completion of college-level (curriculum) coursework. Students complete Transition course curriculum at their own pace and are offered a high level of instructor support as they master course material.

Co-requisite English and math support courses are semester-long courses and are completed *at the same time a student is completing their gateway (first year) English and/or math classes*. Co-requisite English and/or math courses are designed to assist students in the skills and strategies necessary to be successful in the gateway courses. There is little to no outside homework assigned in the co-requisite courses, so regular attendance and active participation in the course are required.

Students are enrolled in Transition and/or co-requisite courses based on multiple criteria which indicate proficiency in English, reading, and mathematics, including high school GPA, standardized test scores (ACT, SAT, GED), and/or assessment inventory scores. Students may be exempt from Transition and co-requisite support coursework based on the multiple criteria mentioned above. In some circumstances, students can choose to take Transition or co-requisite support courses if they believe that enrollment in these courses will prepare them to be successful in curriculum English and math courses. *An academic advisor or success coach will work with a student to review the best options to assure student success.*

### **Progressing Through Transition and/or Co-requisite Support Coursework**

Students must earn a “P” (Pass) to successfully complete Transition English and math courses. Both Transition English and Transition Math

have multiple “tiers” of coursework; students’ program of study will indicate how much of the coursework the student needs to complete. In Transition English, students can receive a P1 or P2. In Transition math, a student can receive a P1, P2 or P3. Once a student enrolls in the course, the instructor will create a customized plan for the student to help him or her achieve the necessary passing score.

If a student does not complete the minimum required coursework in a single semester, the student receives an “R” (Repeat) and must repeat the course until a grade of “P” (Pass) is earned. Depending on the student’s progress in the Transition course, a student may move from the Transition course directly into a gateway English or math course. In some instances, the student may be required to take the co-requisite support course concurrently with that gateway course. Transition English and math courses do not count against students’ GPAs, nor is there a limit on the number of times students may repeat a Transition course.

In co-requisite English and math courses, grades are Pass/Fail. *Importantly, students must stay enrolled and attend both the gateway English and/or math course(s) as well as the support course(s). If a student stops attending or withdraws from either course, he/she must also withdraw from the co-requisite course and retake both courses.* In general, students who make a “C” or better in the gateway course and attend and participate in their support courses will also pass the support course. If a student is not successful in the gateway English and/or math course, it is likely that the student will need to re-enroll in both courses.

*Note: Federal regulations stipulate that financial aid may only be used to pay for the first 30 credit hours attempted in Transition and college readiness coursework.*

### **Course Offering Methods**

Most Transition and co-requisite courses are offered every term, and classes usually meet in face-to-face or blended (face-to-face classes with online labs and activities) formats. Classes are small, allowing instructors time to give students individual assistance. Because much of the instruction in Transition and co-requisite courses happens during class time, it is critical that students are attending and actively participating in class.

**Transition and Co-Requisite English**

BCC offers two courses to specifically address and refine reading and writing skills.

ENG-002 Transition English

ENG-011 Writing and Inquiry Support

Students who place into ENG-002 will be required to complete the course with a passing grade before being permitted to enroll in curriculum English courses.

*For detailed information about the content of each course, see the Course Description section of this catalog.*

**Transition and Co-Requisite Math**

BCC offers four courses to address and refine various mathematical skill sets necessary for success in curriculum mathematics courses.

MAT-003 Transition Math

MAT-043 Quantitative Literacy Support

MAT-052 Statistical Methods Support

MAT-071 Pre-calculus Algebra Support

Students who place in MAT-003 will be required to complete the course with a passing grade before being permitted to enroll in the curriculum math course needed for their program of study.

*For detailed information about the content of each course, see the Course Description section of this catalog.*

## COLLEGE TRANSFER PROGRAMS

Brunswick Community College offers the following College Transfer Programs of Study:

- Associate in Arts (AA)  
AA - Business Administration  
AA - Teacher Preparation
- Associate in Engineering (AE)
- Associate in Science (AS)  
AS - Teacher Preparation  
AS - Computer Science

These programs of study are designed to prepare students to transfer to 4-year colleges and universities. They are also excellent general studies degrees for students who want to complete an associate degree and begin jobs and careers in various fields.

Each degree program includes a core curriculum of basic courses in English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as both elective courses which prepare a student for transfer to a particular 4-year university and/or program of study.

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

**Associate in Arts (A10100)**  
**Associate in Engineering (A10500)**  
**Associate in Science (A10400)**

The Associate in Arts (AA), Associate in Engineering (AE), and Associate in Science (AS) degree programs allow students to transfer to 4-year colleges and universities. Students are able to complete the coursework equivalent of the first two years of 4-year bachelor's degree programs and upon graduation often transfer to 4-year institutions with junior status. These degrees are recognized and accepted by colleges and universities as the standard college transfer degrees.

### **Associate in Arts Degree**

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

### **Associate in Engineering Degree**

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

### **Associate in Science Degree**

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

### **Structure of the AA, AE, & AS Programs**

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

### **Transfer of Courses in the AA, AE, & AS Programs**

When all grade requirements are satisfied, UGETC courses are guaranteed to transfer to universities within the UNC-system as course-equivalents, whereas other general education and elective courses are guaranteed to transfer, but the individual accepting institution makes a determination as to whether the course transfers as a course-equivalent or as general elective credit towards graduation from a Bachelor's degree program.

**Making Plans to Transfer**

Brunswick Community College assists students in making plans to transfer to 4-year colleges or universities. However, each student is responsible for contacting the schools to which one may apply for admission and should obtain information in writing about transfer admission procedures and requirements.

Students should plan their BCC programs in consultation with both their BCC advisors and the admissions counselors at senior institutions. This will help assure that students take the courses they need for admission to the senior institutions and to the various bachelor's degree majors and pre-professional programs. Students are advised to begin the application process two semesters before they intend to transfer.

**Transferring to  
UNC-System Universities**

Transferring to one of the 16 universities of The University of North Carolina (UNC) system has been simplified under the 2014 Comprehensive Articulation Agreement (CAA) between the UNC-system and the NC Community College System (NCCCS). The CAA addresses the transfer of credits and the admission of NCCCS graduates to the UNC-system.

**Transfer of AA and AS Degrees**

BCC graduates of the AA and AS programs will normally receive 60-61 hours of academic credit upon admission to a UNC-system university and have junior status if they have received a grade of "C" or better in all their college transfer coursework and have complied with the receiving institution's advising guidance, and a GPA of 2.0 on a 4.0 scale. Under special circumstances, a university may accept additional credit hours. Graduates of the AA and AS programs are required to meet any additional requirements of the receiving institution before or after admission to the institution.

**Transfer of Individual Courses**

A minimum grade of "C" or better is required for all courses to be acceptable as transfer

credit. A minimum GPA of 2.0 or better is required in the program of study for the degree to be acceptable as a transferrable degree.

**Transfer Assured Admissions Policy**

The transfer assured admissions policy of the 2014 Comprehensive Articulation Agreement (CAA) and Independent Comprehensive Articulation Agreement (ICAA) guarantees admission to a UNC institution for students who have graduated from a community college with an AA, AE, or AS degree. Students must meet all the requirements of the CAA. They must have a grade of "C" or better in all transfer courses with an overall GPA of 2.0 on a 4.0 scale from the college they graduated from and be eligible for readmission.

Students must also meet the judicial and application requirements of the institution they apply to and submit all required documents on time. Under this policy, admission is not guaranteed to a particular UNC institution nor does it constitute admission to a professional school or a specific program within the university. Detailed transfer information is available at <http://www.northcarolina.edu/?q=nc-community-college-transfer/comprehensive-articulation-agreement-CAA>.

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

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

*2015 Independent Comprehensive Articulation Agreement Approved by the Board of Governors of the University of North Carolina and the State Board of the NC Community College Systems May 2015.*

**Bilateral Articulation Agreements**

The transfer assured admission policy, while guaranteeing that a student who has met the criteria will be accepted at a UNC institution, does not assure admission to the university of their choice. Therefore, Brunswick Community College has established individual agreements with particular institutions regarding admission of students, including but not limited to:

- Campbell University
- East Carolina University
- Fayetteville State University
- NC State University
- Regis University
- Salem International University
- University of Mount Olive
- University of North Carolina at Greensboro
- University of North Carolina at Pembroke
- University of North Carolina at Wilmington
- Western Governors University

**College Transfer Program Courses Which Meet Graduation Requirements**

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

- This is a Universal General Education Transfer Component (UGETC) course in (subject area) for the (degree type).
- This course has been approved for transfer under the CAA and ICAA as a general education course in (subject area) for the (degree type).

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

College offers a selection from among these courses each semester.

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

**Courses which are regularly scheduled for the Fall and Spring Semesters**

The AA, AE, and AS degree programs are flexible. Students can generally begin the college transfer program in fall, spring, or summer semesters/session and can choose from a variety of courses that meet degree requirements. Courses in the highest demand, such as ENG 111 (Writing and Inquiry), MAT 143 (Quantitative Literacy), and MAT 171 (Precalculus Algebra), are offered every semester, as are selections of courses from traditional general education areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

However, certain courses are normally offered only one semester each year and may be part of a two or three course sequence. For instance, PHY 251 (General Physics I) is offered in the Fall semester and PHY 252 (General Physics II) is offered in the Spring semester. Thus, students need to plan ahead.

**ASSOCIATE IN ARTS  
(A10100)****General Education Requirements****Universal General Education Transfer Components (UGETC)**

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core UGETC *courses and will transfer for equivalency credit.*

**English Composition (6 Credit Hours)**

ENG 111 .... Writing and Inquiry .....3  
ENG 112 .... Writing/Research/Disciplines .....3

**Humanities/Fine Arts/Communication (9 Credit Hours)****Take 3 Groups:****Group 1 (3 Credits)**

COM 120.....Intro Interp Communication..... 3

COM 231.....Public Speaking ..... 3

**Group 2 (3 Credits)**

ENG 231 .....American Literature I..... 3

ENG 232 .....American Literature II ..... 3

ENG 241 .....British Literature I..... 3

ENG 242 .....British Literature II..... 3

**Group 3 (3 Credits)**

ART 111 .....Art Appreciation..... 3

ART 114.....Art History Survey I ..... 3

ART 115.....Art History Survey II ..... 3

ENG 231 .....American Literature I..... 3

ENG 232 .....American Literature II ..... 3

ENG 241 .....British Literature I ..... 3

ENG 242 .....British Literature II ..... 3

HUM 110.....Technology and Society..... 3

HUM 115.....Critical Thinking..... 3

MUS 110.....Music Appreciation..... 3

MUS 112.....Introduction to Jazz..... 3

PHI 215 .....Philosophical Issues..... 3

PHI 240 .....Introduction to Ethics..... 3

**Social/Behavioral Sciences (9 Credit Hours)****Take 2 Groups:****Group 1 (3 Credits)**

HIS 111 .....World Civilizations I..... 3

HIS 112 .....World Civilizations II..... 3

HIS 131 .....American History I..... 3

HIS 132 .....American History II..... 3

**Group 2 (6 Credits)**

ECO 251 .....Princ of Microeconomics ..... 3

ECO 252 .....Princ of Macroeconomics..... 3

POL 120.....American Government ..... 3

PSY 150.....General Psychology..... 3

SOC 210 .....Introduction to Sociology..... 3

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

MAT 143.... Quantitative Literacy ..... 3

MAT 152.... Statistical Methods I ..... 4

MAT 171 .... Precalculus Algebra..... 4

**Natural Sciences (4 Credit Hours)**

One course is required.

**Take 1 of 5 Groups:****Group 1 (4 Credits)**

BIO 110.....Principles of Biology..... 4

**Group 2 (4 Credits)**

BIO 111 ..... General Biology I ..... 4

**Group 3 (4 Credits)**

CHM 151 ..... General Chemistry I..... 4

**Group 4 (4 Credits)**

GEL 111 ..... Geology ..... 4

**Group 5 (4 Credits)**

PHY 110 ..... Conceptual Physics ..... 3

&amp;PHY110A ... Conceptual Physics Lab ..... 1

**Additional General Education Hours (14 Credit Hours)**

Student selects courses based on their intended major and transfer university.

*Courses may not be duplicated from other degree components.***Anthropology**

ANT 210.....General Anthropology ..... 3

ANT 220.....Cultural Anthropology ..... 3

ANT 221 ....Comparative Cultures ..... 3

**Art**

ART 111.....Art Appreciation..... 3

ART 114.....Art History Survey I ..... 3

ART 115.....Art History Survey II ..... 3

**Biology**

BIO 110.....Principles of Biology..... 4

BIO 111.....General Biology I..... 4

BIO 112 .....General Biology II ..... 4

BIO 140.....Environmental Biology ..... 3

&amp; BIO 140A...Environmental Biology Lab..... 1

**Chemistry**

CHM 132 ...Organic and Biochemistry..... 4

CHM 151 ...General Chemistry I ..... 4

CHM 152 ...General Chemistry II ..... 4

**Communications**

COM 120 ...Intro Interp Communication..... 3

COM 231 ...Public Speaking ..... 3

**Computer Information Systems**

CIS 110.....Introduction to Computers..... 3

CIS 115.....Intro to Program &amp; Logic ..... 3

**Dance**

DAN 110 ....Dance Appreciation..... 3

**Economics**

ECO 251 ....Princ of Microeconomics ..... 3

ECO 252 ....Princ of Macroeconomics..... 3

**English**

ENG 114 ....Prof. Research &amp; Reporting ..... 3

ENG 231 ....American Literature I..... 3

ENG 232.... American Literature II.....	3
ENG 241.... British Literature I .....	3
ENG 242.... British Literature II .....	3

**Geology**

GEL 111 ... Geology .....	4
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**Geography**

GEO 111 ... World Regional Geography .....	3
GEO 112 ... Cultural Geography .....	3
GEO 130 ... General Physical Geography.....	3

**History**

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

**Humanities**

HUM 110 ... Technology and Society .....	3
HUM 115 ... Critical Thinking .....	3

**Mathematics**

MAT 143 ... Quantitative Literacy .....	3
MAT 152.... Statistical Methods I .....	4
MAT 171 .... Precalculus Algebra.....	4
MAT 172 ... Precalculus Trigonometry .....	4
MAT 263.... Brief Calculus.....	4
MAT 271 .... Calculus I .....	4
MAT 272.... Calculus II .....	4
MAT 273.... Calculus III .....	4

**Music**

MUS 110 ... Music Appreciation .....	3
MUS 112 ... Introduction to Jazz .....	3

**Philosophy**

PHI 215 ..... Philosophical Issues .....	3
PHI 240 ..... Introduction to Ethics .....	3

**Physics**

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

**Political Science**

POL 120 ... American Government.....	3
POL 210 ... Comparative Government .....	3
POL 220 ... International Relations.....	3

**Psychology**

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

**Religion**

REL 110..... World Religions .....	3
REL 211..... Intro to Old Testament .....	3
REL 212..... Intro to New Testament.....	3
REL 221..... Religion in America .....	3

**Sociology**

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

**Spanish**

SPA 111..... Elementary Spanish I .....	3
SPA 112..... Elementary Spanish II .....	3
SPA 211..... Intermediate Spanish I .....	3

**OTHER REQUIRED HOURS****Required Course (1 Credit Hour)**

ACA 122 ... College Transfer Success.....	1
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**Additional Elective Courses (14 Credit Hours)**

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

**Accounting**

ACC 120 .... Prin of Financial Accounting .....	4
ACC 121 .... Prin of Managerial Accounting. ....	4

**Anthropology**

ANT 210..... General Anthropology .....	3
ANT 220..... Cultural Anthropology .....	3
ANT 221..... Comparative Cultures .....	3

**Art**

ART 111..... Art Appreciation.....	3
ART 114 .... Art History Survey I .....	3
ART 115 .... Art History Survey II .....	3
ART 121..... Two-Dimensional Design .....	3
ART 131..... Drawing I .....	3

**Biology**

BIO 110..... Principles of Biology.....	4
BIO 111..... General Biology I.....	4
BIO 112 .... General Biology II.....	4
BIO 140..... Environmental Biology .....	3
& BIO 140A... Environmental Biology Lab.....	1
BIO 155..... Nutrition .....	3
BIO 163..... Basic Anatomy & Physiology .....	5
BIO 168..... Anatomy and Physiology I .....	4
BIO 169..... Anatomy and Physiology II .....	4
BIO 275..... Microbiology .....	4

**Business**

BUS 110 .... Introduction to Business.....	3
BUS 115 .... Business Law I .....	3
BUS 137 .... Principles of Management .....	3

<b>Chemistry</b>	
CHM 132 ... Organic and Biochemistry .....	4
CHM 151 .. General Chemistry I .....	4
CHM 152 .. General Chemistry II .....	4
CHM 251 .. Organic Chemistry I .....	4
CHM 252 .. Organic Chemistry II .....	4
<b>Communications</b>	
COM 120 ... Intro Interp Communication .....	3
COM 231 ... Public Speaking .....	3
<b>Computer Information Systems</b>	
CIS 110 ..... Intro to Computers .....	3
CIS 115 ..... Intro to Programming & Logic.....	3
<b>Computer Science</b>	
CSC 120 .... Computing Fundamentals I.....	4
CSC 130 .... Computing Fundamentals II.....	4
CSC 134 .... C++ Programming .....	3
CSC 139 .... Visual BASIC Programming .....	3
CSC 151 .... JAVA Programming .....	3
CSC 239 .... Adv. Visual BASIC Program .....	3
CSC 249 .... Data Structure & Algorithms .....	3
CSC 251 .... Advanced JAVA Programming ....	3
<b>Criminal Justice</b>	
CJC 111 .... Intro to Criminal Justice .....	3
CJC 121 .... Law Enforcement Operations .....	3
CJC 141 .... Corrections .....	3
CJC 212 .... Ethics & Comm Relations .....	3
<b>Dance</b>	
DAN 110 .... Dance Appreciation .....	3
<b>Economics</b>	
ECO 251 .... Princ of Microeconomics .....	3
ECO 252 .... Princ of Macroeconomics .....	3
<b>Education</b>	
EDU 144 .... Child Development I .....	3
EDU 145 .... Child Development II .....	3
EDU 216 .... Foundations of Education .....	3
EDU 221 .... Children w/ Exceptionalities.....	3
<b>English</b>	
ENG 114 .... Prof. Research & Reporting.....	3
ENG 231 .... American Literature I .....	3
ENG 232 .... American Literature II.....	3
ENG 241 .... British Literature I .....	3
ENG 242 .... British Literature II .....	3
<b>Geology</b>	
GEL 111 .... Geology .....	4
<b>Geography</b>	
GEO 111 ... World Regional Geography .....	3
GEO 112 ... Cultural Geography .....	3
GEO 130 ... General Physical Geography.....	3
<b>Health</b>	
HEA 110 .... Personal Health/Wellness .....	3
HEA 112 .... First Aid & CPR .....	2
<b>History</b>	
HIS 111 ..... World Civilizations I.....	3
HIS 112 ..... World Civilizations II.....	3
HIS 131 ..... American History I.....	3
HIS 132 ..... American History II .....	3
<b>Humanities</b>	
HUM 110 .... Technology and Society.....	3
HUM 115 .... Critical Thinking.....	3
<b>Mathematics</b>	
MAT 171 .... Precalculus Algebra .....	4
MAT 172 ... Precalculus Trigonometry .....	4
MAT 263 .... Brief Calculus .....	4
MAT 271 .... Calculus I .....	4
MAT 272 .... Calculus II .....	4
MAT 273 .... Calculus III .....	4
MAT 280 .... Linear Algebra.....	3
MAT 285 .... Differential Equations.....	3
<b>Music</b>	
MUS 110 .... Music Appreciation.....	3
MUS 111 ... Fundamentals of Music.....	3
MUS 112 .... Introduction to Jazz.....	3
<b>Philosophy</b>	
PHI 215 ..... Philosophical Issues .....	3
PHI 240 ..... Introduction to Ethics .....	3
<b>Physical Education</b>	
PED 110 .... Fit & Well for Life.....	2
PED 165 .... Exercise Science as a Career.....	3
PED 250 .... Officiating Basketball and Volleyball...	3
PED 251 .... Officiating Football and Soccer ....	2
PED 252 .... Officiating Baseball and Softball ..	2
PED 259 .... Prevention and Care of Athletic ...	2
<b>Physics</b>	
PHY 110 .... Conceptual Physics .....	3
PHY 110A .. Conceptual Physics Lab .....	1
PHY 151 .... College Physics I.....	4
PHY 152 .... College Physics II.....	4
PHY 251 .... General Physics I.....	4
PHY 252 .... General Physics II .....	4
<b>Political Science</b>	
POL 120 .... American Government .....	3
POL 130 .... State & Local Government.....	3
POL 210 .... Comparative Government.....	3
POL 220 .... International Relations .....	3
<b>Psychology</b>	
PSY 150 .... General Psychology .....	3
PSY 237 .... Social Psychology .....	3
PSY 239 .... Psychology of Personality.....	3
PSY 241 .... Developmental Psychology.....	3
PSY 263 .... Educational Psychology .....	3
PSY 281 .... Abnormal Psychology .....	3



**Religion**

REL 110 .... World Religions .....	3
REL 211 .... Intro to Old Testament.....	3
REL 212 .... Intro to New Testament .....	3
REL 221 .... Religion in America.....	3

**Sociology**

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

**Spanish**

SPA 111 .... Elementary Spanish I.....	3
SPA 112 .... Elementary Spanish II.....	3
SPA 211 .... Intermediate Spanish I.....	3

**Total Program Credits: ..... 60-61**

**ASSOCIATE IN ARTS  
Business Administration  
(A10100BU)**

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
BUS 110 .... Intro to Business .....	3
or SPA 111* Elem Spanish I .....	3
CIS 110 .... Introduction to Computers .....	3
ENG 111 .... Writing and Inquiry.....	3
MAT 171 .... Precalculus Algebra .....	4

**Semester Total ..... 14**

\*If transferring to UNCW take SPA 111

**Spring Semester #1**

ENG 112 .... Writing/Research in Discp .....	3
ECO 251 .... Princ of Microeconomics .....	3
MAT 263 .... Brief Calculus.....	4
HIS 131 .... American History I .....	3
UGETC Humanities/Fine Arts Elective* .....	4

**Semester Total ..... 16**

\*If transferring to ECU, NC State, UNC Charlotte, UNC Wilmington, UNC Pembroke, Take ART 111, ART 114, MUS 110, MUS 112, PHI 215, PHI 240

**Fall Semester #2**

ACC 120 .... Princ of Financial Accounting .....	4
ECO 252 .... Princ of Macroeconomics .....	3
COM 231 ... Public Speaking.....	3
UGETC Natural Science Elective* .....	4
ENG 231/232 American Lit I or II .....	3

**Semester Total ..... 17**

\*Choose from BIO 110, BIO 111, CHM 151, GEL 111, PHY 110/PHY110A

**Spring Semester #2**

ACC 121 .... Princ of Managerial Acctg.....	4
MAT 152 .... Statistical Methods I .....	4
General Education Credits* .....	3

General Education Credits\*\* .....

**Semester Total ..... 14**

\*If transferring to ECU or APP State take BUS115; if transferring to UNCW take SPA 112; If transferring to UNCC take HIS 111

\*\*Take additional UGETC Humanities/Fine Arts or UGETC Social/Behavioral Science or UGETC Natural Science Elective. If transferring to UNCC take PSY 150; If transferring to UNCW take 2nd UGETC Natural Science.

**TOTAL PROGRAM CREDITS..... 61**

**ASSOCIATE IN ARTS  
Teaching Preparation  
(A1010T)**

**Fall Semester #1**

ACA 122 .... College Transfer Success.....	1
ENG 111 .... Writing and Inquiry .....	3
EDU 187 .... Teaching and Learning for All*.....	4
Communications Elective .....	3

COM 120 or COM 231

Social/Behavioral Science Elective .....

ECO 251, ECO 252, HIS 111, HIS 112

HIS 131, HIS 132, POL 120, PSY 150,

SOC 210

**Semester Total ..... 14**

**Spring Semester #1**

ENG 112 .... Writing/Research/Disciplines .....

EDU 216 .... Foundations of Education .....

Humanities/Fine Arts Elective.....

ART 111, ART 114, ART 115, ENG 231,

ENG 232, ENG 241, ENG 242, MUS 110,

MUS 112, PHI 215, PHI 240

Social/Behavioral Science Elective .....

ECO 251, ECO 252, HIS 111, HIS 112

HIS 131, HIS 132, POL 120, PSY 150,

SOC 210

Natural Sciences Elective.....

BIO 110, BIO 111, CHM 151, GEL 111,

PHY 110/110A

**Semester Total ..... 16**

**Fall Semester #2**

EDU 279 .... Literacy Dev and Instruction .....

Mathematics Elective..... 3/4

MAT 143, MAT 152, MAT 171

Humanities/Fine Arts Elective.....

ART 111, ART 114, ART 115, ENG 231,

ENG 232, ENG 241, ENG 242, MUS 110,

MUS 112, PHI 215, PHI 240

General Education Course\* .....

**Semester Total ..... 16/17**

**Spring Semester #2**

SOC 225 ... Social Diversity .....	3
EDU 250.... Teacher Licensure Preparation ...	3
General Education Course* .....	8
<b>Semester Total .....</b>	<b>14</b>

**\*Approved General Education Courses (14-15 Credit Hours)**

ANT 210, ANT 220, ANT 221, ART 111, ART 114, ART 115, BIO 110, BIO 111, BIO 112, BIO 140/140A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 115, COM 120, COM 231, DAN 110, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, GEL 111, GEO 111, GEO 112, GEO 130, HIS 111, HIS 112, HIS 131, HIS 132, HUM 110, HUM 115, MAT 143, MAT 152, MAT 171, MAT 273, MUS 110, MUS 112, PHI 215, PHI 240, PHY 110/ 110A, POL 120, POL 210, POL 220, PSY 150, PSY 237, PSY 239, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 210, SOC 213, SOC 220, SOC 240, SPA 111, SPA 112

**Total Program Credits: ..... 60/61**

## ASSOCIATE IN ENGINEERING (A10500)

**General Education Requirements****Universal General Education Transfer Components (UGETC)**

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core UGETC *courses and will transfer for equivalency credit.*

**English Composition (6 Credit Hours)**

ENG 111.... Writing and Inquiry.....	3
ENG 112.... Writing/Research / Disciplines.....	3

**Humanities/Fine Arts/Communication (6 Credit Hours)****Take 2 Groups:****Group 1 (3 Credits)**

ENG 231 .....	American Literature I.....	3
ENG 232 .....	American Literature II .....	3
ENG 241 .....	British Literature I.....	3
ENG 242 .....	British Literature II.....	3
PHI 215 .....	Philosophical Issues.....	3
PHI 240 .....	Introduction to Ethics.....	3
REL 110 .....	World Religions .....	3

**Group 2 (3 Credits)**

ART 111 .....	Art Appreciation .....	3
ART 114 .....	Art History Survey I.....	3
ART 115 .....	Art History Survey II.....	3
COM 231 .....	Public Speaking.....	3
MUS 110.....	Music Appreciation .....	3
MUS 112.....	Introduction to Jazz .....	3

**Social/Behavioral Sciences (6 Credit Hours)****Take 2 Groups:****Group 1 (3 Credits)**

ECO 251.....	Princ of Microeconomics .....	3
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**Group 2 (3 Credits)**

HIS 111.....	World Civilizations I .....	3
HIS 112.....	World Civilizations II .....	3
HIS 131.....	American History I .....	3
HIS 132.....	American History II .....	3
POL 120 .....	American Government.....	3
PSY 150 .....	General Psychology .....	3
SOC 210.....	Introduction to Sociology .....	3

**Mathematics (12 Credit Hours)**

Calculus I is the lowest level math course that will be accepted by the engineering program for transfer as a math credit. Students who are not calculus-ready are required to complete additional math courses.

MAT 271 ....	Calculus I .....	4
MAT 272 ....	Calculus II .....	4
MAT 273 ....	Calculus III .....	4

**Natural Sciences (12 Credit Hours)**

CHM 151....	General Chemistry I .....	4
PHY 251 ....	General Physics I.....	4
PHY 252 ....	General Physics II.....	4

**Other General Education (3 Credit Hours)**

GEL 111.....	Geology .....	4
HUM 110....	Technology and Society.....	3
BIO 111.....	General Biology I.....	4
CHM 152 ...	General Chemistry II .....	4
ECO 252 ....	Princ of Macroeconomics.....	3
PHI 240.....	Introduction to Ethics .....	3

**OTHER REQUIRED HOURS****Required Course (3 Credit Hour)**

ACA 122 ....	College Transfer Success.....	1
EGR 150 ....	Intro to Engineering.....	2

**OTHER REQUIRED HOURS (12 Credit Hours)**

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

**Biology**

BIO 111 .... General Biology ..... 4

**Chemistry**

CHM 152 ... General Chemistry II..... 4

CHM 251 ... Organic Chemistry I ..... 4

CHM 252 ... Organic Chemistry II ..... 4

**Computer Science**

CSC 134 ... C++ Programming ..... 3

CSC 151 ... JAVA Programming ..... 3

**Drafting**

DFT 170 .... Engineering Graphics ..... 3

**Economics**

ECO 252.... Princ of Macroeconomics ..... 3

**Engineering**

EGR 210.... Intro Electrical/Comput Engin ..... 2

EGR 212.... Logic System Design I ..... 3

EGR 215.... Network Theory ..... 3

EGR 216.... Logic and Network Lab..... 1

EGR 220.... Engineering Statics..... 3

EGR 225.... Engineering Dynamics..... 3

EGR 228.... Intro Solid Mechanics ..... 3

**Mathematics**

MAT 280 .... Linear Algebra ..... 3

MAT 285 .... Differential Equations ..... 3

**Physical Education**

PED 110 .... Fitness & Wellness for Life ..... 2

**Total Program Credits: ..... 60-61**

**ASSOCIATE IN SCIENCE (A10400)****General Education Requirements****Universal General Education Transfer Components (UGETC)**

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

**English Composition (6 Credit Hours)**

ENG 111 .... Writing and Inquiry ..... 3

ENG 112 .... Writing/Research/Disciplines ..... 3

**Humanities/Fine Arts/Communication (6 Credit Hours)****Take 2 Groups:****Group 1 (3 Credits)**

COM 120..... Intro Interp Communication ..... 3

COM 231 ..... Public Speaking..... 3

**Group 2 (3 Credits)**

ENG 231 ..... American Literature I ..... 3

ENG 232..... American Literature II..... 3

ENG 241..... British Literature I ..... 3

ENG 242..... British Literature II ..... 3

**Social/Behavioral Sciences (6 Credit Hours)****Take 2 Groups:****Group 1 (3 Credits)**

HIS 111..... World Civilizations I ..... 3

HIS 112..... World Civilizations II ..... 3

HIS 131..... American History I ..... 3

HIS 132..... American History II ..... 3

**Group 2 (3 Credits)**

ECO 251 ..... Princ of Microeconomics ..... 3

ECO 252 ..... Princ of Macroeconomics ..... 3

POL 120 ..... American Government..... 3

PSY 150 ..... General Psychology ..... 3

SOC 210..... Introduction to Sociology ..... 3

**Mathematics (8 Credit Hours)**

MAT 171 .... Precalculus Algebra ..... 4

MAT 172 .... Precalculus Trigonometry ..... 4

MAT 263 .... Brief Calculus ..... 4

MAT 271 .... Calculus I ..... 4

MAT 272 .... Calculus II ..... 4

**Natural Sciences (8 Credit Hours)****Take 1 of 7 Groups:****Group 1 (8 Credits)**

CHM 151 ..... General Chemistry I ..... 4

CHM 152 ..... General Chemistry II..... 4

**Group 2 (8 Credits)**

PHY 151 ..... College Physics I ..... 4

PHY 152 ..... College Physics II ..... 4

**Group 3 (8 Credits)**

PHY 251 ..... General Physics I ..... 4

PHY 252 ..... General Physics II ..... 4

<b>Group 4 (8 Credits)</b>	
BIO 111 .....	General Biology I..... 4
BIO 112 .....	General Biology II..... 4
<b>Group 5 (8 Credits)</b>	
BIO 110 .....	Principles of Biology..... 4
GEL 111 .....	Geology..... 4
<b>Group 6 (8 Credits)</b>	
BIO 110 .....	Principles of Biology..... 4
PHY 110.....	Conceptual Physics..... 3
& PHY 110A	Conceptual Physics Lab ..... 1
<b>Group 7 (8 Credits)</b>	
GEL 111 .....	Geology..... 4
PHY 110.....	Conceptual Physics..... 3
& PHY 110A	Conceptual Physics Lab ..... 1
<b><u>Additional General Education Hours (11 Credit Hours)</u></b>	
Student selects courses based on their intended major and transfer university. <i>Courses may not be duplicated from other degree components.</i>	
<b>Anthropology</b>	
ANT 210 ...	General Anthropology..... 3
ANT 220 ...	Cultural Anthropology..... 3
ANT 221 ...	Comparative Cultures..... 3
<b>Art</b>	
ART 111 ....	Art Appreciation ..... 3
ART 114 ...	Art History Survey I ..... 3
ART 115 ....	Art History Survey II ..... 3
<b>Biology</b>	
BIO 110 .....	Principles of Biology ..... 4
BIO 111 .....	General Biology I..... 4
BIO 140 .....	Environmental Biology..... 3
& BIO140A...	Environmental Biology Lab ..... 1
<b>Chemistry</b>	
CHM 132 ...	Organic and Biochemistry ..... 4
CHM 151 ..	General Chemistry I ..... 4
CHM 152 ...	General Chemistry II..... 4
<b>Communications</b>	
COM 120 ...	Intro Interp Communication ..... 3
COM 231 ...	Public Speaking..... 3
<b>Computer Information Systems</b>	
CIS 110 .....	Intro to Computers..... 3
CIS 115 .....	Intro Programming & Logic..... 3
<b>Dance</b>	
DAN 110....	Dance Appreciation ..... 3
<b>Economics</b>	
ECO 251....	Princ of Microeconomics ..... 3
ECO 252....	Princ of Macroeconomics ..... 3
<b>English</b>	
ENG 114 ....	Prof Research & Reading ..... 3
ENG 231 ....	American Literature I..... 3
ENG 232 ....	American Literature II..... 3
ENG 241 ....	British Literature I..... 3
<b>Geology</b>	
GEL 111.....	Geology..... 4
<b>Geography</b>	
GEO 111 ....	World Regional Geography..... 3
GEO 112....	Cultural Geography..... 3
GEO 130....	General Physical Geography ..... 3
<b>History</b>	
HIS 111 .....	World Civilizations I..... 3
HIS 112 .....	World Civilizations II..... 3
HIS 131 .....	American History I..... 3
HIS 132 .....	American History II ..... 3
<b>Humanities</b>	
HUM 110....	Technology and Society..... 3
HUM 115....	Critical Thinking..... 3
<b>Mathematics</b>	
MAT 143 ....	Quantitative Literacy ..... 3
MAT 152 ...	Statistical Methods I ..... 4
MAT 263 ....	Brief Calculus ..... 4
MAT 271 ....	Calculus I..... 4
MAT 272 ....	Calculus II..... 4
MAT 273 ....	Calculus III..... 4
<b>Music</b>	
MUS 110....	Music Appreciation..... 3
MUS 112....	Introduction to Jazz..... 3
<b>Philosophy</b>	
PHI 215.....	Philosophical Issues ..... 3
PHI 240.....	Introduction to Ethics ..... 3
<b>Physics</b>	
PHY 110 ....	Conceptual Physics ..... 3
PHY 110A..	Conceptual Physics Lab ..... 1
PHY 151 ....	College Physics I..... 4
PHY 152 ....	College Physics II..... 4
PHY 251 ....	General Physics I..... 4
PHY 252 ....	General Physics II..... 4
<b>Political Science</b>	
POL 120.....	American Government ..... 3
POL 210.....	Comparative Government..... 3
POL 220.....	International Relations ..... 3
<b>Psychology</b>	
PSY 150.....	General Psychology ..... 3
PSY 237.....	Social Psychology..... 3
PSY 239.....	Psychology of Personality..... 3
PSY 241.....	Developmental Psychology..... 3
PSY 281.....	Abnormal Psychology ..... 3

**Religion**

REL 110 .... World Religions .....	3
REL 211 .... Intro to Old Testament.....	3
REL 212 .... Intro to New Testament .....	3
REL 221 .... Religion in America.....	3

**Sociology**

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

**Spanish**

SPA 111 .... Elementary Spanish I .....	3
SPA 112 .... Elementary Spanish II .....	3
SPA 211 .... Intermediate Spanish I.....	3

**OTHER REQUIRED HOURS****Required Course (1 Credit Hour)**

ACA 122 .... College Transfer Success .....	1
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**Additional Elective Courses (14 Credit Hours)**

Student selects courses based on their intended major and transfer university.  
*Courses may not be duplicated from other degree components.*

**Take 2 Groups:****Group 1 (11 Credits)****Biology**

BIO 110 .... Principles of Biology .....	4
BIO 111 .... General Biology I.....	4
BIO 112 .... General Biology II .....	4
BIO 140 .... Environmental Biology.....	3
&BIO140A. Environmental Biology Lab.....	1
BIO 155 .... Nutrition .....	3
BIO 163 .... Basic Anatomy & Physiology .....	5
BIO 168 .... Anatomy and Physiology I.....	4
BIO 169 .... Anatomy and Physiology II.....	4
BIO 275 .... Microbiology .....	4

**Chemistry**

CHM 132... Organic and Biochemistry .....	4
CHM 151 .. General Chemistry I.....	4
CHM 152 .. General Chemistry II.....	4
CHM 251 .. Organic Chemistry I .....	4
CHM 252 .. Organic Chemistry II.....	4

**Computer Information Systems**

CIS 110 .... Introduction to Computers .....	3
CIS 115 .... Intro to Programming & Logic.....	3

**Computer Science**

CSC 120 ... Computing Fundamentals I .....	4
CSC 130 ... Computing Fundamentals II.....	4

CSC 134 .... C++ Programming .....	3
CSC 151 .... JAVA Programming .....	3
CSC 239 .... Adv. Visual BASIC Program .....	3

**Drafting**

DFT 170.... Engineering Graphics .....	3
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**Engineering**

EGR 150.... Intro to Engineering .....	2
EGR 210.... Intro Elect/Computer Engin.....	2
EGR 212.... Logic System Design I .....	3
EGR 215.... Network Theory I .....	3
EGR 216.... Logic and Network Lab .....	1
EGR 220.... Engineering Statics.....	3
EGR 225.... Engineering Dynamics.....	3
EGR 228.... Intro Solid Mechanics .....	3

**Geology**

GEL 111 .... Geology.....	4
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**Mathematics**

MAT 143 .... Quantitative Literacy .....	3
MAT 152 ... Statistical Methods I .....	4
MAT 263 .... Brief Calculus.....	4
MAT 271 .... Calculus I .....	4
MAT 272 .... Calculus II .....	4
MAT 273 .... Calculus III .....	4
MAT 280 .... Linear Algebra .....	3
MAT 285 .... Differential Equations.....	3

**Physics**

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

**Group 2 (3 Credits)****Accounting**

ACC 120 .... Princ of Financial Acct .....	4
ACC 121 .... Princ of Managerial Acct.....	4

**Anthropology**

ANT 210 .... General Anthropology .....	3
ANT 220 .... Cultural Anthropology .....	3
ANT 221 .... Comparative Cultures .....	3

**Art**

ART 111 .... Art Appreciation .....	3
ART 114 ... Art History Survey I .....	3
ART 115 .... Art History Survey II .....	3
ART 121 .... Two-Dimensional Design.....	3
ART 131 .... Drawing I.....	3

**Biology**

BIO 110 .... Principles of Biology .....	4
BIO 111 .... General Biology I .....	4
BIO 140 .... Environmental Biology .....	3

&BIO140A . Environmental Biology Lab.....	1
BIO 155..... Nutrition .....	3
BIO 163..... Basic Anatomy & Physiology.....	5
BIO 168..... Anatomy and Physiology I.....	4
BIO 169..... Anatomy and Physiology II.....	4
BIO 275..... Microbiology .....	4

**Business**

BUS 110.... Introduction to Business .....	3
BUS 115.... Business Law I .....	3
BUS 137.... Principles of Management.....	3

**Chemistry**

CHM 132.... Organic and Biochemistry .....	4
CHM 151 ... General Chemistry I.....	4
CHM 152 ... General Chemistry II.....	4
CHM 251 ... Organic Chemistry I .....	4
CHM 252 ... Organic Chemistry II.....	4

**Computer Information Systems**

CIS 110 .... Introduction to Computers .....	3
CIS 115 ..... Intro to Programming & Logic.....	3

**Computer Science**

CSC 120 ... Computing Fundamentals I .....	4
CSC 130 ... Computing Fundamentals II.....	4
CSC 134 ... C++ Programming .....	3
CSC 139 ... Visual BASIC Programming .....	3
CSC 151 ... JAVA Programming.....	3
CSC 239 ... Adv. Visual BASIC Program.....	3
CSC 249 ... Data Structure & Algorithms.....	3
CSC 251 ... Advanced JAVA Programming.....	3

**Communications**

COM 120... Intro Interp Communication .....	3
COM 231... Public Speaking.....	3

**Criminal Justice**

CJC 111 . Intro to Criminal Justice .....	3
CJC 121 . Law Enforcement Operations .....	3
CJC 141 . Corrections .....	3
CJC 212 . Ethics & Comm Relations.....	3

**Dance**

DAN 110 . Dance Appreciation .....	3
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**Drafting**

DFT 170 .... Engineering Graphics.....	3
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**Economics**

ECO 251 ... Princ of Microeconomics .....	3
ECO 252 ... Princ of Macroeconomics .....	3

**Engineering**

EGR 150 ... Intro to Engineering .....	2
EGR 210 ... Intro Elect/Computer Engin. ....	2
EGR 212 ... Logic System Design I.....	3
EGR 215 ... Network Theory .....	3
EGR 216 ... Logic and Network Lab.....	1
EGR 220 ... Engineering Statics .....	3

EGR 225.... Engineering Dynamics.....	3
EGR 228.... Intro Solid Mechanics .....	3

**English**

ENG 114.... Prof Research & Reading.....	3
ENG 231.... American Literature I.....	3
ENG 232.... American Literature II.....	3
ENG 241.... British Literature I.....	3

**Geology**

GEL 111 .... Geology.....	4
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**Geography**

GEO 111.... World Regional Geography .....	3
GEO 112.... Cultural Geography.....	3
GEO 130.... General Physical Geography .....	3

**Health**

HEA 110 .... Personal Health/Wellness.....	3
HEA 112 .... First Aid & CPR.....	2

**History**

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

**Humanities**

HUM 110 Technology and Society.....	3
HUM 115 Critical Thinking.....	3

**Mathematics**

MAT 143 .... Quantitative Literacy .....	3
MAT 152 ... Statistical Methods I .....	4
MAT 263 .... Brief Calculus.....	4
MAT 271 .... Calculus I .....	4
MAT 272 .... Calculus II.....	4
MAT 273 .... Calculus III.....	4

**Music**

MUS 110.... Music Appreciation .....	3
MUS 111.... Fundamentals of Music.....	3
MUS 112.... Introduction to Jazz.....	3

**Physical Education**

PED 110 .... Fit and Well for Life.....	2
PED 165 .... Exercise Science as a Career ..	3
PED 250 .... Officiating Basketball and Volleyball ..	3
PED 251 .... Officiating Football and Soccer .....	2
PED 252 .... Officiating Baseball and Softball.....	2
PED 259 .... Prevention and Care of Athletic.....	2

**Philosophy**

PHI 215..... Philosophical Issues .....	3
PHI 240..... Introduction to Ethics .....	3

**Physics**

PHY 110 ..... Conceptual Physics .....	3
PHY 110A... Conceptual Physics Lab .....	1
PHY 151 ..... College Physics I .....	4
PHY 152 ..... College Physics II .....	4

PHY 251..... General Physics I .....	4
PHY 252..... General Physics II .....	4

**Political Science**

POL 120.... American Government .....	3
POL 210.... Comparative Government .....	3
POL 220.... International Relations.....	3

**Psychology**

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

**Religion**

REL 110.... World Religions .....	3
REL 211.... Intro to Old Testament.....	3
REL 212.... Intro to New Testament.....	3
REL 221.... Religion in America .....	3

**Sociology**

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

**Spanish**

SPA 111.... Elementary Spanish I .....	3
SPA 112.... Elementary Spanish II .....	3
SPA 211.... Intermediate Spanish I .....	3

**Total Program Credits: ..... 60-61**

## ASSOCIATE IN SCIENCE

### Computer Science

#### (A10400CS)

**Fall Semester #1**

ACA 122.... College Transfer Success .....	1
CIS 110 .... Introduction to Computers .....	3
CIS 115 .... Intro Programming & Logic.....	3
ENG 111.... Writing and Inquiry.....	3
MAT 171.... Precalculus Algebra .....	4
<b>Semester Total .....</b>	<b>14</b>

**Spring Semester #1**

CSC 151.... JAVA Programming .....	3
ENG 112.... Writing/Research in Discp .....	3
Humanities/Fine Arts Elective <sup>3</sup> .....	3
CSC 134.... C++ Programming .....	3
MAT 172.... Precalculus Trigonometry.....	4
<b>Semester Total .....</b>	<b>16</b>

**Fall Semester #2**

BIO 111 .... General Biology I .....	4
Social/Behavioral Science Elective <sup>4</sup> .....	3

CSC 139 .... Visual BASIC Programming.....	3
Humanities/Fine Arts Elective <sup>2</sup> .....	3
Additional General Education Hours <sup>1</sup> .....	4
<b>Semester Total .....</b>	<b>17</b>

**Spring Semester #2**

BIO 112..... General Biology II.....	4
COM 231 ... Public Speaking .....	3
Social/Behavioral Science Elective .....	3
Mathematics (per 4-year institution) .....	4
<b>Semester Total .....</b>	<b>14</b>

**TOTAL PROGRAM CREDITS..... 61**

**Note:** See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

<sup>1</sup>Recommendations for transferring institutions: UNC-G - MAT 172, MAT 271, MAT 272, MAT 273; Fayetteville State & APPST (Computer Science) - MAT 171, MAT 172, MAT 271, MAT 272; APPST (Information Systems) - MAT 152, ECO 251, ECO 252 and one additional Social/Behavioral Science elective listed under footnote #3; UNC-W - MAT 152, MAT 171, MAT 271, MAT 272; NC A&T, UNC-C & HPU - MAT 171, MAT 172, MAT 271, MAT 272; Mount Olive – MAT 143 or MAT 152 or MAT 171 or MAT 172 and ECO 251 and ECO 252 and REL 211 and REL 212; ECU – MAT 171, MAT 271, MAT 152, and HEA-110 in place of one MAT course, UNC-P – MAT 171 and MAT 172 or MAT 271, and 3 additional credit hours in Social Sciences and 2 additional credits in Physical Education. The appropriate sequence will depend upon initial placement.

<sup>2</sup>Recommendations for transferring institutions: UNC-W, UNC-G, ECU, Mount Olive, APPST, HPU - COM 231, NC A&T- COM 110 or COM 111; UNC-C - PHI 240 or HUM 110.

<sup>3</sup>Recommendations for transferring institutions: UNC-G, APPST, HPU, - ART 111 or 114, or ENG 231 or MUS 110; NC A&T - REL 110; UNC-W - MUS 110 or PHI 215; Mount Olive – ART 111 or ART 114 or ART 115 or MUS 110 or MUS 112.

<sup>4</sup>For most institutions students may select from ECO 251, ECO 252, PSY 150, POL 120, or SOC 210. Students transferring to UNC-W should take HIS 111 and SOC 210 or PSY 150; Mount Olive students should take PSY 150 or SOC 210 and an additional Social/Behavioral Science in HIS 111 & HIS 112 or HIS 131 & HIS 132; HPU students should select two from this list.

<sup>5</sup>Students transferring to UNC-P should take the following course instead of BIO 112: PHY 151 or PHY 251.

**ASSOCIATE IN SCIENCE  
Teaching Preparation  
(A1040T)**

**Fall Semester #1**

ACA 122.... College Transfer Success .....	1
ENG 111.... Writing and Inquiry.....	3
EDU 187.... Teaching and Learning for All* ....	4
Natural Sciences Elective .....	4
BIO 110, BIO 111 (and BIO 112), CHM 151 and (CHM 152), GEL 111, PHY 110/110A, PHY 151 (and PHY 152) PHY 251 (and PHY 252)	
Communications Elective.....	3
COM 120 or COM 231	
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester #1**

ENG 112.... Writing/Research/Disciplines.....	3
EDU 216.... Foundations of Education.....	3
Mathematics Elective .....	4
MAT 171, MAT 172, MAT 263, MAT 271, MAT 272	
Social/Behavioral Science Elective.....	3
ECO 251, ECO 252, HIS 111, HIS 112 HIS 131, HIS 132, POL 120, PSY 150, SOC 210	
Natural Science Elective .....	4
BIO 110, GEL 111, PHY 110/110A BIO 112 (BIO 111 required), CHM 152 (CHM 152 required), PHY 152 (PHY 151 required), PHY 252 (PHY 251 required)	
<b>Semester Total .....</b>	<b>17</b>

**Fall Semester #2**

EDU 279.... Literacy Dev and Instruction.....	4
Mathematics Elective .....	4
MAT 171, MAT 172, MAT 263, MAT 271, MAT 272	
Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240	
General Education Course* .....	5
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester #2**

SOC 225 ... Social Diversity .....	3
EDU 250 .... Teacher Licensure Preparation....	3
General Education Course* .....	6
<b>Semester Total .....</b>	<b>12</b>

**Total Program Credits:..... 60**

**\*Approved General Education Courses (11-12 Credit Hours)**

ANT 210, ANT 220, ANT 221, ART 111, ART 114, ART 115, BIO 110, BIO 111, BIO 112, BIO 140/140A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 115, COM 120, COM 231, DAN 110, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, GEL 111, GEO 111, GEO 112, GEO 130, HIS 111, HIS 112, HIS 131, HIS 132, HUM 110, HUM 115, MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MUS 110, MUS 112, PHI 215, PHI 240, PHY 110/110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, POL 210, POL 220, PSY 150, PSY 237, PSY 239, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 210, SOC 213, SOC 220, SOC 240, SPA 111, SPA 112



## HEALTH SCIENCES

Health Sciences programs prepare graduates to be clinical professionals in healthcare provider's offices, hospitals, and other businesses in the healthcare industry. Brunswick Community College offers the following programs of study:

### Associate in Applied Science Degree Programs

Associate Degree Nursing (ADN)  
Emergency Medical Science  
Medical Assisting

### Diploma Programs

Practical Nursing (PN)  
Medical Assisting

### Admission Requirements

Health Sciences programs have competitive admission processes. Admission to the College does not automatically entitle a student to admission to Health Sciences programs. Instead, students must apply for admission to Health Sciences Programs.

For specific admission requirements and additional information, visit

<https://www.brunswickcc.edu/programs/health-sciences/>

## ASSOCIATE DEGREE NURSING (ADN)

The Associate Degree Nursing Curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs that 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.

*This program has selective admission requirements. Visit <https://www.brunswickcc.edu/programs/health-sciences/> or contact Student Services or the Nursing Department for information.*

### Associate in Applied Science Degree (A45110)

#### Fall Semester #1

ACA 122 ....College Transfer Success.....	1
*BIO 168 ....Anatomy and Physiology I .....	4
ENG 111 ....Writing and Inquiry .....	3
NUR 111 ....Intro to Health Concepts .....	8
**NUR 117 .Pharmacology .....	2
<b>Semester Total .....</b>	<b>18</b>

#### Spring Semester #1

*BIO 169 ....Anatomy and Physiology II .....	4
NUR 112 ....Health-Illness Concepts .....	5
NUR 114 ....Holistic Health Concepts .....	5
PSY 150.....General Psychology .....	3
<b>Semester Total.....</b>	<b>17</b>

#### Summer Semester #1

NUR 113 ....Family Health Concepts .....	5
PSY 241.....Developmental Psychology.....	3
<b>Semester Total.....</b>	<b>8</b>

#### Fall Semester #2

*BIO 275 ....Microbiology .....	4
NUR 211 ....Health Care Concepts.....	5
NUR 212 ....Health System Concepts .....	5
Humanities/Fine Arts Elective.....	3
ART 111, ART 115, HUM 115, MUS	
110, MUS 112, PHI 215, PHI 240	
<b>Semester Total.....</b>	<b>17</b>

#### Spring Semester #2

ENG 112 ....Writing/Research/Disciplines .....	3
or ENG 114.....Profess Research & Report ..	3
NUR 213 ....Complex Health Concepts .....	10
<b>Semester Total .....</b>	<b>13</b>
<b>Total Program Credits .....</b>	<b>73</b>

*Students must complete all non-nursing courses with a grade of "C" or better.*

*Students must also achieve an overall exam average of 80 or higher in all nursing (NUR) courses.*

\*Must not be more than 5 years old at the start of the program.

\*\*Must not be more than 1-year-old at the start of the program.

**RN to BSN Bridge Program with UNCP:**  
Brunswick Community College (BCC) Associate Degree Nursing Students who successfully pass the NCLEX-RN examination, will be considered for admission, transferring up to 62 semester hours of credit, into UNC Pembroke's Bachelor of Science in Nursing degree.

## **EMERGENCY MEDICAL SCIENCE**

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 emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Students with a North Carolina or National Registry Certification may be granted advanced standing for EMT (EMS 110) upon Admissions to the program with Program Director Approval.

### **Associate in Applied Science Degree (A45340)**

#### **Fall Semester #1**

BIO 168 .... Anatomy & Physiology I.....	4
MAT 143.... Quantitative Literacy .....	3
ENG 111.... Writing and Inquiry.....	3
EMS 110.... EMT .....	9
<b>Semester Total .....</b>	<b>19</b>

#### **Spring Semester #1**

BIO 169 .... Anatomy & Physiology II.....	4
EMS 130.... Pharmacology.....	4

EMS 160 .....Cardiology I.....	3
EMS 131 .....Advanced Airway Assessment .....	2
EMS 122 .....Clinical Practicum I.....	1
<b>Semester Total .....</b>	<b>14</b>

#### **Summer Semester #1**

EMS 140 ....Rescue Scene Management.....	2
EMS 210 .... Advanced Patient Assessment ....	2
EMS 220 ....Cardiology II.....	3
EMS 240 ....Patients w/ Special Challenges....	2
EMS 221 ....EMS Clinical Practicum II.....	2
ACA 122 ....College Transfer Success.....	1
<b>Semester Total .....</b>	<b>12</b>

#### **Fall Semester #2**

EMS 231 .....EMS Clinical Practicum II.....	3
EMS 250 .....Medical Emergencies.....	4
EMS 260 ....Trauma Emergencies.....	2
EMS 270 ....Life Span Emergencies .....	4
<b>Semester Total .....</b>	<b>13</b>

#### **Spring Semester #2**

ENG 112 .... Writing/Research in Disc or ENG 114 Prof Research.....	3
Humanities/Fine Arts Elective.....	3
HUM 115, PHI 215, PHI 240	
PSY 150....General Psychology .....	3
EMS 241 ....EMS Clinical Practicum IV .....	4
EMS 285 ....EMS Capstone .....	2
<b>Semester Total .....</b>	<b>15</b>

**TOTAL PROGRAM CREDITS.....73**

### **Bridge Option (A45340B)**

#### **Fall Semester #1**

BIO 168.....Anatomy & Physiology I .....	4
Humanities/Fine Arts Elective.....	3
HUM 115, PHI 215, PHI 240	
ENG 111 ....Writing and Inquiry .....	3
EMS 280 ....EMS Bridge Course .....	3
EMS 125 ...Instructor Methodology .....	3
or EMS 235 EMS Management.....	2
<b>Semester Total .....</b>	<b>15-16</b>

#### **Spring Semester #1**

BIO 169.....Anatomy & Physiology II .....	4
ENG 112 .... Writing/Research in Disc or ENG 114 Prof Research.....	3
EMS 210 ....Advanced Patient Assess .....	2
PSY 150....General Psychology .....	3
<b>Semester Total .....</b>	<b>12</b>

NOTE: Bridge Program Applicants applying must have a current and unencumbered North Carolina and/or National Registry Paramedic credential. Upon admission, entry students will

receive advanced standing for EMS 110 with approval from the Program Director.

EMS 110.... EMT ..... 9

Then, upon successfully completing EMS 280 with a "C" or better, the student will be awarded credit for prior learning for the following:

EMS 122.... Clinical Practicum I .....	1
EMS 130.... Pharmacology.....	4
EMS 131.... Advanced Airway Management...2	
EMS 160.....Cardiology I.....	3
EMS 220.....Cardiology II.....	3
EMS 221.....EMS Clinical Practicum II .....	2
EMS 231.....EMS Clinical Practicum III .....	3
EMS 240.... Patients w/ Special Challenges ...2	
EMS 241.... EMS Clinical Practicum IV.....	4
EMS 250.... Medical Emergencies .....	4
EMS 260.... Trauma Emergencies .....	2
EMS 270.... Life Span Emergencies .....	4
EMS 285.... EMS Capstone .....	2
<b>Semester Total .....</b>	<b>45</b>
<b>TOTAL PROGRAM CREDITS.....</b>	<b>72</b>

## MEDICAL ASSISTING

The Medical Assisting curriculum prepares multi-skilled health care professionals to perform clinical, laboratory, and administrative procedures.

Course work includes instruction in assisting with clinical examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, confidentially/HIPAA training and ethical/legal issues associated with patient care; administrative instruction includes training in scheduling appointments, coding, and processing insurance accounts, billing, collections, computer operations, and basic administrative office procedures.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, urgent care facilities, specialty offices, and health departments.

NOTE: The Medical Assisting AAS Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>) upon the

recommendation of the Medical Assisting Education Review Board (<http://www.maerb.org>) (MAERB).

### **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350, <http://www.caahep.org>

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. (<http://www.aama-ntl.org>) (AAMA).

*This program has selective admission requirements. Visit <https://www.brunswickcc.edu/programs/health-sciences/> or contact Student Services or the Nursing Department for information.*

### **Associate in Applied Science Degree Medical Assisting**

#### **Diploma Level (D45400)**

##### **Fall Semester #1**

ACA 122 ....College Transfer Success.....	1
BIO 163.....Basic Anatomy & Physiology .....	5
MED 110....Orient to Medical Assisting .....	1
MED 121 ....Medical Terminology I.....	3
MED 130....Admin Office Procedure I.....	2
MED 140....Exam Room Procedure I.....	5
<b>Semester Total .....</b>	<b>17</b>

##### **Spring Semester #1**

COM 120 ...Intro to Interpersonal Com .....	3
MED 118....Medical Law and Ethics .....	2
MED 122....Medical Terminology II.....	3
MED 150....Laboratory Procedures I.....	5
MED 240....Exam Room Procedures II .....	5
<b>Semester Total .....</b>	<b>18</b>

##### **Summer Semester #1**

MED 260....MED Clinical Practicum .....	5
MED 264....Medical Assisting Overview .....	2
<b>Semester Total.....</b>	<b>7</b>

**Students graduate with a diploma in  
Medical Assisting with 42 credits**

**Associate Level (A45400)****Fall Semester #2**

MAT 143.... Quantitative Literacy .....	3
PSY 150 .... General Psychology .....	3
MED 131 ... Admin Office Procedure II .....	2
Humanities Elective.....	3
ENG 111.... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>14</b>

**Spring Semester #2**

MED 136 ... Preventive Health .....	3
MED 270 ... Symptomatology.....	3
MED 272 ... Drug Therapy.....	3
MED 276 ... Patient Education .....	3
<b>Semester Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS..... 68**

**PRACTICAL NURSING (PN)  
Diploma (D45660)**

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term/home health facilities, clinics, and physicians' offices.

*This program has selective admission requirements. Visit <https://www.brunswickcc.edu/programs/health-sciences/> or contact Student Services or the Nursing Department for information.*

**Summer Semester #1**

*BIO 163 ....Basic Anatomy & Physiology .....	5
ENG 111 .... Expository Writing .....	3
PSY 150..... General Psychology .....	3
<b>Semester Total .....</b>	<b>11</b>

**Fall Semester #1**

**NUR 117 ..... Pharmacology.....	2
NUR 101 ..... Practical Nursing I .....	11
<b>Semester Total .....</b>	<b>13</b>

**Spring Semester #1**

NUR 102 ....Practical Nursing II .....	10
<b>Semester Total .....</b>	<b>10</b>

**Summer Semester #2**

NUR 103 ....Practical Nursing III.....	9
<b>Total Program Credits.....</b>	<b>43</b>

*Students must complete all non-nursing courses with a grade of "C" or better. Students must also achieve an overall exam average of 80 or higher in all nursing (NUR) courses.*

\*Must not be more than 5 years old at the start of the program.

\*\*Must not be more than 1-year-old at the start of the program.

## PROFESSIONAL AND TECHNICAL PROGRAMS

The Professional and Technical Associate, Degree, Diploma, and Certificate programs help prepare students for entry-level jobs in the professional and technical careers. Through these programs students obtain the training and skills they need to become employable and competent, and, in many cases, they can earn industry recognized certifications. In addition, through the college's partnerships with many various public and private 4-year institutions, students have the opportunities to continue to earn higher credentials beyond a 2-year program.

Professional Technical programs vary in length: Associate in Applied Science (AAS) degrees, from 64-69 credit hours; Diploma programs range from 36-48 hours; Certificate programs range from 12-18 credit hours; and the Associate in Science transfer degree with concentration in Computer Science and Associate in Arts in Business Administration degrees are 61 credits each. Classes are taught in traditional, online, and/or hybrid/blended formats to ensure students have the flexibility necessary to be successful in their educational goals.

Most professional and technical programs are 2-years in length and contain at least 15 hours of general education coursework. General education courses include at least two communication courses and at least 3-4 credits from each of the following disciplines: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

### Associate in Applied Science Degree Programs

Accounting and Finance  
 Business Administration - General Business  
 Business Administration - Supply Chain Mgmt  
 Business Administration - Public Administration  
 Cosmetology  
 Criminal Justice Technology  
 Early Childhood Education Birth-Kindergarten (B-K) Teaching  
 Early Childhood Education Non-Licensure Option  
 Early Childhood Education, Career Entry Option  
 Health and Fitness Science  
 Health Information Technology

Horticulture Technology  
 Information Technology - Computer Programming and Development  
 Information Technology - Information Systems  
 Information Technology – General Studies  
 Information Technology – Web Development  
 Public Safety Administration – Law Enforcement  
 Public Safety Administration – Corrections  
 Public Safety Administration – Emergency & Fire Management  
 Turfgrass Management Technology

### Diploma Programs

Accounting and Finance  
 Business Administration  
 Cosmetology  
 Criminal Justice Technology  
 Early Childhood Education  
 Health Information Technology  
 Horticulture Technology  
 Information Technology - Computer Programming and Development  
 Information Technology - Information Systems  
 Turfgrass Management Technology  
 Welding Technology

### Certificate Programs

Accounting and Finance  
 Athletic Training  
 Basic Law Enforcement Training (BLET)  
 Business Administration  
 Business Administration/Small Business Entrepreneur  
 Cosmetology  
 Cosmetology Instructor  
 Criminal Justice Technology  
 Early Childhood Education  
 Early Childhood Education/Administration  
 Health and Fitness Science  
 Health and Wellness Management  
 Health Promotions  
 Horticulture Technology  
 Infant and Toddler Care  
 Information Technology – Information Systems  
 Information Technology – Cyber Security  
 Information Technology – C++ Programming  
 Information Technology – JAVA Programming  
 Information Technology – Digital Marketing  
 Information Technology–Simulation and Game Development  
 Information Technology–Web Development  
 Landscape Construction Management  
 Landscape Design & Construction  
 Public Health  
 Sports Officiating

Turfgrass Management Technology  
Welding Technology

**University Transfer Opportunities**

Through participation with various public and private 4-year institutions, many Associate in Applied Science courses and credentials are transferrable to higher education institutions.

All Comprehensive Articulation Agreement (CAA), Independent Comprehensive Articulation Agreement (ICAA), or Universal General Education Transfer Component (UGETC) courses transfer to a UNC 4-year system institution provided the student earn a "C" or better in the course.

In addition, the following are a few of the Universities that offer 4-year degree transfer opportunities to any BCC Professional and Technical Program graduates:

- Accounting and Finance
  - Western Carolina University
  - UNC Greensboro
- Business Administration
  - East Carolina University
  - Lees McRae College
  - UNC Greensboro
  - Western Carolina University
- Criminal Justice Technology
  - Lees McRae College
  - NC State University
  - NC Wesleyan University
  - UNC Pembroke
  - Fayetteville State University
  - Western Carolina University
- Early Childhood Education
 

In addition to the following colleges, Universities within the UNC College System accepts graduates of Early Childhood Education Programs under a statewide Transfer Articulation Agreement for students wanting to pursue a Bachelor's Degree Birth-Kindergarten teaching licensure program or a Bachelor's Degree in a related Early Education non-licensure program.

  - UNC Greensboro
  - UNC Wilmington
  - Barton College
- Health and Fitness Science
  - UNC Pembroke
  - UNC Wilmington

- Health Information Technology
  - UNC Greensboro
- Horticulture Technology
  - NC A&T
- Information Systems
  - East Carolina University
  - UNC Greensboro
  - University of Mount Olive
- Public Safety Administration
  - NC State University
- Turfgrass Management Technology
  - NC A&T

**ACCOUNTING AND FINANCE**

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountant and finance professionals assemble and analyze, process, and communicate essential information about financial operations. Course work includes accounting, finance, business law computer applications, financial planning, insurance, marketing, and real estate. Related skills are developed through the study of communications, critical thinking skills, and ethics.

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

**Note:** See *University Transfer Opportunities*.

**ACCOUNTING AND FINANCE**  
**Associate in Applied**  
**Science Degree (A25800)**

**Fall Semester # 1**

ACA 122 ....College Transfer Success.....	1
ACC 120 ....Princ of Financial Accounting.....	4
BUS 110 ....Introduction to Business.....	3
BUS 121 ....Business Math.....	3
CIS 110.....Introduction to Computers.....	3
ECO 251 ....Princ of Microeconomics .....	3
or ECO 252 Princ of Macroeconomics .....	3
<b>Semester Total .....</b>	<b>17</b>

**Spring Semester # 1**

ACC 121 .... Princ of Managerial Acctg.....	4
ACC 122 .... Princ of Financial Acctg II .....	3
ACC 130 .... Business Income Taxes .....	3
ACC 150 .... Accounting Software Applic.....	2
BUS 225 .... Business Finance .....	3
ENG 111 .... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>18</b>

**Fall Semester #2**

ACC 215 .... Ethics in Accounting .....	3
BAF 143 .... Financial Planning .....	3
BUS 115 .... Business Law 1 .....	3
MAT 152 .... Statistical Methods .....	4
Social/Behavioral Sciences Elective .....	3
ANT 210, ANT 220, ANT 221, ECO 251, ECO 252, GEO 111, GEO 130, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, POL 130, POL 210, POL 220, PSY 110, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240	
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester # 2**

ACC 210 .... Enterprise Risk Management .....	3
BUS 147 .... Business Insurance .....	3
CTS 130 .... Spreadsheet .....	3
COM 110 ... Intro to Communication .....	3
or COM 231 Public Speaking.....	3
WBL 111 .... Work-Based Learning I.....	1
Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, ART 121, ART 131, DAN 110, MUS 110, MUS 111, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221	
<b>Semester Total .....</b>	<b>16</b>

**TOTAL PROGRAM CREDITS: ..... 67****ACCOUNTING AND FINANCE  
Diploma (D25800)****Fall Semester # 1**

ACA 122 .... College Transfer Success .....	1
ACC 120 .... Princ of Financial Accounting .....	4
BUS 110 .... Introduction to Business .....	3
BUS 115 .... Business Law I .....	3
CIS 110 .... Introduction to Computers .....	3
<b>Semester Total .....</b>	<b>14</b>

**Spring Semester # 1**

ACC 121 .... Princ of Managerial Acctg.....	4
ACC 130 .... Business Income Taxes .....	3
ACC 150 .... Accounting Software Applic.....	2
BUS 225 ... Business Finance .....	3
ENG 111 .... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>15</b>

**Fall Semester # 2**

ACC 210 ....Enterprise Risk Management.....	3
BAF 143 ....Financial Planning.....	3
ACC 215 ....Ethics in Accounting.....	3
CTS 130 .... Spreadsheet.....	3
MAT 152 .... Statistical Methods I.....	4
<b>Semester Total .....</b>	<b>16</b>

**TOTAL PROGRAM CREDITS ..... 45****ACCOUNTING AND FINANCE  
Certificate (C25800)**

ACC 120 ....Princ of Financial Acctg .....	4
ACC 121 ....Princ of Managerial Acctg .....	4
ACC 150 ....Accounting Software Applic. ....	2
BAF 143 ....Financial Planning.....	3
BUS 225 ...Business Finance .....	3

**TOTAL PROGRAM CREDITS:..... 16****BASIC LAW  
ENFORCEMENT TRAINING**

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

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

CJC 110 ....Basic Law Enforcement .....	20
<b>Semester Total .....</b>	<b>20</b>

**TOTAL PROGRAM CREDITS:..... 20**

## BUSINESS ADMINISTRATION

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

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

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

*Note: See University Transfer Opportunities.*

### Business Administration General Business

#### Associate in Applied Science Degree (A25120GB)

##### Fall Semester #1

ACA 122 .... College Transfer Success .....	1
ACC 120 .... Princ of Financial Accounting .....	4
BUS 110 .... Introduction to Business .....	3
ENG 111 .... Writing and Inquiry .....	3
LOG 110 .... Introduction to Logistics .....	3
MAT 152 .... Statistical Methods I .....	4
<b>Semester Total .....</b>	<b>18</b>

##### Spring Semester #1

ACC 121 .... Princ of Managerial Accounting ...	4
BUS 115 .... Business Law I .....	3
BUS 121 .... Business Math .....	3
BUS 137 .... Principles of Management .....	3
CIS 110 .... Introduction to Computers .....	3
CTS 130 .... Spreadsheet .....	3
<b>Semester Total .....</b>	<b>19</b>

##### Fall Semester #2

BUS 153 .... Human Resource Management ...	3
BUS 280 .... Real Small Business .....	4
COM 231 ... Public Speaking .....	3

ECO 251 ....Princ of Microeconomics	
or ECO 252 Princ of Macroeconomics .....	3
MKT 120 ....Principles of Marketing .....	3
Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, ART 121, ART 131,	
DAN 110, MUS 110, MUS 111, MUS 112, PHI 215,	
PHI 240, REL 110, REL 211, REL 212, REL 221	
<b>Semester Total .....</b>	<b>19</b>

##### Spring Semester #2

BUS 147 ....Business Insurance .....	3
BUS 225 ....Business Finance .....	3
OMT 222 ....Project Management .....	3
WBL 111 ....Work-Based Learning I .....	1
Social/Behavioral Sciences Elective .....	3
ANT 210, ANT 220, ANT 221, ECO 251, ECO 252,	
GEO 111, GEO 130, HIS 111, HIS 112, HIS 131,	
HIS 132, POL 120, POL 130, POL 210, POL 220,	
PSY 110, PSY 150, SOC 210, SOC 213, SOC 220,	
SOC 225, SOC 240	
<b>Semester Total .....</b>	<b>13</b>

**TOTAL PROGRAM CREDITS:.....69**

### Business Administration Supply Chain Management

#### Associate in Applied Science Degree (A25120SC)

##### Fall Semester #1

ACA 122 ....College Transfer Success .....	1
ACC 120 ....Princ of Financial Accounting .....	4
BUS 110 ....Introduction to Business .....	3
ENG 111 ....Writing and Inquiry .....	3
LOG 110 ....Introduction to Logistics .....	3
MAT 152 ....Statistical Methods I .....	4
<b>Semester Total .....</b>	<b>18</b>

##### Spring Semester #1

ACC 121 ....Princ of Managerial Accounting ...	4
BUS 115 ....Business Law I .....	3
BUS 137 ....Principles of Management .....	3
CIS 110 ....Introduction to Computers .....	3
CTS 130 ....Spreadsheet .....	3
ISC 210 ....Operations and Product Plan .....	3
<b>Semester Total .....</b>	<b>19</b>

##### Fall Semester #2

COM 231 ...Public Speaking .....	3
ECO 251 ....Princ of Microeconomics	
or ECO 252 Princ of Macroeconomics .....	3
LOG 211 ....Distribution Management .....	3
LOG 215 ....Supply Chain Management .....	3
MKT 120 ....Principles of Marketing .....	3



Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, ART 121, ART 131, DAN 110, MUS 110, MUS 111, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221	
<b>Semester Total .....</b>	<b>18</b>

**Spring Semester #2**

BUS 147 .... Business Insurance .....	3
LOG 240 .... Purchasing Logistics .....	3
OMT 222 ... Project Management .....	3
WBL 111 .... Work-Based Learning I .....	1

Social/Behavioral Sciences Elective .....	3
ANT 210, ANT 220, ANT 221, ECO 251, ECO 252, GEO 111, GEO 130, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, POL 130, POL 210, POL 220, PSY 110, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240	
<b>Semester Total .....</b>	<b>13</b>

**TOTAL PROGRAM CREDITS: .....** 68

## Business Administration Public Administration

### Associate in Applied Science Degree (A25120PA)

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
ACC 120 .... Princ of Financial Accounting .....	4
BUS 110 .... Introduction to Business .....	3
ENG 111 .... Writing and Inquiry .....	3
MAT 152 .... Statistical Methods I .....	4
PAD 151 .... Intro to Public Administration .....	3
<b>Semester Total .....</b>	<b>18</b>

**Spring Semester #1**

ACC 121 .... Princ of Managerial Accounting ...	4
BUS 115 .... Business Law I .....	3
BUS 137 .... Principles of Management .....	3
CIS 110 .... Introduction to Computers .....	3
CTS 130 .... Spreadsheet .....	3
PAD 152 .... Ethics in Government .....	3
<b>Semester Total .....</b>	<b>19</b>

**Fall Semester #2**

COM 231 ... Public Speaking .....	3
ECO 251 .... Princ of Microeconomics or ECO 252 Princ of Macroeconomics .....	3
MKT 120 .... Principles of Marketing .....	3
PAD 251 .... Public Finance and Budgeting .....	3
PAD 254 .... Grant Writing .....	3
Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, ART 121, ART 131, DAN 110, MUS 110, MUS 111, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221	
<b>Semester Total .....</b>	<b>18</b>

**Spring Semester #2**

BUS 147 .... Business Insurance .....	3
OMT 222 .... Project Management .....	3
PAD 252 .... Public Policy Analysis .....	3
WBL 111 .... Work-Based Learning I .....	1

Social/Behavioral Sciences Elective .....	3
ANT 210, ANT 220, ANT 221, ECO 251, ECO 252, GEO 111, GEO 130, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, POL 130, POL 210, POL 220, PSY 110, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240	
<b>Semester Total .....</b>	<b>13</b>

**TOTAL PROGRAM CREDITS: .....** 68

## Business Administration Diploma (D25120)

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
BUS 110 ... Introduction to Business .....	3
BUS 153 .... Human Resource Mgmt .....	3
CIS 110 .... Introduction to Computers .....	3
MKT 120 .... Principles in Marketing .....	3
<b>Semester Total .....</b>	<b>13</b>

**Spring Semester #1**

BUS 121 .... Business Math .....	3
CTS 130 .... Spreadsheets .....	3
ECO 251 .... Principles of Microeconomics .....	3
ENG 111 .... Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>12</b>

**Fall Semester #2**

ACC 120 .... Princ of Financial Accounting .....	4
BUS 115 .... Business Law .....	3
BUS 280 .... Real Small Business .....	4
COM 231 ... Public Speaking .....	3
<b>Semester Total .....</b>	<b>14</b>

**Spring Semester #2**

ACC 121 .... Princ of Managerial Accounting ...	4
BUS 137 .... Princ of Management .....	3
<b>Semester Total .....</b>	<b>7</b>

**TOTAL PROGRAM CREDITS .....** 46

## Business Administration Certificate (C25120)

BUS 115 .... Business Law I .....	3
BUS 137 .... Principles of Management .....	3
BUS 153 .... Human Resource Mgmt .....	3
MKT 120 .... Principles of Marketing .....	3
<b>Semester Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS .....** 12

**Small Business Entrepreneur  
Certificate (C25120SB)**

BUS 110.... Introduction to Business ..... 3  
 BUS 115.... Business Law I ..... 3  
 BUS 153.... Human Resource Management... 3  
 BUS 280 .... REAL Small Business..... 4  
**Semester Total** ..... 13  
**TOTAL PROGRAM CREDITS** ..... 13

**COSMETOLOGY**

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 that enables students to develop manipulative skills.

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

Program graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

Employment is available in beauty salons and related businesses.

**COSMETOLOGY  
Associate in Applied  
Science Degree (A55140)**

**Fall Semester #1**  
 ACA 122 .... College Transfer Success ..... 1  
 COS 111.... Cosmetology Concepts I..... 4  
 COS 112.... Salon I..... 8  
 ENG 111.... Writing and Inquiry..... 3  
**Semester Total** ..... 16

**Spring Semester #1**  
 COS 113.... Cosmetology Concepts II..... 4  
 COS 114.... Salon II..... 8  
 COM 120 ... Intro Interpersonal Com ..... 3  
**Semester Total** ..... 15

**Summer Semester #1**

COS 223 ....Contemp Hair Coloring .....2  
 COS 224 ....Trichology and Chemistry .....2  
 MAT 143 ....Quantitative Literacy .....3  
**Semester Total** .....7

**Fall Semester #2**

BUS 240 ....Business Ethics.....3  
 or BUS 115 Business Law I.....3  
 COS 115 ....Cosmetology Concepts III .....4  
 COS 116 ....Salon III.....4  
 PSY 150....General Psychology .....3  
**Semester Total** ..... 14

**Spring Semester #2**

COS 117 ....Cosmetology concepts IV .....2  
 COS 118 .... Salon IV .....7  
 HUM 115....Critical Thinking.....3  
**Semester Total** ..... 12

**TOTAL PROGRAM CREDITS** ..... 64

Students must successfully complete at least 1,200 clock hours during their enrollment in the cosmetology program before the student is eligible for graduation.

**COSMETOLOGY  
Diploma (D55140)**

**Fall Semester #1**

ACA 122 .... College Transfer Success.....1  
 COS 111 ....Cosmetology Concepts I.....4  
 COS 112 ....Salon I.....8  
 ENG 111 .... Writing and Inquiry .....3  
**Semester Total** ..... 16

**Spring Semester #1**

COS 113 ....Cosmetology Concepts II .....4  
 COS 114 .... Salon II .....8  
 COM 120 ...Intro Interpersonal Com .....3  
**Semester Total** ..... 15

**Fall Semester #2**

COS 115 ....Cosmetology Concepts III .....4  
 COS 116 ....Salon III .....4  
**Semester Total** .....8

**Spring Semester #2**

COS 117 ....Cosmetology Concepts IV .....2  
 COS 118 ....Salon IV .....7  
**Semester Total** .....9

**TOTAL PROGRAM CREDITS** ..... 48

## **COSMETOLOGY Certificate (C55140)**

### **Fall Semester #1**

COS 111.... Cosmetology Concepts I .....	4
COS 112.... Salon I.....	8
<b>Semester Total .....</b>	<b>12</b>

### **Spring Semester #1**

COS 113.... Cosmetology Concepts II .....	4
COS 114.... Salon II.....	8
<b>Semester Total .....</b>	<b>12</b>

### **Summer Semester #1**

COS 224.... Trichology and Chemistry.....	2
<b>Semester Total .....</b>	<b>2</b>

### **Fall Semester #2**

COS 115 Cosmetology Concepts III .....	4
COS 116 Salon III .....	4
<b>Semester Total .....</b>	<b>8</b>

**TOTAL PROGRAM CREDITS..... 34**

## **COSMETOLOGY INSTRUCTOR**

The Cosmetology Instructor Certificate provides students the skills they need to teach cosmetology theory and practice as required by the North Carolina Board of Cosmetic Arts. Course work includes requirements for becoming an instructor, i.e., introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Program graduates may be employed as cosmetology instructors in public or private education and business. Upon passing State Board Exams, students are eligible for employment.

## **COSMETOLOGY INSTRUCTOR Certificate (C55160)**

### **Fall Semester**

COS 271.... Instructor Concepts I.....	5
COS 272.... Instructor Practicum I.....	7
<b>Semester Total .....</b>	<b>12</b>

### **Spring Semester**

COS 273.... Instructor concepts II.....	5
COS 274.... Instructor Practicum II .....	7
<b>Semester Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS..... 24**

## **CRIMINAL JUSTICE TECHNOLOGY**

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, and loss prevention specialist.

*Note: See University Transfer Opportunities.*

## **CRIMINAL JUSTICE TECHNOLOGY Associate in Applied Science Degree (A55180)**

### **Fall Semester #1**

ACA 122 .... College Transfer Success.....	1
CJC 111..... Intro to Criminal Justice .....	3
CJC 112..... Criminology .....	3
CJC 113..... Juvenile Justice.....	3
CJC 131..... Criminal Law .....	3
ENG 111 .... Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>16</b>

### **Spring Semester #1**

CIS 110..... Introduction to Computers.....	3
CJC 121..... Law Enforcement Operations .....	3
CJC 141 .... Corrections.....	3
CJC 231..... Constitutional Law.....	3
COM 231 ... Public Speaking .....	3
or ENG 112 Writing/Research/Discipline .....	3
<b>Semester Total .....</b>	<b>15</b>

### **Summer Semester #1**

MAT 143 .... Quantitative Literacy .....	3
POL 120..... American Government .....	3
or PSY 150 General Psychology.....	3
<b>Semester Total .....</b>	<b>6</b>

**Fall Semester #2**

CJC 132 .... Court Procedures & Evidence .....	3
CJC 161 .... Intro Homeland Security .....	3
CJC 212 .... Ethics & Community Relations ....	3
CJC 214 .... Victimology .....	3
HUM 115 ... Critical Thinking .....	3
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester #2**

CJC 240 .... Law Enforcement Mngt & Super.....	3
CJC 213 .... Substance Abuse .....	3
CJC 221 .... Investigative Principles .....	4
CJC 225 ... Crisis Intervention .....	3
CJC 232 .... Civil Liability .....	3
<b>Semester Total .....</b>	<b>16</b>

**TOTAL PROGRAM CREDITS..... 68**

**CRIMINAL JUSTICE  
TECHNOLOGY  
Diploma (D55180)**

**Fall Semester #1**

CJC 111 .... Intro to Criminal Justice .....	3
CJC 112 .... Criminology .....	3
ENG 111.... Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>9</b>

**Spring Semester #1**

CIS 110 ..... Introduction to Computers .....	3
CJC 141 ... Corrections .....	3
CJC 231 .... Constitutional Law .....	3
<b>Semester Total .....</b>	<b>9</b>

**Fall Semester #2**

CJC 212 .... Ethics & Community Relations ....	3
CJC 214 .... Victimology .....	3
CJC 113 .... Juvenile Justice .....	3
<b>Semester Total .....</b>	<b>9</b>

**Spring Semester #2**

CJC 240 .... Law Enforcement Mngt & Super.....	3
CJC 213 .... Substance Abuse .....	3
COM 231 ... Public Speaking .....	3
<b>Semester Total .....</b>	<b>9</b>

**TOTAL PROGRAM CREDITS..... 36**

**CRIMINAL JUSTICE  
TECHNOLOGY  
Certificate (C55180)**

**Core Courses (6 Credit Hours)**

CJC 111 .... Intro to Criminal Justice .....	3
CJC 113 ... Juvenile Justice .....	3

**Other Major Courses (6 Credit Hours)**

CJC 141 .... Corrections .....	3
CJC 231 ..... Constitutional Law .....	3

**Total Program Credits:..... 12**

**EARLY CHILDHOOD  
EDUCATION**

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

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

Early Childhood program graduates are prepared to plan and implement developmentally appropriate programs in an early childhood setting. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

*Note: See University Transfer Opportunities.*

**Birth-Kindergarten (B-K)  
Teaching Licensure**

**Associate in Applied Science  
Degree (A55220L)**

**Fall Semester #1**

ACA 122 ... College Transfer Success .....	1
EDU 119 ....Intro to Early Child Education .....	4
EDU 131 ....Child, Family, & Community .....	3
EDU 146 ....Child Guidance .....	3
EDU 153 ....Health, Safety, & Nutrition .....	3
ENG 111 ....Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>17</b>

**Spring Semester #1**

EDU 144 ....Child Development I .....	3
EDU 145 ....Child Development II .....	3
EDU 151 ...Creative Activities .....	3

MAT 143.... Quantitative Literacy .....	3
ENG 112.... Writing/Research/Disciplines .....	3
<b>Semester Total .....</b>	<b>15</b>

**Summer Semester #1**

Natural Science Elective .....	4
CHM 151, GEL 111 or PHY110/110A	
Social/Behavior Science Elective.....	3
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, or SOC 210	
<b>Semester Total .....</b>	<b>7</b>

**Fall Semester #2**

BIO 110 .... Principles of Biology .....	4
or BIO 111 General Biology I .....	4
EDU 221 .... Children with Exceptionalities.....	3
EDU 234.... Infants, Toddlers & Twos.....	3
EDU 280.... Language & Literacy Exper .....	3
PSY 150 .... General Psychology .....	3
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester #2**

COM 231 ... Public Speaking .....	3
EDU 216.... Foundations of Education.....	3
EDU 250.... Teacher Licensure Preparation ...	3
EDU 284.... Early Childhood Capstone Pract .	4
Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240	
<b>Semester Total .....</b>	<b>16</b>

**TOTAL PROGRAM CREDITS..... 71**

## Early Childhood Education Non-Licensure

### Associate in Applied Science Degree (A55220NL)

**Fall Semester #1**

ACA 122 ... College Transfer Success .....	1
EDU 119.... Intro to Early Child Education .....	4
EDU 131.... Child, Family, & Community .....	3
EDU 146.... Child Guidance .....	3
EDU 153.... Health, Safety, & Nutrition .....	3
ENG 111.... Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>17</b>

**Spring Semester #1**

EDU 144.... Child Development I .....	3
EDU 145.... Child Development II.....	3
EDU 151.... Creative Activities .....	3
ENG 112.... Writing/Research/Disciplines.....	3
MAT 143.... Quantitative Literacy .....	3
<b>Semester Total .....</b>	<b>15</b>

**Summer Semester #1**

Natural Science Elective.....	4
CHM 151, GEL 111 or PHY110/110A	
Social/Behavior Science Elective .....	3
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, or SOC 210	
<b>Semester Total .....</b>	<b>7</b>

**Fall Semester #2**

BIO 110.....Principles of Biology.....	4
or BIO 111 General Biology I.....	4
EDU 221 ....Children with Exceptionalities .....	3
EDU 234 ....Infants, Toddlers & Twos .....	3
EDU 280 ....Language & Literacy Experience.....	3
PSY 150.....General Psychology .....	3
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester #2**

COM 231 ...Public Speaking .....	3
EDU 261 ....Early Childhood Admin I .....	3
EDU 262 ....Early Childhood Admin II .....	3
EDU 284 ....Early Childhood Capstone Pract..	4
Humanities and Fine Arts .....	3
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240	
<b>Semester Total .....</b>	<b>16</b>

**TOTAL PROGRAM CREDITS..... 71**

## Early Childhood Education Career Entry Option

### Associate in Applied Science Degree (A55220CE)

**Fall Semester #1**

ACA 122 ... College Transfer Success.....	1
EDU 119 ....Intro to Early Child Education .....	4
EDU 131 ....Children, Family & Community .....	3
EDU 146 ....Child Guidance.....	3
EDU 153 ....Health, Safety & Nutrition.....	3
ENG 111 ....Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>17</b>

**Spring Semester #1**

EDU 144 ....Child Development I.....	3
EDU 145 ....Child Development II.....	3
EDU 151 ....Creative Activities.....	3
ENG 112 ....Writing/Research/Disciplines .....	3
MAT 143 ....Quantitative Literacy .....	3
<b>Semester Total .....</b>	<b>15</b>

**Summer Semester #1**

Humanities/Fine Arts Elective.....	3
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240	
<b>Semester Total .....</b>	<b>3</b>

**Fall Semester #2**

EDU 221 .... Children with Exceptionalities .....	3
EDU 234 .... Infants, Toddlers & Twos .....	3
EDU 251 .... Exploration Activities .....	3
EDU 271 .... Educational Technology .....	3
EDU 280 .... Language & Literacy Experience .....	3
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester #2**

EDU 261 .... Early Childhood Admin I .....	3
EDU 262 .... Early Childhood Admin II .....	3
EDU 284 .... Early Childhood Capstone Prac ..	4
PSY 150 .... General Psychology .....	3
COM 231 ... Public Speaking .....	3
<b>Semester Total .....</b>	<b>16</b>

**TOTAL PROGRAM CREDITS: .....** 66

**Early Childhood Education  
Diploma (D55220)**

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
EDU 119 .... Intro to Early Child Education .....	4
EDU 131 .... Child, Family, & Community .....	3
EDU 146 .... Child Guidance .....	3
EDU 153 .... Health, Safety, & Nutrition .....	3
<b>Semester Total .....</b>	<b>14</b>

**Spring Semester #1**

EDU 144 .... Child Development I .....	3
EDU 145 .... Child Development II .....	3
EDU 151 .... Creative Activities .....	3
ENG 111 .... Writing and Inquiry .....	3
<b>Semester Total .....</b>	<b>12</b>

**Fall Semester #2**

EDU 221 .... Children with Exceptionalities .....	3
EDU 234 .... Infants, Toddlers and Twos .....	3
EDU 280 .... Language & Literacy Exper .....	3
PSY 150 .... General Psychology .....	3
<b>Semester . Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS.....** 38

**Early Childhood Education  
Certificate (C55220)**

**Fall Semester #1**

EDU 119 .... Intro to Early Child Education .....	4
EDU 131 .... Child, Family, & Community .....	3
EDU 153 .... Health, Safety, & Nutrition .....	3
<b>Semester Total .....</b>	<b>10</b>

**Spring Semester #1**

EDU 144 .... Child Development I .....	3
EDU 145 .... Child Development II .....	3
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS.....** 16

**Early Childhood  
Education  
Administration Certificate  
(C55220A)**

**Fall Semester #1**

EDU 119 ....Intro to Early Child Education .....	4
EDU 153 ....Health, Safety, & Nutrition.....	3
<b>Semester Total .....</b>	<b>7</b>

**Spring Semester #1**

EDU 144 ....Child Development I.....	3
EDU 261 ....Early Childhood Admin I .....	3
EDU 262 ....Early Childhood Admin II .....	3
<b>Semester Total .....</b>	<b>9</b>

**TOTAL PROGRAM CREDITS.....** 16

**Infant and Toddler Care**

The curriculum prepares individuals to work with children from infancy to 3 years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Coursework includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Infant and Toddler Care graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

## **Infant and Toddler Care Certificate (C55290)**

### **Fall Semester #1**

EDU 119.... Intro Early Child Education .....	4
EDU 131.... Child, Family, & Community .....	3
EDU 153.... Health, Safety & Nutrition .....	3
EDU 234.... Infants, Toddlers, & Twos.....	3
<b>Semester Total .....</b>	<b>13</b>

### **Spring Semester #1**

EDU 144.... Child Development I .....	3
<b>Semester Total .....</b>	<b>3</b>
<b>TOTAL PROGRAM CREDITS.....</b>	<b>16</b>

## **Early Childhood Education Articulation Agreements**

The Early Childhood Education Articulation Agreement is a statewide academic progression agreement that promotes educational advancement opportunities for Early Childhood Education (ECE) graduates to enroll in the University of North Carolina College system to complete a Bachelor's Degree in Birth-Kindergarten teaching licensure program or a related Early Education non-licensure program.

This Articulation Agreement describes a progression degree plan that includes required general education for all Birth-Kindergarten (BK) education degree plans (licensure and non-licensure) and pre-major courses acceptable to all state funded ECE to BK programs (licensure and non-licensure) options. Students who follow the progressive degree plan will have 60 hours applied to all of the North Carolina public ECE to BK programs, both licensure and non-licensure.

The UNC System institutions that currently participate in this agreement include:

- Appalachian State University
- East Carolina University
- Elizabeth City State University
- Fayetteville State University
- North Carolina Agricultural & Technical State University
- North Carolina Central University
- University of North Carolina at Charlotte
- University of North Carolina at Greensboro
- University of North Carolina at Pembroke

- University of North Carolina Wilmington
- Western Carolina University
- Winston Salem State University

This agreement does not guarantee student acceptance into any bachelor program at UNC institutions; but ensures transferability of courses that they receive a grade of "C" or better. ECE students must meet applicable admissions criteria and policies designated by, and earn admission into the UNC institution of their choice. These criteria and admissions requirements may include (but are not limited to) minimum GPA and Praxis scores and their associated timelines, as published by each university's Bachelor's Degree in Birth-Kindergarten and Early Education-related programs (both licensure and non-licensure options).

## **Early Childhood Education Bilateral Articulation Agreements**

In addition to UNC Articulation Agreements that provide transfer opportunities to student, additional a Bilateral Articulation Agreement with Barton College is also in place for students who complete an Associate in Early Childhood Education at BCC. Students should consult with the Director of Early Childhood Education for additional information on these transfer opportunities.

## **HEALTH & FITNESS SCIENCE**

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.

Health & Fitness Science graduates should qualify for employment opportunities in schools, commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Department Athletics, and other organizations implementing exercise and fitness programs.

**HEALTH &  
FITNESS SCIENCE**  
**Associate in Applied Science**  
**Degree (A45630)**

**Fall Semester #1**

ACA 122 .... College Student Success .....	1
BIO 168 .... Anatomy & Physiology I.....	4
ENG 111 .... Writing and Inquiry.....	3
HFS 110 .... Exercise Science .....	4
MAT 143 .... Quantitative Literacy .....	3
PED 110 .... Fit and Well for Life.....	2
or HEA 110....Personal Health/Wellness .....	3
<b>Semester Total .....</b>	<b>17-18</b>

**Spring Semester #1**

BIO 155 .... Nutrition .....	3
BIO 169 .... Anatomy & Physiology II.....	4
CIS 110 .... Introduction to Computers .....	3
HFS 111 .... Fitness & Exercise. Testing I.....	4
HFS 116 .... Prev & Care of Excer Injuries .....	3
<b>Semester Total .....</b>	<b>17</b>

**Fall Semester #2**

COM 231 ... Public Speaking .....	3
HEA 112 .... CPR & First Aid.....	2
HFS 120 .... Group Exercise Instruction .....	3
HFS 214 .... Health & Fitness Law.....	3
HFS 218 .... Lifestyle Change & Wellness.....	4
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester #2**

HFS 118 .... Fitness Facility Management.....	4
HFS 210 .... Personal Training .....	3
HFS 212 .... Exercise Programming .....	3
PSY 150 .... General Psychology .....	3
WBL 111.... Work-Based Learning I.....	1
Humanities/Fine Arts Elective .....	3
ART 111, ART 114, ART 115, ART 121, ART 131, DAN 110, MUS 110, MUS 111, MUS 112, PHI 215, PHI 240, REL-110, REL-211, REL 212, or REL 221	
<b>Semester Total .....</b>	<b>17</b>

**TOTAL PROGRAM CREDITS..... 66-67**

*Note: See University Transfer Opportunities.*

**HEALTH &  
FITNESS SCIENCE**  
**Certificate (C45630)**

**Fall Semester #1**

HFS 110.....Exercise Science.....	4
HEA 112 .... CPR & First Aid .....	2
<b>Semester Total .....</b>	<b>6</b>

**Spring Semester #1**

HFS 111.....Fitness & Exercise Testing I .....	4
HFS 116.....Prev & Care of Excer Injuries.....	3
HFS 118.....Fitness Facility Management .....	4
<b>Semester Total .....</b>	<b>11</b>

**TOTAL PROGRAM CREDITS..... 17**

**ATHLETIC TRAINING**  
**Certificate (C45630AT)**

**Fall Semester #1**

HEA 112 .... CPR & First Aid .....	2
BIO 168.....Anatomy & Physiology I .....	4
BIO 155.....Nutrition.....	3
<b>Semester Total .....</b>	<b>9</b>

**Spring Semester #1**

BIO 169.....Anatomy & Physiology II .....	4
PED 259 ....Prevention and Care of Athletic .....	2
Injuries or HFS 116 Prevention and Care of Exercise Injuries .....	3
<b>Semester Total .....</b>	<b>6-7</b>

**TOTAL PROGRAM CREDITS..... 15-16**

**HEALTH PROMOTIONS**  
**Certificate (C45630H)**

**Fall Semester #1**

ENG 111 ....Writing and Inquiry .....	3
PED 110 ....Fit and Well for Life .....	2
or HEA 110....Personal Health/Wellness .....	3
<b>Semester Total .....</b>	<b>5-6</b>

**Spring Semester #1**

BIO 155.....Nutrition .....	3
PSY 150.....General Psychology .....	3
COM 231 ...Public Speaking .....	3
<b>Semester Total .....</b>	<b>9</b>

**TOTAL PROGRAM CREDITS..... 14-15**



## HEALTH AND WELLNESS MANAGEMENT Certificate (C45630HW)

### Fall Semester #1

ENG 111.... Writing and Inquiry.....	3
PED 110 .... Fit and Well for Life.....	2
or HEA 110....Personal Health/Wellness.....	3
COM 231 ... Public Speaking.....	3
<b>Semester Total .....</b>	<b>8-9</b>

### Spring Semester #1

BUS 137 .... Principles of Management.....	3
or PED 165 Exercise Science as a Career ...	3
PSY 150 .... General Psychology .....	3
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS..... 14-15**

## SPORTS OFFICIATING Certificate (C45630S)

### Fall Semester #1

ENG 111.... Writing and Inquiry.....	3
HEA 112 .... CPR & First Aid.....	2
PED 250 Officiating Basketball and Volleyball or PED 251 Officiating Football and Soccer or PED 252 Officiating Baseball and Softball...	2
<b>Semester Total .....</b>	<b>7</b>

### Spring Semester #1

PSY 150 .... General Psychology .....	3
COM 231 ... Public Speaking.....	3
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS..... 13**

## PUBLIC HEALTH Certificate (C45630PH)

### Fall Semester #1

HEA 112 .... CPR & First Aid.....	2
BIO 168 ..... Anatomy & Physiology I.....	4
<b>Semester Total .....</b>	<b>6</b>

### Spring Semester #1

BIO 155 ..... Nutrition .....	3
BIO 169 ..... Anatomy & Physiology II.....	4
<b>Semester Total .....</b>	<b>7</b>

**TOTAL PROGRAM CREDITS..... 13**

## HEALTH INFORMATION TECHNOLOGY

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

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

The Health Information Technology Program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).

Health Information Technology AAS degree graduates may be eligible for national certification to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, consulting firms, computer and software vendors, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

**Note:** See University Transfer Opportunities.

*A student who has been convicted of a felony or misdemeanor may not be eligible to complete the professional practice experience and, therefore, not able to complete the Health Information Technology program.*

## HEALTH INFORMATION TECHNOLOGY Associate in Applied Science Degree (A45360)

### Fall Semester #1

ACA 122 ....College Transfer Success.....	1
BIO 163.....Basic Anatomy and Physiology ...	5
CIS 110.....Introduction to Computers.....	3
HIT 110.....Intro to Healthcare & HIM .....	3
MED 121 ....Medical Terminology I.....	3
MED 122....Medical Terminology II.....	3
<b>Semester Total .....</b>	<b>18</b>

**Spring Semester #1**

HIT 226..... Pathophysiology & Pharmacology ....	3
HIT 112..... Health Law and Ethics .....	3
HIT 114..... Health Data Sys/Standards .....	3
MAT 152.... Statistical Methods .....	4
ENG 111.... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>16</b>

**Summer Semester #1**

Social Behavioral Science Elective.....	3
<b>Semester Total .....</b>	<b>3</b>

**Fall Semester #2**

HIT 218..... Mgmt Principles in HIT .....	3
CTS 130 .... Spreadsheet .....	3
HIT 211..... Diagnosis Coding & Reporting ....	3
HIT 213..... Inpt Proc Coding & Reporting.....	2
HIT 217..... Quality & Data Analysis .....	3
HIT 124..... Prof Practice Exp II .....	1
HIT 220..... Electronic Health Records .....	2
<b>Semester Total .....</b>	<b>17</b>

**Spring Semester #2**

COM 120 ... Intro Interpersonal Com.....	3
Humanities/Fine Arts Elective .....	3
HIT 214..... OP Procedure Coding/Reporting.....	2
HIT 215..... Revenue Cycle Management .....	2
HIT 222..... Prof Practice Exp III .....	2
HIT 280..... HIM Capstone.....	2
<b>Semester Total .....</b>	<b>14</b>

**TOTAL PROGRAM CREDITS..... 68**

*Note: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

## HEALTH INFORMATION TECHNOLOGY Diploma (D45360)

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
BIO 163 ..... Basic Anatomy and Physiology ..	5
CIS 110 ..... Introduction to Computers .....	3
HIT 110..... Intro to Healthcare & HIM .....	3
MED 121/122 Medical Terminology I & II ....	6
<b>Semester Total .....</b>	<b>18</b>

**Spring Semester #1**

HIT 226..... Pathophysiology & Pharmacology ....	3
HIT 112..... Health Law and Ethics .....	3
HIT 114..... Health Data Sys/Standards .....	3
<b>Semester Total .....</b>	<b>9</b>

**Fall Semester #2**

ENG 111.... Writing and Inquiry.....	3
HIT 211..... Diagnosis Coding & Reporting ....	3

HIT 213..... Inpt Proc Coding & Reporting .....	2
HIT 124..... Prof Practice Exp II .....	1
<b>Semester Total .....</b>	<b>9</b>

**Spring Semester #2**

COM 120 ... Intro Interpersonal Com .....	3
HIT 214..... OP Procedure Coding/Reporting .....	2
HIT 215..... Revenue Cycle Management.....	2
HIT 222..... Prof Practices Exp II.....	2
<b>Semester Total .....</b>	<b>9</b>

**TOTAL PROGRAM CREDITS..... 45**

*HIT students are required to obtain group liability insurance coverage, submit to a criminal background check and drug testing, and complete a medical form with required immunizations prior to professional practice experience assignments.*

*Note: See University Transfer Opportunities.*

## HORTICULTURE TECHNOLOGY

### Associate in Applied Science Degree/Diploma/Certificate

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

Course 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.

Horticulture Technology graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees,

groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

*The Horticulture Technology and Turfgrass Management Technology degree programs are designed so that, upon successful completion of one degree, you automatically earn the second degree. Because of this, a student is dually enrolled in both programs.*

**Note: See University Transfer Opportunities.**

### **HORTICULTURE TECHNOLOGY Associate in Applied Science Degree/ (A15240)**

#### **Fall Semester #1**

HOR 160 ... Plant Materials I .....	3
HOR 162 ... Applied Plant Science.....	3
HOR 114 ... Landscape Construction.....	3
TRF 110 .... Intro Turfgrass Cultures & ID.....	4
TRF 230 .... Turfgrass Mgmt Applications.....	2
ACA 122 .... College Transfer Success .....	1
<b>Semester Total .....</b>	<b>16</b>

#### **Spring Semester #1**

HOR 134 ... Greenhouse Operations .....	3
HOR 164 ... Horticulture Pest Management....	3
HOR 166 ... Soils & Fertilizers.....	3
HOR 168 ... Plant Propagation .....	3
ENG 111.... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>15</b>

#### **Summer Semester #1**

MAT 143.... Quantitative Literacy.....	3
COM 231 ... Public Speaking .....	3
or ENG 112 Writing/Research in Discipline ..	3
<b>Semester Total .....</b>	<b>6</b>

#### **Fall Semester #2**

HOR 112 ... Landscape Design I .....	3
TRF 120 .... Turfgrass Irrigation & Design.....	4
TRF 152 .... Landscape Maintenance .....	3
TRF 240 .... Turfgrass Pest Control.....	3
Humanities/Fine Arts Elective .....	3
ART 111, REL 110 or HUM 115	
<b>Semester Total .....</b>	<b>16</b>

#### **Spring Semester #2**

HOR 257 ... Arboriculture Practices .....	2
HOR 273 ... Horticulture Mgmt Marketing .....	3
TRF 210 .... Turfgrass Equipment Mgmt .....	3

TRF 260.....Advanced Turfgrass Mgmt.....	4
Social Behavioral Science Elective .....	3
HIS 111, PSY 150 or SOC 210	
<b>Semester Total .....</b>	<b>15</b>
<b>TOTAL PROGRAM CREDITS .....</b>	<b>68</b>

### **HORTICULTURE TECHNOLOGY Diploma (D15240)**

#### **Fall Semester #1**

ENG 111 .... Writing and Inquiry .....	3
HOR 160....Plant Materials .....	3
HOR 162....Applied Plant Science .....	3
HOR 114....Landscape Construction .....	3
<b>Semester Total .....</b>	<b>12</b>

#### **Spring Semester #1**

HOR 134....Greenhouse Operations.....	3
HOR 164....Horticulture Pest Management ....	3
HOR 166....Soils & Fertilizers .....	3
ACA 122 .... College Transfer Success.....	1
<b>Semester Total .....</b>	<b>10</b>

#### **Fall Semester #2**

HOR 112....Landscape Design I .....	3
TRF 120.... Turfgrass Irrigation & Design .....	4
MAT 143 .... Quantitative Literacy .....	3
<b>Semester Total .....</b>	<b>10</b>

#### **Spring Semester #2**

HOR 168....Plant Propagation .....	3
HOR 257....Arboriculture Practices.....	2
<b>Semester Total .....</b>	<b>5</b>

**TOTAL PROGRAM CREDITS .....** 37

### **HORTICULTURE TECHNOLOGY Certificate (C15240)**

#### **Fall Semester #1**

HOR 160....Plant Materials .....	3
HOR 162....Applied Plant Science .....	3
<b>Semester Total .....</b>	<b>6</b>

#### **Spring Semester #1**

HOR 134....Greenhouse Operations.....	3
HOR 168....Plant Propagation .....	3
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS: .....** 12

## INFORMATION TECHNOLOGY

The Information Technology curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and service, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Information Technology graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies that rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exam.

*Note:* See University Transfer Opportunities.

### **Information Systems Associate in Applied Science Degree (A25590S)**

#### **Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
CIS 110 .... Introduction to Computers .....	3
CIS 115 .... Intro Programming & Logic.....	3
CTI 110..... Web, Pgm, & DB Foundation .....	3
CTI 120..... Network and Sec Foundation .....	3
CTS 115 .... Info Sys Business Concepts.....	3
NOS 110.... Operating Systems Concepts.....	3
<b>Semester Total .....</b>	<b>19</b>

#### **Spring Semester #1**

CTS 120 .... Hardware/ Software Support .....	3
DBA 110 .... Database Concepts .....	3
SEC 110 .... Security Concepts .....	3
MAT 143.... Quantitative Literacy .....	3
ENG 111.... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>15</b>

#### **Fall Semester #2**

CTS 130..... Spreadsheet.....	3
CTS 285..... System Analysis & Design .....	3
NET 110..... Networking Concepts .....	3
NOS 130 .... Windows Single User .....	3
Social/Behavioral Science Elective .....	3
<b>Semester Total .....</b>	<b>15</b>

#### **Spring Semester #2**

NOS 230 .... Windows Administration I.....	3
CTS 287..... Emerging Technology .....	3
NOS 120 .... Linux/UNIX Single User .....	3
Humanities/Fine Arts Elective.....	3
COM 231 ... Public Speaking .....	3
<b>Semester Total .....</b>	<b>15</b>

**TOTAL PROGRAM CREDITS .....** 64

*Note:* See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

### **Information Systems Diploma (D25590S)**

#### **Fall Semester #1**

ACA 122 .... College Transfer Success.....	1
CIS 115..... Intro Programming & Logic .....	3
CTI 110 ..... Web, Pgm, & DB Foundation.....	3
CTI 120..... Network and Sec Foundation.....	3
CTS 115..... Info Sys Business Concepts .....	3
<b>Semester Total .....</b>	<b>13</b>

#### **Spring Semester #1**

CTS 120..... Hardware/Software Support.....	3
CIS 110..... Introduction to Computers.....	3
MAT 143 .... Quantitative Literacy .....	3
SEC 110 .... Security Concepts .....	3
<b>Semester Total .....</b>	<b>12</b>

#### **Fall Semester #2**

NOS 110 .... Operating Systems Concepts .....	3
NET 110..... Networking Concepts .....	3
ENG 111 .... Writing and Inquiry .....	3
NOS 130 .... Windows Single User .....	3
<b>Semester Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS .....** 37

### **Information Systems Certificate (C25590T)**

CIS 110..... Introduction to Computers.....	3
CIS 115..... Intro Programming & Logic .....	3
CTI 110 ..... Web, Pgm, & DB Foundation.....	3

CTI 120..... Network and Sec Foundation .....	3
CTS 115 .... Info Sys Business Concepts.....	3
NOS 110.... Operating Systems Concepts.....	3
<b>TOTAL PROGRAM CREDITS.....</b>	<b>18</b>

## Information Technology General Studies

### Associate in Applied Science Degree (A25590GS)

#### Fall Semester #1

ACA 122 .... College Transfer Success .....	1
CIS 110 .... Introduction to Computers .....	3
CIS 115 .... Intro Programming & Logic.....	3
CTI 110..... Web, Pgm, & DB Foundation .....	3
CTI 120..... Network & Sec Foundation.....	3
CTS 115 .... Info Sys Business Concepts.....	3
NOS 110.... Operating Systems Concepts.....	3
<b>Semester Total .....</b>	<b>19</b>

#### Spring Semester #1

General Studies* .....	9
Natural Science/Mathematics Elective**	3-4
ENG 111.... Expository Writing.....	3
<b>Semester Total .....</b>	<b>15-16</b>

#### Summer Semester #1

COM 110 ... Interpl Communication.....	3
or COM 231 Public Speaking .....	3
<b>Semester Total .....</b>	<b>3</b>

#### Fall Semester #2

General Studies* .....	12
Social/Behavioral Sciences.....	3
<b>Semester Total .....</b>	<b>15</b>

#### Spring Semester #2

General Studies* .....	6
CTS 287 .... Emerging Technologies.....	3
CTS 288 .... Prof Practices in IT .....	3
or WBL 111 Work-Based Learning I .....	1
or WBL 112 Work-Based Learning II .....	2
HUM 115 ... Critical Thinking .....	3
<b>Semester Total .....</b>	<b>13-15</b>

**TOTAL PROGRAM CREDITS..... 65-68**

#### **\*General Study Courses**

CCT 110 ... Intro to Cyber Crime .....	3
CCT 112 ... Ethics & High Technology .....	3
CCT 121 ... Computer Crime Investigation .....	3
CCT 231 ... Technology Crimes & Law.....	3
CJC 132 ... Court Procedures & Evidence .....	3
CJC 231 ... Constitutional Law .....	3
CSC 134.... C++ Programming .....	3
CSC 151 ... JAVA Programming .....	3

CSC 139 ... Visual BASIC Programming.....	3
CSC 234 ... Adv. C++ Programming .....	3
CSC 249 .... Data Structure & Algorithms .....	3
CSC 251 ... Adv. JAVA Programming .....	3
CTS 287 .... Emerging Technology .....	3
CTS 120 .... Hardware/ Software Support.....	3
CTS 130 .... Spreadsheet.....	3
CTS 285 .... System Analysis & Design .....	3
DBA 110 ... Database Concepts .....	3
NET 110 .... Networking Concepts .....	3
NOS 120 ... Linux/UNIX Single User .....	3
NOS 130 ... Windows Single User .....	3
SEC 110 ... Security Concepts .....	3
SGD 111 ... Introduction to SGD .....	3
SGD 112 ... SGD Design I .....	3
SGD 113 .... SGD Programming I.....	3
SGD 213 ... SGD Programming II.....	3
WEB 115.... Web Markup & Scripting .....	3
WEB 120.... Intro Internet Multimedia .....	3
WEB 125.... Mobile Web Design .....	3
WEB 182.... PHP Programming .....	3
WEB 210.... Web Design.....	3
WEB 213.... Internet Marketing & Social Media....	3
WEB 214.... Social Media.....	3
WEB 225.... Content Management Systems .....	3
WEB 250.... Database Driven Websites .....	3

#### **\*\*Natural Science/Math Electives Courses**

BIO 110 .... Principles of Biology.....	4
BIO 111..... General Biology I.....	4
BIO 112..... General Biology II.....	4
BIO 163 .... Basic Anatomy & Physiology .....	5
BIO 168 .... Anatomy and Physiology I .....	4
BIO 275 .... Microbiology.....	4
CHM 132 ... Organic and Biochemistry.....	4
CHM 151 ... General Chemistry I .....	4
GEL 111.... Geology .....	4
MAT 143 ... Quantitative Literacy .....	3
MAT 152 ... Statistics .....	4
MAT 171 ... Precalculus Algebra .....	4
MAT 172 ... Precalculus Trigonometry .....	4
MAT 263 ... Brief Calculus .....	4
MAT 271 ... Calculus I .....	4
MAT 280 ... Linear Algebra.....	3
PHY 110 ... Conceptual Physics .....	3
PHY 151 ... College Physics I.....	4
PHY 251 ... College Physics II.....	4

**Note:** See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

**Information Technology  
Cyber Security  
Certificate (C25590CY)**

**Fall Semester #1**

CCT 110 .... Intro to Cyber Crime .....	3
CCT 112 .... Ethics & High Technology .....	3
<b>Semester Total .....</b>	<b>6</b>

**Spring Semester #1**

CCT 121 .... Computer Crime Investigation .....	4
CCT 231 .... Technology Crimes & Law .....	3
<b>Semester Total .....</b>	<b>7</b>

**TOTAL PROGRAM CREDITS..... 13**

**Information Technology -  
Computer Programming and  
Development**

**Associate in Applied  
Science Degree (A25590C)**

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
CIS 110 .... Introduction to Computers .....	3
CIS 115 .... Intro Programming & Logic .....	3
CTI 110..... Web, Pgm, & DB Foundation .....	3
CTI 120..... Network & Sec Foundation .....	3
CTS 115 .... Info Sys Business Concepts .....	3
NOS 110.... Operating Systems Concepts .....	3
<b>Semester Total .....</b>	<b>19</b>

**Spring Semester #1**

CSC 134.... C++ Programming .....	3
CSC 151 .... JAVA Programming .....	3
CSC 249.... Data Structure & Algorithms .....	3
ENG 111.... Writing and Inquiry .....	3
DBA 110 .... Database Concepts .....	3
MAT 143.... Quantitative Literacy .....	3
<b>Semester Total .....</b>	<b>18</b>

**Fall Semester #2**

CSC 139.... Visual BASIC Programming .....	3
CSC 234.... Adv. C++ Programming .....	3
CSC 251 .... Adv. Java Programming .....	3
NOS 130.... Windows Single User .....	3
Social/Behavioral Science Elective .....	3
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester #2**

CTS 287 .... Emerging Technologies .....	3
NOS 120.... Linux/UNIX Single User .....	3
Humanities/Fine Arts Elective .....	3

COM 231 ...Public Speaking .....	3
<b>Semester Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS..... 64**

*Note: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

**Information Technology – Computer  
Programming and Development  
Diploma (D25590C)**

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
CIS 115.....Intro Programming & Logic .....	3
CTI 110.....Web, Pgm, & DB Foundation .....	3
CTI 120.....Network and Sec Foundation .....	3
CTS 115.....Info Sys Business Concepts .....	3
<b>Semester Total .....</b>	<b>13</b>

**Spring Semester #1**

CSC 134 .... C++ Programming .....	3
CIS 110.....Introduction to Computers .....	3
MAT 143 .... Quantitative Literacy .....	3
CSC 151 .... JAVA Programming .....	3
<b>Semester Total .....</b>	<b>12</b>

**Fall Semester #2**

CSC 234 .... Advanced C++ Programming .....	3
CSC 139 .... Visual BASIC Programming .....	3
ENG 111 .... Writing and Inquiry .....	3
NOS 130 .... Windows Single User .....	3
<b>Semester Total .....</b>	<b>12</b>

**TOTAL PROGRAM CREDITS..... 37**

**Information Technology  
Web Development  
Associate in Applied  
Science Degree (A25590WD)**

**Fall Semester #1**

ACA 122 .... College Transfer Success .....	1
CIS 110.....Introduction to Computers .....	3
CIS 115.....Intro Programming & Logic .....	3
CTI 110.....Web, Pgm, & DB Foundation .....	3
CTI 120.....Network & Sec Foundation .....	3
CTS 115.....Info Sys Business Concepts .....	3
NOS 110 .... Operating Systems Concepts .....	3
<b>Semester Total .....</b>	<b>19</b>

**Spring Semester #1**

ENG 111 .... Writing and Inquiry .....	3
WEB 115....Web Markup & Scripting .....	3
WEB 120....Intro Internet Multimedia .....	3

WEB 182 ... PHP Programming.....	3
WEB 250 ... Database Driven Websites .....	3
Natural Science Elective .....	3-4
<b>Semester Total .....</b>	<b>18-19</b>

**Fall Semester #2**

MKT 232.... Social Media Marketing .....	4
WEB 210 ... Web Design .....	3
WEB 213 ... Internet Marketing & Social Media.....	3
WEB 214 ... Social Media .....	3
WEB 225 ... Content Management Systems ...	3
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester #2**

COM 231 ... Public Speaking .....	3
WEB 125 ... Mobile Web Design .....	3
WEB 287 ... Web E-Portfolio .....	3
or WEB 111 Work-Based Learning I .....	1
or WEB 112 Work-Based Learning II .....	2
HUM 115 ... Critical Thinking .....	3
Social/Behavioral Science Elective.....	3-4
<b>Semester Total .....</b>	<b>13-15</b>

**TOTAL PROGRAM CREDITS.....65-68**

**Information Technology  
Web Development  
Certificate (C25590WD)**

WEB 115 ... Web Markup & Scripting.....	3
WEB 120 ... Intro Internet Multimedia.....	3
WEB 125 ... Mobile Web Design .....	3
WEB 182 ... PHP Programming.....	3
WEB 250 ... Database Driven Websites .....	3
<b>TOTAL PROGRAM CREDITS.....</b>	<b>15</b>

**Information Technology  
Digital Marketing  
Certificate (C25590DM)**

MKT 232.... Social Media Marketing .....	4
WEB 210 ... Web Design .....	3
WEB 213 ... Internet Marketing & Social Media.....	3
WEB 214 ... Social Media .....	3
WEB 225 ... Content Management Systems.....	3
<b>TOTAL PROGRAM CREDITS.....</b>	<b>15</b>

**Information Technology  
Simulation & Game Development  
Certificate (C25590SG)**

**Fall Semester #1**

SGD 111 ....Introduction to SGD .....	3
SGD 113 ....SGD Programming I.....	3
<b>Semester Total .....</b>	<b>6</b>

**Spring Semester #1**

SGD 112 ....SGD Design I .....	3
SGD 213 ....SGD Programming II.....	3
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS.....12**

**Information Technology  
C++ Programming  
Certificate (C25590C)**

CIS 115.....Intro Programming & Logic .....	3
CSC 134 ....C++ Programming.....	3
CSC 234 ....Advanced C++ Programming.....	3
CSC 249 ....Data Structure & Algorithms .....	3

**TOTAL PROGRAM CREDITS.....12**

**Information Technology  
JAVA Programming  
Certificate (C25590J)**

CIS 115.....Intro Programming & Logic .....	3
CSC 151 ....JAVA Programming .....	3
CSC 251 ....Advanced JAVA Program .....	3
CSC 249 ....Data Structure & Algorithms .....	3

**TOTAL PROGRAM CREDITS.....12**

**PUBLIC SAFETY  
ADMINISTRATION**

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.

Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector.

Employment opportunities exist with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

**Note:** See *University Transfer Opportunities*.

## LAW ENFORCEMENT

### Associate in Applied Science Degree (A55480LE)

#### Fall Semester #1

ACA 122.... College Transfer Success .....	1
CJC 111 .... Intro to Criminal Justice .....	3
ENG 111.... Writing and Inquiry .....	3
EPT 150 .... Incident Management .....	3
PAD 151 .... Intro to Public Administration .....	3
CJC 131 .... Criminal Law .....	3
<b>Semester Total .....</b>	<b>16</b>

#### Spring Semester #1

CJC 121 .... Law Enforcement Operations .....	3
PAD 152 .... Ethics in Government .....	3
CIS 110 .... Intro to Computers .....	3
COM 231 ... Public Speaking .....	3
or ENG 112... Writing/Research/Discipline ...	3
CJC 231 ... Constitutional Law .....	3
<b>Semester Total .....</b>	<b>15</b>

#### Summer Semester #1

MAT 143.... Quantitative Literacy .....	3
POL120 .... American Government .....	3
or PSY150 General Psychology .....	3
<b>Semester Total .....</b>	<b>6</b>

#### Fall Semester #2

PAD 254 .... Grant Writing .....	3
PAD 251 .... Public Finance and Budgeting .....	3
HUM 115 ... Critical Thinking .....	3

CJC 132..... Court Procedures & Evidence.....	3
<b>Semester Total .....</b>	<b>12</b>

#### Spring Semester #2

CJC 232..... Civil Liability .....	3
CJC 225 .... Crisis Intervention .....	3
PAD 252 .... Public Policy Analysis .....	3
CJC 240..... Law Enforcement Mgmt & Super ...	3
CJC 213..... Substance Abuse .....	3
<b>Semester Total .....</b>	<b>15</b>

<b>TOTAL PROGRAM CREDITS .....</b>	<b>64</b>
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## CORRECTIONS

### Associate in Applied Science Degree (A55480CR)

#### Fall Semester #1

ACA 122... College Transfer Success .....	1
CJC 111..... Intro to Criminal Justice .....	3
ENG 111 .... Writing and Inquiry .....	3
EPT 150..... Incident Management .....	3
PAD 151 .... Intro to Public Administration .....	3
CJC 131..... Criminal Law .....	3
<b>Semester Total .....</b>	<b>16</b>

#### Spring Semester #1

CJC 141..... Corrections .....	3
PAD 152 .... Ethics in Government .....	3
CIS 110 .... Intro to Computers .....	3
COM 231 ... Public Speaking .....	3
or ENG 112 Writing/Research/Discipline .....	3
CJC 231 ... Constitutional Law .....	3
<b>Semester Total .....</b>	<b>15</b>

#### Summer Semester #1

MAT 143 .... Quantitative Literacy .....	3
POL 120.... American Government .....	3
or PSY 150.... General Psychology .....	3
<b>Semester Total .....</b>	<b>6</b>

#### Fall Semester #2

PAD 254 .... Grant Writing .....	3
PAD 251 .... Public Finance and Budgeting .....	3
HUM 115.... Critical Thinking .....	3
CJC 112..... Criminology .....	3
<b>Semester Total .....</b>	<b>12</b>

#### Spring Semester #2

CJC 232..... Civil Liability .....	3
CJC 225 .... Crisis Intervention .....	3
PAD 252 .... Public Policy Analysis .....	3
CJC 240..... Law Enforcement Mgmt & Super ...	3
CJC 213..... Substance Abuse .....	3
<b>Semester Total .....</b>	<b>15</b>

<b>TOTAL PROGRAM CREDITS .....</b>	<b>64</b>
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## EMERGENCY AND FIRE MANAGEMENT

### Associate in Applied Science Degree (A55480EM)

#### Fall Semester #1

EMS 110.... EMT .....	9
EPT 150 .... Incident Management .....	3
PAD 151 .... Intro to Public Administration.....	3
ACA 122 .... College Transfer Success .....	1
<b>Semester Total .....</b>	<b>16</b>

#### Spring Semester #1

EMS 210.... Advanced Patient Assessment....	2
PAD 152 .... Ethics in Government .....	3
CIS 110 .... Intro to Computers .....	3
MAT 143.... Quantitative Literacy .....	3
ENG 111.... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>14</b>

#### Summer Semester #1

ENG 112.... Writing/Research/Discipline.....	3
or COM 231 Public Speaking .....	3
POL120 ..... American Government.....	3
or PSY150.... General Psychology.....	3
<b>Semester Total .....</b>	<b>6</b>

#### Fall Semester #2

PAD 254 .... Grant Writing.....	3
PAD 251 .... Public Finance and Budgeting....	3
HUM 115 ... Critical Thinking .....	3
BUS 153 .... Human Resource Management...	3
EMS 235.... EMS Management.....	2
<b>Semester Total .....</b>	<b>14</b>

#### Spring Semester #2

CJC 232 .... Civil Liability .....	3
CJC 225 ... Crisis Intervention .....	3
CJC 213 .... Substance Abuse .....	3
PAD 252 .... Public Policy Analysis .....	3
EPT 140 .... Emergency Management .....	3
<b>Semester Total .....</b>	<b>15</b>

**TOTAL PROGRAM CREDITS..... 65**

## TURFGRASS MANAGEMENT TECHNOLOGY

The Turfgrass Management Technology curriculum prepares individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticulture principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens.

Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination.

This program focuses on turfgrass and related groundcover plants and prepares individuals to develop ornamental or recreational grasses and related products; plant, transplant, and manage grassed areas; and to produce and store turf used for transplantation. Potential course work includes instruction in applicable plant sciences, genetics of grasses, turf science, use analysis, turf management, and related economics.

*The Horticulture Technology and Turfgrass Management Technology degree programs are designed so that, upon successful completion of one degree, you automatically earn the second degree. Because of this, a student is dually enrolled in both programs.*

**Note:** See University Transfer Opportunities.

## TURFGRASS MANAGEMENT TECHNOLOGY

### Associate in Applied Science Degree (A15420)

#### Fall Semester #1

HOR 160.... Plant Materials I .....	3
HOR 162.... Applied Plant Science .....	3
HOR 114.... Landscape Construction .....	3
TRF 110..... IntroTurfgrass Cultures&ID .....	4
TRF 230..... Turfgrass Mgmt Application .....	2
ACA 122 .... College Transfer Success.....	1
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester #1**

HOR 134 ... Greenhouse Operations .....	3
HOR 164 ... Horticulture Pest Management....	3
HOR 166 ... Soils & Fertilizers .....	3
HOR 168 ... Plan Propagation .....	3
ENG 111.... Writing and Inquiry.....	3
<b>Semester Total .....</b>	<b>15</b>

**Summer Semester #1**

MAT 143.... Quantitative Literature .....	3
COM 231 ... Public Speaking .....	3
or ENG 112 Writing/Research/Discipline.....	3
<b>Semester Total .....</b>	<b>6</b>

**Fall Semester #2**

HOR 112 ... Landscape Design I.....	3
TRF 120 .... Turfgrass Irrigation & Design.....	4
TRF 152 .... Landscape Maintenance .....	3
TRF 240 .... Turfgrass Pest Control.....	3
Humanities/Fine Arts Elective .....	3
ART 111, REL 110 or HUM 115	
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester #2**

HOR 257 ... Arboriculture Practices .....	2
HOR 273 ... Horticulture Mgmt Marketing .....	3
TRF 210 .... Turfgrass Equipment Mgmt .....	3
TRF 260 .... Advanced Turfgrass Mgmt .....	4
Social Behavioral Science Elective.....	3
HIS 111, PSY 150 or SOC 210	
<b>Semester Total .....</b>	<b>15</b>

**TOTAL PROGRAM CREDITS..... 68**

**TURFGRASS  
MANAGEMENT TECHNOLOGY  
(C15420)**

**Fall Semester #1**

HOR 114 ... Landscape Construction.....	3
TRF 230 .... Turfgrass Mgmt Application.....	2
TRF 152 .... Landscape Maintenance .....	3
<b>Semester Total .....</b>	<b>8</b>

**Spring Semester #1**

HOR 164 ... Horticulture Pest Management....	3
HOR 166 ... Soils & Fertilizers .....	3
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS..... 14**

**TURFGRASS  
MANAGEMENT TECHNOLOGY  
Diploma (D15420)**

**Fall Semester #1**

ENG 111 .... Writing and Inquiry .....	3
HOR 114....Landscape Construction .....	3
HOR 160....Plant Materials I .....	3
HOR 162....Applied Plant Science .....	3
TRF 110.....Intro Turfgrass Cultures & ID .....	4
<b>Semester Total .....</b>	<b>16</b>

**Spring Semester #1**

HOR 164....Horticulture Pest Management ....	3
HOR 166....Soils & Fertilizers .....	3
MAT 143 ....Quantitative Literacy .....	3
ACA 122 ....College Transfer Success.....	1
<b>Semester Total .....</b>	<b>10</b>

**Fall Semester #2**

TRF 120.....Turfgrass Irrigation & Design .....	4
TRF 152.....Landscape Maintenance .....	3
TRF 230.....Turfgrass Management Apps.....	2
<b>Semester Total .....</b>	<b>9</b>

**Spring Semester #2**

TRF 210.....Turfgrass Equipment Mgmt.....	3
TRF 260.....Adv.Turfgrass Management.....	4
<b>Semester Total .....</b>	<b>7</b>

**TOTAL PROGRAM CREDITS.....42**

**LANDSCAPE  
CONSTRUCTION MANAGEMENT  
TECHNOLOGY  
Certificate (C15420CM)**

**Fall Semester #1**

TRF 230.....Turfgrass Mgmt Apps.....	2
HOR 160....Plant Materials I .....	3
HOR 114....Landscape Construction .....	3
<b>Semester Total .....</b>	<b>8</b>

**Spring Semester #1**

BUS 110 ....Introduction to Business.....	3
HOR 273....Hort Mgt & Marketing .....	3
HOR 164....Hort Pest Management .....	3
<b>Semester Total .....</b>	<b>9</b>

**TOTAL PROGRAM CREDITS..... 17**

**LANDSCAPE  
DESIGN AND CONSTRUCTION  
Certificate (C15420LD)**

**Fall Semester #1**

HOR 112 ... Landscape Design I.....	3
HOR 160 ... Plant Materials I.....	3
TRF 120 ... Turfgrass Irrigation and Design ...	4
HOR 114 ... Landscape Construction.....	3
<b>Semester Total .....</b>	<b>13</b>
<b>TOTAL PROGRAM CREDITS.....</b>	<b>13</b>

**WELDING  
TECHNOLOGY**

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Welding Technology graduates may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

**WELDING TECHNOLOGY  
Diploma (D50420)**

**Fall Semester**

ENG 111.... Writing and Inquiry.....	3
WLD 110... Cutting Processes .....	2
WLD 115AB... SMAW (Stick) Plate .....	3
WLD 131... GTAW (TIG) Plate .....	4
WLD 117... Industrial SMAW.....	3
<b>Semester Total .....</b>	<b>15</b>

**Spring Semester**

WLD 141... Symbols & Specifications .....	3
WLD 115BB... SMAW (Stick) Plate .....	2
WLD 121... GMAW (MIG) FCAW/Plate .....	4
WLD 132 ... GTAW (TIG) Plate/Pipe .....	3

MAT 143 .... Quantitative Literacy .....	3
<b>Semester Total .....</b>	<b>15</b>

**Summer Semester**

WLD 116.... Industrial SMAW .....	4
WLD 261.... Certification Practices .....	2
<b>Semester Total .....</b>	<b>6</b>

**TOTAL PROGRAM CREDITS..... 36**

**WELDING TECHNOLOGY  
Certificate (C50420)**

**Fall Semester**

WLD 110.... Cutting Processes .....	2
WLD 115AB SMAW (Stick) Plate .....	3
WLD 131 .... GTAW (TIG) Plate.....	4
<b>Semester Total .....</b>	<b>9</b>

**Spring Semester**

WLD 115BB SMAW (Stick) Plate .....	2
WLD 121 .... GMAW (MIG) FCAW/Plate .....	4
WLD 141 .... Symbols & Specifications.....	3
<b>Semester Total .....</b>	<b>9</b>

**TOTAL PROGRAM CREDITS..... 18**

## Approved Elective Courses for Professional & Technical Programs of Study

### Humanities & Fine Arts

#### ART

ART 111 ... Art Appreciation .....	3
ART 114 ... Art History Survey I .....	3
ART 115 ... Art History Survey II .....	3
ART 121 ... Two-Dimensional Design.....	3
ART 131 .... Drawing I.....	3

#### Dance

DAN 110.... Dance Appreciation .....	3
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#### Humanities

HUM 110 ... Technology and Society .....	3
HUM 115 ... Critical Thinking .....	3

#### \*Literature

ENG 231.... American Literature I .....	3
ENG 232.... American Literature II .....	3
ENG 241.... British Literature I .....	3

#### Music

MUS 110 ... Music Appreciation .....	3
MUS 111 ... Fundamentals of Music .....	3
MUS 112 ... Introduction to Jazz .....	3

#### Philosophy

PHI 215 .... Philosophical Issues .....	3
PHI 240 ..... Introduction to Ethics .....	3

#### Religion

REL 110 .... World Religions .....	3
REL 211 .... Intro to Old Testament.....	3
REL 212 .... Intro to New Testament .....	3
REL 221 .... Religion in America.....	3

*\*ENG 112 or ENG 114 is a prerequisite for Literature courses.*

### Social & Behavioral Sciences

#### Anthropology

ANT 210 ... General Anthropology .....	3
ANT 220 ... Cultural Anthropology.....	3
ANT 221 .... Comparative Cultures.....	3

#### Economics

ECO 251 ... Prin of Microeconomics .....	3
ECO 252 ... Prin of Macroeconomics.....	3

#### Geography

GEO 111 .. World Regional Geography .....	3
GEO 130... General Physical Geography .....	3

#### History

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

#### Political Science

POL 120 ... American Government .....	3
POL 130 ... State & Local Government .....	3
POL 210.... Comparative Government .....	3
POL 220.... International Relations.....	3

#### Psychology

PSY 110.... Life Span Development .....	3
PSY 150.... General Psychology .....	3

#### Sociology

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

*\*\*ECO 251, and ECO 252 are not electives in the Accounting and Business Administration programs.*

## COURSE DESCRIPTIONS

### Course Numbering System

Course designations consist of a three-letter course prefix followed by a three-digit course number, followed by the title of the course, followed by a sequence of five numbers (formatted as 0-0-0-0-0) which indicate the course hours:

- class lecture hours per week;
- lab hours per week;
- clinical or shop hours per week;
- work experience hours per week; and
- credit hours earned when the course is successfully completed.

College Transition courses have course numbers between 010 and 099 (e.g. ENG 002, MAT 003). All associate degree, diploma, and certificate curriculum courses have course numbers between 100 and 299 (e.g. AQU 111, COS 271, ENG 112, NUR 101, SOC 210).

### Prerequisites

Many courses have prerequisites--other courses that must be completed prior to enrollment. For example, a student must complete PSY 150 before enrolling in PSY 241; ACC 120 is a prerequisite for enrolling in BUS 225.

Many courses have college transitions mathematics or reading and writing course prerequisites: for example, ENG 002 before ENG 111; ENG 002 and MAT 003 before MAT 143; ENG 002 before HIS 131. To gain admission to the curriculum courses, students must either pass the appropriate college transitions prerequisites or make appropriate scores on assessment inventories that measure skills in English, mathematics, and reading.

### Corequisites

Corequisites are courses which are taken at the same time. For example, PSY 241 has a corequisite of ENG 111; this means that a student should be taking both courses in the same semester unless the student has already completed ENG 111. Additionally, some science courses have mandatory corequisite lab sections. For example, BIO 140 requires enrollment in BIO 140A, CHM-131 requires enrollment in CHM 131A, and PHY 110 requires enrollment in PHY 110A.

State-mandated prerequisites and corequisites must be satisfied before enrollment. Under special circumstances, a local prerequisite may be waived; however, the Lead Instructor, Program Director, Department Chair, or Dean, and Vice President for Academic Affairs must approve the waiver in writing. If a course affects more than one division of the college, written approval is required from more than one program director before the student is eligible to enroll in the course.

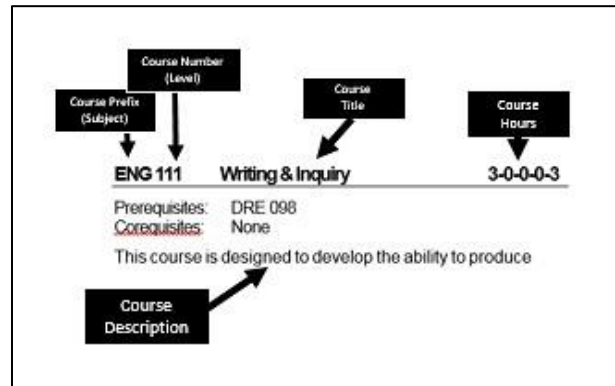
*See Requisite Requirements & Waivers for additional information about requisite waivers.*

## Display of Courses in the Catalog

The following legend should be used to interpret each course block in the catalog:

### Course Hours Number Sequence

**Class Hours – Lab Hours – Clinic Hours – Work Experience Hours – Credit Hours**



## Comprehensive Articulation Agreement (CAA) Courses

Approved college transfer courses are identified in course descriptions with a closing statement describing the use of the course and the way it will transferred to a UNC-system institution:

- **Universal General Education Transfer Component (UGETC)** - UGETC courses are guaranteed to transfer as equivalency credit at the receiving institution with the grade of “C” or better. ***This is a Universal General Education Transfer Component (UGETC) course in (subject area) for the (degree type).***

**Note:** Unless otherwise noted, UGETC courses are applicable to both the Associate in Arts (AA) and Associate in Science (AS) degrees. Courses applicable only to either the AA or AS will be noted as such in the individual course descriptions.

- **CAA Core Courses**  
CAA core courses will transfer to the receiving institution with a grade of “C” or better; however, it is up to the receiving institution as to how the course transfers (as equivalency credit or simply credit towards graduation). ***This course has been approved for transfer under the CAA as a general education course in (subject area) for the (degree type).***
- **Pre-Major/Elective CAA Courses**  
CAA pre-major/elective courses will transfer to the receiving institution with a grade of “C” or better; however, it is up to the receiving institution as to how the course transfers (as equivalency credit or simply credit towards graduation). ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the (degree type).***

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

## Course Availability

Courses may not be offered every semester. Certain courses are normally offered only one semester each year and may be part of a two or three course sequence. For instance, MAT 271 (Calculus I) and PHY 151 (College Physics I) will only be offered in the fall semester and MAT 272 (Calculus II) and PHY

152 (College Physics II) will only be offered in the spring semester. Thus, students need to plan ahead. All classes are subject to minimum enrollment requirements and availability of instructors.

### **Course Equivalencies**

College Readiness Courses have gone through extensive redesigns 2012-2014 and again in 2019-2020. As such, students may meet prerequisites and/or co-requisites of current courses in the catalog by having completed or received credit for previous college readiness course work. The following tables should be used to equate older college readiness courses to the current prerequisite and co-requisite requirements:

### **Mathematics**

<b>Current Course</b>	<b>Previous Equivalent Course(s)</b>	<b>Previous Equivalent Course(s)</b>
MAT 003 Grade of P1	DMA 010 - Operations with Integers DMA 020 - Fractions & Decimals DMA 030 - Proportions/ Ratios/Rates/ Percentages	MAT 060 Essential Mathematics
MAT 003 Grade of P2	DMA 040 - Expressions/Linear/Equations/ Inequalities DMA 050 - Graphs/Equations of Lines	MAT 070 Introductory Algebra
MAT 003 Grade of P3	DMA 060 - Polynomial/Quadratic Applications DMA 070 - Rational Expressions & Equations DMA 080 - Radical Expressions & Equations	MAT 080 Intermediate Algebra

### **English**

<b>Current Course</b>	<b>Previous Equivalent Course(s)</b>	<b>Previous Equivalent Course(s)</b>
Continuing Education Basic Skills	DRE 096 Integrated Reading & Writing I	ENG 075 - Reading & Language Essentials; or ENG 070 - Basic Language Skills and RED 070 - Essential Reading Skills
ENG 002 Grade of P1	DRE 097 Integrated Reading & Writing II	ENG 085 - Reading & Writing Foundations; or ENG 080 - Writing Foundations; and RED 080 - Introduction to College Reading
ENG 002 Grade of P2	DRE 098 Integrated Reading & Writing III	ENG 095 - Reading & Composition Strategies; ENG 090 - Composition Strategies; and RED 090 - Improved College Reading

## Course Descriptions

### Course Hours Number Sequence:

#### Class Hours – Lab Hours – Clinic Hours – Work Experience Hours – Credit Hours

#### ACA 122 - College Transfer Success 0-2-0-0-1

Prerequisites: None; Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

#### ACC 120 – Princ of Financial Accounting 3-2-0-0-4

Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

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. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

#### ACC 121 - Princ of Managerial Accounting 3-2-0-0-4

Prerequisites: ACC 120; Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

#### ACC 122 - Princ of Managerial Accounting II 3-0-0-0-3

Prerequisites: ACC 120; Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

#### ACC 130 - Business Income Taxes 2-2-0-0-3

Prerequisites: ACC 120; Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

#### ACC 150 - Accounting Software Applications 1-3-0-0-2

Prerequisites: ACC 115/ACC 120; Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

#### ACC 180 - Practices in Bookkeeping 3-0-0-0-3

Prerequisites: ACC 120; Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.



ACC 210 – Enterprise Risk Management 3-0-0-0-3

Prerequisites: ACC 120; Corequisites: None

This course introduces enterprise risk management as it applies to accounting and finance. Topics include risk recognition, assessment, risk analysis, internal controls, and risk management plans. Upon completion, students should be able to demonstrate the daily managerial and organizational requirements of enterprise risk management in written and oral format.

ACC 215 - Ethics in Accounting 3-0-0-0-3

Prerequisites: ACC 121; Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ANT 210 - General Anthropology 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ANT 220 - Cultural Anthropology 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. ***This course has been approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ANT 221 - Comparative Cultures 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ART 111 - Art Appreciation 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 114 - Art History Survey I 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 115 - Art History Survey II 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and

style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 121 - Two-Dimensional Design 0-6-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ART 131 - Drawing I 0-6-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic forms and various drawing processes. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BAF 143 – Financial Planning 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

BIO 110 - Principles of Biology 3-3-0-0-4

Prerequisites: None; Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell

biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

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

Prerequisites: ENG 002 and MAT-003;

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

BIO 112 - General Biology II 3-3-0-0-4

Prerequisites: BIO 111, minimum Grade of "C";

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

BIO 140 - Environmental Biology 3-0-0-0-3

Prerequisites: ENG 002 and MAT-003;

Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social,

political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees.***

BIO 140A - Environmental Biology Lab 0-3-0-0-1  
Prerequisites: ENG 002 and MAT 003;  
Corequisites: BIO140

This course provides a laboratory component to complement BIO140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees.***

BIO 155 - Nutrition 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs.

Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 163 - Basic Anatomy & Physiology 4-2-0-0-5  
Prerequisites: ENG 002; Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. ***This***

***course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY***

BIO 168 - Anatomy & Physiology I 3-3-0-0-4  
Prerequisites: ENG 002; Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 169 - Anatomy & Physiology II 3-3-0-0-4  
Prerequisites: BIO 168, minimum Grade of "C";  
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 275 - Microbiology 3-3-0-0-4  
Prerequisites: BIO 110, BIO 111, BIO163, BIO 165, or BIO 168, minimum Grade of "C";  
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. ***This course has been***

***approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BUS 110 - Introduction into Business 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 115 - Business Law I 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 121 - Business Mathematics 2-2-0-0-3

Prerequisites: MAT 003 with Grade of P1 or higher; Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 - Personal Finance 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 - Principles of Management 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 147 – Business Insurance 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 153 - Human Resource Management 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 - Business Finance 2-2-0-0-3

Prerequisites: ACC 120; Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 240 - Business Ethics 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral

development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 - Business Communication 3-0-0-0-3  
Prerequisites: ENG 111; Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 - REAL Small Business 4-0-0-0-4  
Prerequisites: None; Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/ operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CCT 110 – Intro to Cyber Crime 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT 112 – Ethics & High Technology 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations.

CCT 121 – Computer Crime Invest. 3-2-0-0-4  
Prerequisites: None; Corequisites: None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231 – Technology Crimes & Law. 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CHM 132 - Organic and Biochemistry 3-3-0-0-4  
Prerequisites: CHM 131 and CHM 131A or CHM 151, minimum grade of "C", Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees.***

CHM 151 - General Chemistry I 3-3-0-0-4  
Prerequisites: ENG 002 and MAT 003 with Grade of P2 or P3; Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. ***This course has been approved for transfer under the CAA and ICAA as a general education course in***

**Natural Science for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.**

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

Prerequisites: CHM 151, minimum grade of "C",  
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. **This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.**

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

Prerequisites: CHM 152, Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.**

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

Prerequisites: CHM 251, minimum Grade of "C",  
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocycles; multi-step synthesis will be emphasized. Upon completion, students should

be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.**

CIS 110 - Introduction to Computers 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. **This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative Option) in the AA & AS degrees.**

CIS 115 - Intro to Programming & Logic 2-3-0-0-3

Prerequisites: ENG 002 and MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. **This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative Option) in the AA & AS degrees.**

CJC 110 - Basic Law Enforcement BLET 10-30-0-0-20

Prerequisites: None; Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

CJC 111 - Introduction to Criminal Justice 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, Students should be able to define and describe the major system components and their interrelationships and evaluate career options. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees***

CJC 112 – Criminology 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 – Juvenile Justice 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 – Law Enforcement Operations 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees***

CJC 131 – Criminal Law 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 – Court Procedure & Evidence 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 - Corrections 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CJC 161 – Intro Homeland Security 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security.

Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

CJC 212 – Ethics & Comm Relations 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CJC 213 – Substance Abuse 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 – Victimology 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 – Investigative Principles 3-2-0-0-4

Prerequisites: None; Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/ preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify,

explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 225 – Crisis Intervention 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 – Constitutional Law 3-0-0-0-3

Prerequisites: None; Corequisites: None

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.

CJC 232 – Civil Liability 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 240 – Law Enfor Mgt & Supervis 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.



COM 120 – Intro Interpersonal Com 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Communications for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course.***

COM 231 - Public Speaking 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. ***This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition (Communications) for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Communications for the AA & AS degrees.***

COS 111 - Cosmetology Concepts I 4-0-0-0-4  
Prerequisites: None; Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 - Salon I 0-24-0-0-8  
Prerequisites: None; Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing,

rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 - Cosmetology Concepts II 4-0-0-0-4  
Prerequisites: COS 111 and COS 112;  
Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 - Salon II 0-24-0-0-8  
Prerequisites: COS 111 and COS 112;  
Corequisites: None

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 - Cosmetology Concepts III 4-0-0-0-4  
Prerequisites: COS 111 and COS 112;  
Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 - Salon III 0-12-0-0-4  
Prerequisites: COS 111 and COS 112;  
Corequisites: None

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 - Cosmetology Concepts IV 2-0-0-0-2

Prerequisites: COS 111, COS 112, COS 113, COS 114, COS 115, and COS 116

Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 - Salon IV 0-21-0-0-7

Prerequisites: COS 111, COS 112, COS 113, COS 114, COS 115, and COS 116  
Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 223 - Contemporary Hair Coloring 1-3-0-0-2

Prerequisites: COS 111, COS 112, COS 115, and COS 116; Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224 - Trichology & Chemistry 1-3-0-0-2

Prerequisites: COS 111 and COS 112;  
Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 271 - Instructor Concepts I 5-0-0-0-5

Prerequisites: Cosmetology License;  
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 - Instructor Practicum I 0-21-0-0-7

Prerequisites: Cosmetology License;  
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 - Instructor Concepts II 5-0-0-0-5

Prerequisites: COS 271 and COS 272;  
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 - Instructor Practicum II 0-21-0-0-7

Prerequisites: COS 271 and COS 272;  
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 134 - C++ Programming 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 139 - Visual BASIC Programming 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 151 - JAVA Programming 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degree.***

CSC 234 - Advanced C++ Programming 2-3-0-0-3  
Prerequisites: CSC 134; Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/ processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 - Adv Visual BASIC Programming 2-3-0-0-3  
Prerequisites: CSC 139; Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 249 – Data Structure & Algorithms 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 251 – Advanced JAVA Programming 2-3-0-0-3  
Prerequisites: CSC-151; Corequisites: None

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. ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CTI 110 - Web, Pgm, & Db Foundation 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and

database design and creation with DBMS products. Upon completion students, should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 - Network & Security Foundation 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTS 115 - Info Sys Business Concepts 3-0-0-0-3  
Prerequisites: None; Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision-making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. ***This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective requirement.***

CTS 120 - Hardware/Software Support 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 - Spreadsheet 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating

charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 285- Systems Analysis & Design 3-0-0-0-3  
Prerequisites: CIS 115; Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/ OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 287- Emerging Technologies 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CTS 288- Professional Practices in IT 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field.

CTS 289 - System Support Project 1-4-0-0-3  
Prerequisites: CTI 110, CTI 120, and CTS 115;  
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation

DAN 110 - Dance Appreciation 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course for non-dance majors surveys diverse dance forms and the religious and

cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

DBA 110 - Database Concepts 2-3-0-0-3  
Prerequisites: CIS 110 or OST 137; Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon Completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DFT 170 - Engineering Graphics 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces basic engineering graphics skills, equipment, and application (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ECO 251 - Principles of Microeconomics 3-0-0-0-3  
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives to efficiently achieve economic objectives. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for***

***the AA & AS degrees. This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ECO 252 - Principles of Macroeconomics 3-0-0-0-3  
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

EDU 119 - Intro Early Childhood Education 4-0-0-0-4  
Prerequisites: None; Corequisites: None

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. 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, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

EDU 131 - Child, Family, & Community 3-0-0-0-3  
Prerequisites: None; Corequisites: None

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. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

EDU 144 - Child Development I 3-0-0-0-3

Prerequisites: None; Corequisites: None

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. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

EDU 145 - Child Development II 3-0-0-0-3

Prerequisites: None; Corequisites: None

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. ***This***

***course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

EDU 146 - Child Guidance 3-0-0-0-3

Prerequisites: None; Corequisites: None

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 for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 - Creative Activities 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 - Health, Safety, & Nutrition 3-0-0-0-3

Prerequisites: None; Corequisites: None

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.

EDU 187 – Teaching and Learning for All 3-3-0-0-4  
Prerequisites: None; Corequisites: None

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.

EDU 216 - Foundations of Education 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course introduces the examination of the American educational system 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. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

EDU 221 - Children with Exceptional Needs 3-0-0-0-3  
Prerequisites: EDU 144, EDU 145, and ENG 002;  
Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based education/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 state policies and NC Foundations for Early Learning and Development. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

EDU 234 - Infants, Toddlers, & Twos 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 250 – Teacher Licensure Preparation 3-0-0-0-3  
Prerequisites: Take one Set: ENG 111 and MAT 143; ENG 111 and MAT 152; or ENG 111 and MAT 171; Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 251 - Exploration Activities 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children

EDU 261 - Early Childhood Administration I 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262 - Early Childhood Administration II 3-0-0-0-3

Prerequisites: ENG-002, EDU-119 and EDU-261; Corequisites: None

This course focuses on advocacy/leadership, public relations/ community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/ accreditation, involvement in early childhood professional organizations, leadership/ mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271 - Educational Technology 2-2-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication.

Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 279 – Literacy Development and Instruct 3-3-0-0-4

Prerequisites: ENG 002; Corequisites: None

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.

EDU 280 - Language & Literacy Experiences 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

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.

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

Prerequisites: ENG 002, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; Corequisites: None

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.

EGR 115 – Introduction to Technology 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 131 – Intro to Electronics Technology 1-2-0-0-2  
Prerequisites: MAT 003 with Grade of P2 or P3;  
Corequisites: None

This course introduces the basic skills required for electrical/ electronic technicians. Topics include soldering/de-soldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/de-solder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150 - Introduction to Engineering 1-2-0-0-2  
Prerequisites: None; Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. ***This course has been approved for transfer under***

***the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 210 - Intro to Elec Computer Engineering 1-3-0-0-2  
Prerequisites: MAT 271 and PHY 251, minimum Grade of "C"; Corequisites: None

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 212 - Logic System Design I 3-0-0-0-3  
Prerequisites: MAT 271 and PHY 251, minimum Grade of "C"; Corequisites: None

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 215 - Network Theory I 3-0-0-0-3  
Prerequisites: MAT 272 and PHY 251, minimum Grade of "C"; Corequisites: PHY 252 and MAT 273

This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 216 - Logic and Network Lab 0-3-0-0-1

Prerequisites: MAT 272, and PHY 251, minimum Grade of "C"; Corequisites: EGR 212, and EGR 215

This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 220 - Engineering Statics 3-0-0-0-3

Prerequisites: PHY 251, minimum Grade of "C"; Corequisites: MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 225 - Engineering Dynamics 3-0-0-0-3

Prerequisites: EGR 220, minimum Grade of "C"; Corequisites: MAT-273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 228 - Intro to Solid Mechanics 3-0-0-0-3

Prerequisites: EGR 220 minimum Grade of "C"; Corequisites: None

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 285 - Design Project 0-4-0-0-2

Prerequisites: None; Corequisites: None

This course provides the opportunity to design an instructor- approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELC 128 - Introduction to PLC 2-3-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/ output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC 131 - Circuit Analysis I 3-3-0-0-4

Prerequisites: None; Corequisites: None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 135 - Electrical Machines 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

ELN 131 - Analog Electronics I 3-3-0-0-4

Prerequisites: None; Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 132 - Analog Electronics II 3-3-0-0-4

Prerequisites: ELN 131; Corequisites: None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

ELN 133 - Digital Electronics 3-3-0-0-4

Prerequisites: None; Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 - Intro to Microprocessors 3-3-0-0-4

Prerequisites: CIS 115 and ELC 131;

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics

include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 236 - Fiber Optics and Lasers 3-2-0-0-4

Prerequisites: None; Corequisites: None

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

EMS 110 – EMT 6-6-3-0-9

Prerequisites: None; Corequisites: None

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.

EMS 122 – EMS Clinical Practicum I 0-0-3-0-1

Prerequisites: EMS 110 and EMS 111;

Corequisites: None

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 demonstrate competency at the Advanced EMT skill level.

EMS 125 – EMS Instructor Methodology 2-2-0-0-3

Prerequisites: None; Corequisites: None

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.

EMS 130 – Pharmacology 3-3-0-0-4

Prerequisites: EMS 110; Corequisites: None

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.

EMS 131 – Adv Airway Management 1-3-0-0-2

Prerequisites: EMS 110; Corequisites: None

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.

EMS 140 – Rescue Scene Management 1-3-0-0-2

Prerequisites: None; Corequisites: None

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situation. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 160 – Cardiology I 2-3-0-0-3

Prerequisites: EMS 110; Corequisites: None

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.

EMS 210 – Adv. Patient Assessment 1-3-0-0-2

Prerequisites: EMS 110; Corequisites: None

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.

EMS 220 – Cardiology II 2-3-0-0-3

Prerequisites: EMS 122, EMS 130, EMS 160;

Corequisites: None

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.

EMS 221 – EMS Clinical Practicum II 0-0-6-0-2

Prerequisites: EMS 121 or EMS 122;

Corequisites: None

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.

EMS 231 – EMS Clinical Practicum III 0-0-9-0-3

Prerequisites: EMS 221; Corequisites: None

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.

EMS 235 – EMS Management 2-0-0-0-2

Prerequisites: None; Corequisites: None

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.

EMS 240 – Patients w/Special Challenges 1-2-0-0-2

Prerequisites: EMS 122, EMS 130; Corequisites: None

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.

EMS 241 – EMS Clinical Practicum IV 0-0-12-0-4

Prerequisites: EMS 231; Corequisites: None

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.

EMS 250 – Medical Emergencies 3-3-0-0-4

Prerequisites: EMS 122 and EMS 130; Corequisites: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 – Trauma Emergencies 1-3-0-0-2

Prerequisites: EMS 122, EMS 130; Corequisites: None

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.

EMS 270 – Life Span Emergencies 3-3-0-0-4

Prerequisites: EMS 122, EMS 130; Corequisites: None

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.

EMS 280 – EMS Bridging Course 2-2-0-0-3

Prerequisites: None Corequisites: None

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.

EMS 285 – EMS Capstone 1-3-0-0-2

Prerequisites: EMS 220, EMS 250, and EMS 260; Corequisites: None

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.

ENG 002 - Transition English 0-6-0-0-3

Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in

their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 – Writing and Inquiry Support 1-2-0-0-2

Prerequisites: ENG 002; Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 111- Writing and Inquiry 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquire, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in English Composition for the AA and AS degrees.***

ENG 112 - Writing/Research in the Disciplines 3-0-0-0-3

Prerequisites: ENG 111; Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective***

***course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in English Composition for the AA and AS degrees.***

ENG 114 - Prof Research & Reporting 3-0-0-0-3

Prerequisites: ENG 111; Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition for the AA & AS degrees.***

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

Prerequisites: ENG 112 or ENG 114;

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

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

Prerequisites: ENG 112 or ENG 114;

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General***

***Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ENG 241 - British Literature I 3-0-0-0-3

Prerequisites: ENG 112 or ENG 114;  
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and I CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ENG 242 - British Literature II 3-0-0-0-3

Prerequisites: ENG 112 or ENG 114;  
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and I CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

EPT 140 – Emergency Management 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 – Incident Management 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

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

Prerequisites: ENG 002 and MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

GEO 111 - World Regional Geography 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces the regional concept, which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

GEO 112 – Cultural Geography 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an

understanding of the differences and similarities in human cultural groups. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

GEO 130 - General Physical Geography 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees***

HEA 110 – Personal Health/Wellness 3-0-0-0-3

Prerequisites: None, Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

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

Prerequisites: None, Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HFS 110 - Exercise Science 4-0-0-0-4

Prerequisites: None; Corequisites: None

This course is a survey of scientific principles, methodologies, and research as applied to

exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

HFS 111 - Fitness & Exercise Testing I 3-2-0-0-4

Prerequisites: None; Corequisites: None

This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

HFS 116 - Prev & Care of Exercise Injuries 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

HFS 118 - Fitness Facility Management 4-0-0-0-4

Prerequisites: None; Corequisites: None

This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

HFS 120 - Group Exercise Instruction 2-2-0-0-3

Prerequisites: HFS 110; Corequisites: None

This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.



HFS 210 - Personal Training 2-2-0-0-3

Prerequisites: HFS 110 and HFS 111;

Corequisites: None

This course introduces the student to the aspects of personal (one- on- one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

HFS 212 - Exercise Programming 2-2-0-0-3

Prerequisites: HFS 110; Corequisites: None

This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

HFS 214 - Health & Fitness Law 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course is designed to build a greater awareness and understanding of laws and legal issues encountered in the health and fitness industry. Topics include federal/state regulations, historical/current practices, risk management, torts, employment, discrimination, contracts, waivers, health/ fitness screening, client confidentiality, facility safety, equipment liability, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize liability in a fitness setting.

HFS 218 - Lifestyle Change & Wellness 3-2-0-0-4

Prerequisites: None; Corequisites: None

This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

HIS 111 - World Civilizations I 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant

political, socioeconomic, and cultural developments in pre-modern world civilizations.

***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 112 - World Civilizations II 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 131 - American History I 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 132 - American History II 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural

developments in American history since the Civil War. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIT 110 – Intro to Healthcare & HIM 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations and accrediting body initiatives; healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, student should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

HIT 112 - Health Law & Ethics 3-0-0-0-3

Prerequisites: HIT 110; Corequisites: None

This course covers the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon completion, students should be able to apply policies, procedures and ethical standards in compliance with external forces.

HIT 114 - Health Data Sys/Standards 2-3-0-0-3

Prerequisites: HIT 110; Corequisites: None

This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

HIT 124 – Prof Practice Exp II 0-0-3-0-1

Prerequisites: HIT 112 and HIT 114;

Corequisites: None

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 211 – Diagnosis Coding & Reporting 2-3-0-0-3

Prerequisites: HIT 114 and HIT 226;

Corequisites: None

This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology and disease processes. Upon completion, students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes and reimbursement methodologies.

HIT 213 – Inpt Proc Coding & Reporting 1-3-0-0-2

Prerequisites: HIT 114, HIT 226; Corequisites: None

This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology to assign principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 214 – OP Procedure Coding/Reporting 1-3-0-0-2

Prerequisites: HIT 211; Corequisites: None

This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings.

Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 215 – Revenue Cycle Management 1-3-0-0-2

Prerequisites: None; Corequisites: None

This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, charge master maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 217 - Quality & Data Analysis 2-3-0-0-3

Prerequisites: MAT 152; Corequisites: None

This course covers the principles of quality assessment and improvement, including data analysis and decision making in healthcare. Topics include healthcare statistics, continuous quality improvement, data analysis and reporting techniques, quality and outcome metric monitoring. Upon completion, students should be able to compute healthcare statistics, abstract, analyze and report clinical data for organization-wide quality and performance improvement programs for compliance purposes.

HIT 218 - Mgmt Principles in HIT 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers organizational management concepts as applied to healthcare settings. Topics include leadership skills, managing organizational change, best practices, decision-making, financial management, cultural diversity, ethics, consumer engagement, and workforce training. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 – Electronic Health Records 1-2-0-0-2

Prerequisites: None; Corequisites: None

This course covers EHR systems, design, implementation and application. Topics include EHR, informatics, information governance, health

information exchange (HIE), speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 222 – Prof Practice Exp III 0-0-6-0-2

Prerequisites: None; Corequisites: None

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 226 – Pathophysiology & Pharmacology 2-3-0-0-3

Prerequisites: BIO 163 BIO 166 or BIO 169;

Corequisites: None

This course covers principles of disease and the associated pharmacological treatments.

Emphasis is placed on physical signs and symptoms, prognoses, common complications and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications and their management.

HIT 280 – HIM Capstone 2-0-0-0-2

Prerequisites: HIT 211; Corequisites: None

This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

HOR 112 - Landscape Design I 2-3-0-0-3

Prerequisites: None; Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

HOR 114 - Landscape Construction 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 134 - Greenhouse Operations 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 160 - Plant Materials I 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 162 - Applied Plant Science 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 - Horticulture Pest Management 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide applications. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Grounds Applicators license

HOR 166 - Soils & Fertilizers 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR 168 - Plant Propagation 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 257 - Arboriculture Practices 1-3-0-0-2  
Prerequisites: None; Corequisites: None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 273 - Horticulture Mngt & Marketing 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/ employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HUM 110 – Technology and Society 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. ***This course has been approved for transfer under***

***the CAA and ICAA as a general education course in Humanities/Fine Arts for the AA & AS degrees.***

HUM 115 – Critical Thinking 3-0-0-0-3  
Prerequisites: ENG-111; Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts for the AA & AS degrees.***

ISC 210 – Oper & Prod Planning 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

LOG 110 - Introduction to Logistics 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 211 – Distribution Management 2-2-0-0-3  
Prerequisites: LOG 110; Corequisites: None

This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers,

apply industry principles and terminology, and understand distribution productivity measures.

LOG 215 – Supply Chain Management 3-0-0-0-3  
Prerequisites: LOG 110; Corequisites: None

This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units and describe the materials management processes.

LOG 240 – Purchasing Logistics 3-0-0-0-3  
Prerequisites: LOG-110; Corequisites: None

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

MAT 003 – Transition Math 0-6-0-0-3  
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 – Quantitative Literacy Support 1-2-0-0-2  
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 – Statistical Methods I Support 1-2-0-0-2  
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 – Introductory Algebra Support 0-4-0-0-2  
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 143 - Quantitative Literacy 2-2-0-0-3  
Prerequisites: ENG 002 and MAT 003 Grade of P1 or higher, MAT 043; Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA degree ONLY.***

MAT 152 - Statistical Methods I 3-2-0-0-4  
Prerequisites: ENG 002 and MAT 003 Grade of P1 or higher, MAT 051; Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative) for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA degree ONLY.***

MAT 171 - Precalculus Algebra 3-2-0-0-4  
Prerequisites: ENG 002 and MAT 003 with Grade of P2 or higher, MAT 071; Corequisites: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA & AS degrees.***

MAT 172 - Precalculus Trigonometry 3-2-0-0-4  
Prerequisites: MAT 171, minimum Grade of "C"; Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and

prediction. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

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

Prerequisites: MAT 171, minimum Grade of "C";  
Corequisites: None

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

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

Prerequisites: MAT 172, minimum Grade of "C";  
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

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

Prerequisites: MAT 271, minimum Grade of "C";  
Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate

forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course.***

MAT 273 - Calculus III 3-2-0-0-4

Prerequisites: MAT 272, minimum Grade of "C";  
Corequisites: None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics for the AS degree ONLY.***

MAT 280 - Linear Algebra 2-2-0-0-3

Prerequisites: MAT 271, minimum Grade of "C";  
Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.***

MAT 285 - Differential Equations 2-2-0-0-3

Prerequisites: MAT 272, minimum Grade of "C";  
Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first- order, linear

higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

MED 110 - Orientation to Med Assist 1-0-0-0-1  
Prerequisites: None; Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 – Medical Law and Ethics 2-0-0-0-2  
Prerequisites: None; Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 - Medical Terminology I 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 - Medical Terminology II 3-0-0-0-3  
Prerequisites: MED 121; Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and

treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 - Admin Office Procedures 1-2-0-0-2  
Prerequisites: None; Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 - Admin Office Procedures II 1-2-0-0-2  
Prerequisites: MED 130; Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 136 – Preventive Health 2-0-0-0-2  
Prerequisites: None; Corequisites: None

This course provides information on public school and community health issues at all levels and preventive measures for prevalent diseases in the schools. Topics include healthy lifestyles, disease prevention, child psychology, and holistic health. Upon completion, students should be able to present information to all age levels concerning health issues, disease prevention, and attainment of healthy lifestyles.

MED 140 - Exam Room Procedures I 3-4-0-0-5  
Prerequisites: MED 121, MED 130; Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 - Laboratory Procedures I 3-4-0-0-5  
Prerequisites: MED 140; Corequisites: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics



include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 240 - Exam Room Procedures II 3-4-0-0-5  
Prerequisites: MED 140; Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 - MED Clinical Externship 0-0-15-0-5  
Prerequisites: MED 110, MED 116, MED 118, MED 121 & 122, MED 130 & 131, MED 140 & 240, MED 150, MED 270, MED 272; Corequisites: MED 262, MED 264

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 - Clinical Perspectives 1-0-0-0-1  
Prerequisites: None; Corequisites: MED 260

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 - Med Assisting Overview 2-0-0-0-2  
Prerequisites: None; Corequisites: MED 260

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 - Symptomatology 2-2-0-0-3  
Prerequisites: MED 122, MED 140; Corequisites: BIO 163

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 - Drug Therapy 3-0-0-0-3  
Prerequisites: MED 140; Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 – Patient Education 1-2-0-0-2  
Prerequisites: None; Corequisites: None

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MKT 120 - Principles of Marketing 3-0-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 232 – Social Media Marketing 3-2-0-0-4  
Prerequisites: None; Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include

integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MUS 110 - Music Appreciation 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

MUS 111 - Fundamentals of Music 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

MUS 112 - Introduction to Jazz 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

NET 110 - Networking Concepts 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NOS 110 - Operating Systems Concepts 2-3-0-0-3

Prerequisites: None; Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 - Linux/UNIX Single User 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 - Windows Single User 2-2-0-0-3

Prerequisites: NOS 110; Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 - Windows Administration I 2-2-0-0-3

Prerequisites: NOS 130; Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic

configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NUR 101 - Practical Nursing I 7-6-6-0-11

Prerequisites: Admission to the Practical Nursing program; BIO 163, ENG 111; PSY 150  
Corequisites: NUR 117

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 - Practical Nursing II 7-0-9-0-10

Prerequisites: NUR 101; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts, within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 - Practical Nursing III 6-0-9-0-9

Prerequisites: NUR 101, NUR 102;  
Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111 - Introduction to Health Concepts 4-6-6-0-8

Prerequisites: Admission to the ADN program;  
Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 - Health-Illness Concepts 3-0-6-0-5

Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness- illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

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

Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health- wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 - Holistic Health Concepts 3-0-6-0-5

Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health- wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 - Pharmacology 1-3-0-0-2

Prerequisites: Admission to the Practical Nursing or Admission to the Associate Degree in Nursing Program; Corequisites: None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 - Health Care Concepts 3-0-6-0-5

Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 - Health System Concepts 3-0-6-0-5

Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness- illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 - Complex Health Concepts 4-3-15-0-10

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211 & NUR 212; Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to

demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

OMT 222 – Project Management 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

PAD 151 – Intro to Public Admin 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

PAD 152 – Ethics in Government 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

PAD 251 – Public Finance & Budgeting 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of

government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

PAD 252 – Public Policy Analysis 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

PAD 254– Grant Writing 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

PED 110 - Fit and Well for Life 1-2-0-0-2

Prerequisites: None; Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 165 – Sport Science As a Career 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and

Sport Science program. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 250 – Officiating/Bkball/Vball 1-2-0-0-2

Prerequisites: None; Corequisites: None

This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 251 – Officiating/Ftball/Soccer 1-2-0-0-2

Prerequisites: None; Corequisites: None

This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 252 – Officiating/Bsball/Sftball 1-2-0-0-2

Prerequisites: None; Corequisites: None

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 259 – Prev & Care Ath Injuries 1-2-0-0-2

Prerequisites: None; Corequisites: None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. ***This course***

**has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.**

PHI 215 - Philosophical Issues 3-0-0-0-3  
Prerequisites: ENG 111; Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.**

PHI 240 - Introduction to Ethics 3-0-0-0-3  
Prerequisites: ENG 111; Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.**

PHY 110 - Conceptual Physics 3-0-0-0-3  
Prerequisites: MAT 003 with Grade of P2 or P3;  
Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education**

**Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.**

PHY 110A - Conceptual Physics Lab 0-2-0-0-1  
Prerequisites: MAT-003 with Grade of P2 or P3;  
Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.**

PHY 151 - College Physics I 3-2-0-0-4  
Prerequisites: MAT 171 or MAT 271, minimum Grade of "C"; Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.**

PHY 152 - College Physics II 3-2-0-0-4  
Prerequisites: PHY 151, minimum Grade of "C";  
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magneto static forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. **This course has been approved for transfer under the CAA and**

**ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.**

PHY 251 - General Physics I 3-3-0-0-4  
Prerequisites: MAT 271, minimum Grade of "C";  
Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.**

PHY 252 - General Physics II 3-3-0-0-4  
Prerequisites: MAT 272 and PHY 251, minimum Grade of "C"; Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magneto static forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.**

POL 120 - American Government 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of

government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.**

POL 130 - State & Local Government 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. **This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.**

POL 210 - Comparative Government 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. **This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.**

POL 220 - International Relations 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions, such as the World Court and UN. Upon completion, students should be able to

identify and discuss major international relationships, institutions, and problems. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 110 - Life Span Development 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

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

Prerequisites: ENG 002; Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 237 - Social Psychology 3-0-0-0-3

Prerequisites: PSY 150 or SOC 210;  
Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 239 - Psychology of Personality 3-0-0-0-3

Prerequisites: PSY 150; Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 241 - Developmental Psychology 3-0-0-0-3

Prerequisites: PSY 150; Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 263 - Educational Psychology 3-0-0-0-3

Prerequisites: PSY 150; Corequisites: ENG 111

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PSY 281 - Abnormal Psychology 3-0-0-0-3

Prerequisites: PSY 150; Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification,



etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

REL 110 - World Religions 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 211 - Introduction to Old Testament 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 212 - Introduction to New Testament 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 221 - Religion in America 3-0-0-0-3  
Prerequisites: ENG 002; Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SEC 110 - Security Concepts 2-2-0-0-3  
Prerequisites: CIS 110; Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SGD 111 – Simulation & Game Development 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 – SGD Design I 2-3-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 – SGD Programming I 2-3-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 213 – SGD Programming II 2-3-0-0-3

Prerequisites: SGD 113, CSC-134, CSC-151 or CSC-153; Corequisites: None

This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

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

Prerequisites: ENG 002; Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 213 - Sociology of the Family 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 220 - Social Problems 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. ***This course has been approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 225 - Social Diversity 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 240 - Social Psychology 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SPA 111 - Elementary Spanish I 3-0-0-0-3

Prerequisites: ENG 002; Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and

demonstrate cultural awareness. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SPA 112 - Elementary Spanish II 3-0-0-0-3

Prerequisites: SPA 111; Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SPA 211 - Intermediate Spanish I 3-0-0-0-3

Prerequisites: SPA 112; Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

TRF 110 - Introduction to Turfgrass Cultures & ID 3-2-0-0-4

Prerequisites: None; Corequisites: None

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

TRF 120 - Turfgrass Irrigation & Design 2-4-0-0-4

Prerequisites: None; Corequisites: None

This course covers the basic techniques involved in the design, layout, installation, and use of water-wise turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system according to sustainable practices

TRF 152 - Landscape Maintenance 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule.

TRF 210 - Turfgrass Equipment Management 1-4-0-0-3

Prerequisites: None; Corequisites: None

This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment.

TRF 230 - Turfgrass Management Applications 1-2-0-0-2

Prerequisites: None; Requisites: None

This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play.

TRF 240 - Turfgrass Pest Control 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course covers detection and identification of turfgrass pests with emphasis on methods of control or eradication. Topics include weeds, insects, diseases, and nematodes identification with an understanding of pesticides used, application procedures, and costs involved in control programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest control programs, and/or use integrated pest management.

TRF 260 - Advanced Turfgrass Management 3-2-0-0-4  
Prerequisites: TRF 110; Corequisites: None

This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management.

WBL 111 - Work-Based Learning I 0-0-0-10-1  
Prerequisites: Department Approval;  
Corequisites: None

This course provides a work-based learning experience with a college- approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work- related competencies.

WBL 112 - Work-Based Learning I 0-0-0-20-2  
Prerequisites: Department Approval;  
Corequisites: None

This course provides a work-based learning experience with a college- approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 115 – Web Markup & Scripting 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 – Intro to Internet Multimedia 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards.

WEB 125 – Mobile Web Design 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 182 – PHP Programming 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 210 – Web Design 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

WEB 213 – Internet Mkt & Analytics 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics

include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

WEB 214 – Social Media 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

WEB 225 – Content Management Sys 2-2-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 250 – Database Driven Websites 2-2-0-0-3  
Prerequisites: DBA 110 and WEB 140;  
Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web standards.

WLD 110 - Cutting Processes 1-3-0-0-2  
Prerequisites: None; Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 115AB - SMAW (Stick) Plate 1-5-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Credit for WLD 115 is only available after completion of both WLD 115AB and WLD 115BB.

WLD 115BB - SMAW (Stick) Plate 1-4-0-0-2  
Prerequisites: None; Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Credit for WLD 115 is only available after completion of both WLD 115AB and WLD 115BB.

WLD 116 – SMAW (stick) Plate/Pipe 1-9-0-0-4  
Prerequisites: WLD 115; Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 117 - Industrial SMAW 1-4-0-0-3  
Prerequisites: None; Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121 - GMAW (MIG) FCAW/Plate 2-6-0-0-4  
Prerequisites: None; Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform

fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 - GTAW (TIG) Plate 2-6-0-0-4

Prerequisites: None; Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 - GTAW (TIG) Plate/PIPE 1-6-0-0-3

Prerequisites: WLD-131; Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 - Symbols & Specifications 2-2-0-0-3

Prerequisites: None; Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 261 - Certification Practices 1-3-0-0-2

Prerequisites: WLD 115, WLD 121, and WLD 131; Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

## CONTINUING EDUCATION, ECONOMIC AND WORKFORCE DEVELOPMENT

An important function of the College is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education, Economic and Workforce Development promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses, programs, seminars, and career pathways assist adult learners with reaching their full potential in our ever-changing world of knowledge, skills, and understanding.

The diversity of these programs cover a broad spectrum of opportunities that include basic literacy, resume preparation, high school equivalency, trades education, computer skills, technical skill upgrades, personal enrichment, and much more. Some courses are offered on a continuing basis while others are established in response to specific requests by individuals or groups. Course descriptions are not listed in this catalog. However, information about courses may be obtained by contacting Continuing Education, Economic and Workforce Development or by visiting <http://www.brunswickcc.edu/programs/continuing-education/>

### Admission to Continuing Education, Economic and Workforce Development Courses

Persons who wish to take courses for Continuing Education Unit (CEU) credit are admitted and enrolled at least 48 hours before the start date of the class. The Continuing

Education, Economic and Workforce Development department periodically publishes class schedules.

Further information may be obtained by contacting:

**Brunswick Community College  
Continuing Education, Economic and  
Workforce Development  
P.O. Box 30, Supply, NC 28462-0030  
Telephone: 910.755.7378 or  
1.800.754.1050, Ext. 7378  
<http://www.brunswickcc.edu/programs/continuing-education/>**

### Registration Information

Continuing Education students must complete registration and payment at least 48 hours (2 days) prior to the start of class unless stated otherwise. Should the College be closed 48 hours prior to the start of class, registration will be taken the first day the College is reopened. Registration forms are available in the Continuing Education, Economic & Workforce Development Department and online at <http://www.brunswickcc.edu> under the Continuing Education Registration tab.

**Mail:** Brunswick Community College  
Continuing Education Registration  
P.O. Box 30  
Supply, NC 28462

**Online:** <http://www.brunswickcc.edu/programs/continuing-education/>

### **Walk-In:**

50 college Rd NE  
Bolivia, NC 28422  
Monday through Thursday, 8am - 5pm  
Friday, 8am - 3pm, except holidays

### **Who May Register**

Any adult, 18 years of age or older, may register for a course. Individuals 16 to 17 years old may register upon recommendation of the chief administrative school officer and parent/guardian.

### **Registration Fees**

The North Carolina State Board of Community Colleges is responsible for our fee structure for Occupational Extension courses in compliance with North Carolina Statutes. Fee

Waivers are determined by the North Carolina Community College System.

Hours	Registration Fee
1 – 24	\$ 70.00
25 – 50	\$125.00
51 +	\$180.00

Other costs in these classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged. Registration fees are subject to change contingent upon action by the North Carolina General Assembly

### **Refund Policy**

Refunds are allowed under the following circumstances:

- A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.
- After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class.

**Note:** *This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.*

- For contact hour classes, students must withdraw, in writing, within 10 calendar days.
- Self-Supporting classes will refund 75% to the student with an official withdraw from the class prior to the start date. No refunds will be issued after the start date of class.
- If a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the course the student was attending), all registration fees for that semester will be refunded to the estate of the deceased.

### **Class Locations**

Many Continuing Education, Economic and Workforce Development classes are offered on the main campus of the College. However, to meet the increasing demand, additional classes are held online and at locations off-campus. Classes are held in the surrounding communities of Southport, Sunset Beach, Leland, local high schools, and in various businesses in Brunswick County. Almost any course can and will be organized in any location when a sufficient number of citizens indicate an interest in having a class.

Continuing Education, Economic & Workforce Development Building A  
50 College Road, N.E.  
Bolivia, NC 28422

Leland Center  
2045 Enterprise Boulevard  
Leland, NC 28451

Southport Center  
701 N. Lord Street  
Southport, NC 28461

### **Minimum Enrollment Required**

Normally, a course will be offered when a minimum number of students enroll. The College reserves the right to cancel any course when an insufficient number of students' register.

### **Class Hours**

The majority of occupational extension and community service courses are offered one or two days per week for one to four hours per day. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and the College.

### **Continuing Education Units (C.E.U.)**

The Continuing Education Unit (C.E.U.) is used as the basic measurement for an individual's participation in non-credit classes, courses, and programs. One (1) C.E.U. is defined as ten contact hours of participation in an organized continuing education class.



## Workforce Development Pathways

Brunswick Community College has designed career pathways for students that are seeking programs that accelerate the development of employability skills and lead to national credentials. Students enrolled in workforce development can experience a series of interconnected educational training programs that can be completed in six months or less. The pathway framework enables individuals to secure a job or advance in a high demand industry. The courses are affordable and conveniently located throughout Brunswick County. The career pathways include:

Beauty & Wellness Services (Esthetics, Massage, Manicurist)  
 Building Construction / Code Enforcement  
 Computer Repair / A+ Certification  
 Culinary  
 Electrical Technician  
 Green Technology  
 Health Occupations  
 Heating & Air Conditioning Technician  
 Hospitality  
 Industrial & Facilities Maintenance  
 Machine Technology  
 Personal Trainer  
 Plumbing Technician  
 Solar Installer  
 Welding

Workforce Development also offers continuing education for North Carolina real estate agents. These courses are designed to meet the annual requirements of the North Carolina Real Estate Commission. In addition, workforce development offers course that prepare individuals for the Marine Captain Licensure examination, Building and Electrical Contractor examination, and Notary Public, and other third-party industry credentials.

Personal Computer Training provides classes for business and industry, and those seeking job opportunities requiring skills and certifications in software applications such as MS-Word, MS- Excel, MS-PowerPoint, Windows, Internet, and basic computer skills.

## Emergency Services Training

Courses offered through this program area align with standards issued through the North Carolina Office of EMS, NC Office of State Fire Marshall, and North Carolina Criminal Justice Training Standards. The program also offers short-term training opportunities in OSHA, first aid, and CPR.

### Emergency Medical Services

Emergency Medical Training provides certification, recertification courses, and continuing education for all EMT levels and Medical Responder.

### Fire/Rescue

Fire Training provides instruction that focuses on firefighting techniques for members of municipal, volunteer, and industrial brigades. Many of the courses lead to certification that is recognized by the NC Office of State Fire Marshall.

### Health Occupations

Health Occupation programs have been established for persons seeking additional medical, allied health, and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered. Students have the opportunity to experience both hands-on learning in our lab and a variety of clinical experiences in approved healthcare facilities/physicians' offices.

### Law Enforcement In-Service

Law Enforcement In-Service courses are designed for upgrading both experienced and recently employed police officers and law enforcement officials. Training includes Mandated Training as set annually by the State of NC, Criminal Justice Training & Standards as well as the Sheriff's Training Standards Commission. In addition to the mandated training, other topics are developed and/or recruited.

## **Economic Development**

### **Customized Training**

One of the basic objectives of Brunswick Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, Brunswick Community College, in cooperation with the NC Manufacturing Extension Partnership and NC Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. There is no charge for these services.

### **Business Innovation, Sustainability and Multicultural Programs**

Business Innovation and sustainability provide resources and training for business and industry and the public on sustainability practices and workforce skills in the region. This program creates networking opportunities through events, workshops, classes, and forums. The purpose is to build local and regional partnerships, create an environment where new ideas flourish, problems become opportunities, and knowledge helps grow an organization, and provides up-to-date sustainability resources and tools from nationally and internationally recognized organizations. The resources available can add value to construction, manufacturing, small and large businesses, education, municipalities, healthcare, tourism, and agriculture.

The Multicultural Program is designed to help non-English speaking individuals learn workforce development skills in an English speaking environment.

### **Small Business Center**

The Small Business Center is designed to serve prospective and existing small business owners with free, confidential one-on-one business counseling. A variety of business related seminars, workshops, and specific courses geared to small business owners are offered throughout the year at locations across the county.

The center works in cooperation with the area Chambers of Commerce, the Small Business Administration, SCORE, SBTDC, and many other agencies that provide information and assistance to small businesses.

The center focuses activities to those businesses generally employing ten or less. The Small Business Center strives to enhance all aspects of economic development in Southeastern North Carolina through its mission of increasing the success rate of entrepreneurs. The Center assists prospective and established small business persons to reach their full potential, by utilizing all resources available throughout the network. From its inception in 1986, Brunswick Community College's Small Business Center continues to serve its business community by working to identify and respond to its informational needs in a timely, efficient, and professional manner.

## **Community Services**

The Community Services program offers individuals 16 years of age and older short-term courses for self-improvement, cultural enrichment, academic achievement, and personal development. The program provides access to lifelong learning opportunities that contribute to the community's overall cultural, civic, and intellectual growth.

Brunswick Community College provides personal enrichment experience as diverse as oil painting, dancing, quilting, cooking, or motorcycle safety, just to name a few. Personal enrichment programs offer a wide variety of learning experiences that expand individual interests, enhance abilities, and renew passion for artists, hobbyists, and those seeking an encore career.

## GEAR

### Adult Basic Education

Brunswick Community College's GEAR (Gateway to Employment & Academic Readiness) program is designed to improve students reading, communication, problem solving, computation, and writing skills. Instruction includes practical, real-life content that will prepare adults for employment, family finances, parenting, and contemporary society. Students can expect this program to lay the foundation for post-secondary education and higher income earnings.

### Adult High School Diploma

The Adult High School Program (AHS) is designed to allow students the opportunity to complete a high school credential that mirrors a public school credential. The program is accredited by the Southern Association of Colleges and Schools and aligns with the North Carolina Community College System requirements which are established by the Department of Public Instruction. This diploma is the same as those offered through public school system in Brunswick County.

### English as a Second Language

English as a Second Language is designed to quickly improve the adult learner's ability to speak, read, listen, and write the English language. Any adult student who does not speak English as their native language can enroll with no fees or tuition costs. Students will have the opportunity to use CASAS® listening assessments, Rosetta Stone®, All Stars, Milestones Reading Library, video streaming, and other online tools. The program is designed to move adult learners through the six levels of ESL instruction through small group instruction and ongoing assessment.

### High School Equivalency (HSE)

The high school equivalency program has opened the doors of opportunity for millions of adult learners. This credential is the gateway to college, workplace learning, and family sustaining wages. The program's accelerated instruction prepares students for the official exams, which include four content areas. These areas are aligned with current high school standards and career readiness/employer expectations. The official

HSE exam is provided via electronically using a desktop computer and upon request may be taken in paper base form. HSE content includes:

- A. Reasoning Through Language Arts (RLA) (150 minutes)
  - 1. Section 1 (35 minutes)
  - 2. Section 2 (45 minutes)
  - 3. Student Break (10 minutes)
  - 4. Section 3 (60 minutes)
- B. Mathematical Reasoning (115 minutes)
  - 1. Section 1 (first 5 test questions) - calculator not allowed
  - 2. Section 2 (remaining 41 test questions) - calculator allowed
- C. Science (90 minutes)
- D. Social Studies (90 minutes)
  - 1. Section 1 (65 minutes)
  - 2. Section 2 (25 minutes)

## Human Resource Development (HRD) Program

HRD is designed to recruit, assist, and train the unemployed and underemployed adults of Brunswick County. The instructors have experience with career planning and are able to utilize a variety of assessments that measure individual interests and abilities. Fee waivers are available for qualifying students.

### Career Readiness Certification

(CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy. For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be "job ready." For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting. The CRC is based upon WorkKeys, a state recognized, skills assessment tool developed by ACT®.

### Workplace Literacy

The Workplace Literacy Program customizes basic skills classes for employers who want to upgrade workers' skills thus meeting the increasingly higher educational requirements of the workplace.

## **Brunswick Interagency Program**

The Brunswick Interagency Program (BIP) is a comprehensive educational/ vocational program for Brunswick County's residents diagnosed with intellectual/developmental disabilities from age 17 and older. Additional services and support are provided through our partnering agencies: Trillium Health Resources, North Carolina Vocational Rehabilitation, and North Carolina Council on Developmental Disabilities.

The program's adult basic education courses enable students to reach their full potential and achieve a higher level of independence in their community. The program provides access to a continuum of educational services and career coaching that compliments the strengths of each student. Students are assessed for progress and recognized throughout the duration of their enrollment in the program. The program provides instruction that includes personal and community living skill development, literacy, budgeting,

interviewing skills, effective communication and motor skill development. Use of leisure time, vocational evaluation and adjustment, and work activity training are included.

The Brunswick Interagency Program offers innovative approaches to supported employment. Assessment services or community and on-site employment is available for students who wish to enter the work force. Long-term support is offered to guarantee a long and successful work experience, personal satisfaction, and gratification for the student.

Brunswick Interagency Program employs a full-time director, an enhanced services coordinator, and two retention specialists that assist and refer qualifying students to day support services, financial benefits, community-based services, outpatient services, medical/ dental treatment, social activities, transportation, and residential placement.

## Administration/Faculty & Staff Directory

### State Administration

Thomas Stith, President, North Carolina Community College System  
Mr. Scott Shook, Chair, State Board of Community Colleges

### Board of Trustees

Alan Holden, Chair	Myong Jensen
Michael Norton, Vice Chair	Ellen Milligan
Susan Carroll	Doug Terhune
Scott Evans	Colonel Les Tubb
Sheila Grady	SGA President – Jadon Smith
Frank Iler	
Ronnie Jenkins	

### Administration

Dr. Gene Smith, **President**

B.S., M.S., Ed.D. East Carolina University

Cynthia Sterling, **Executive Assistant to the President**

Greg Bland, **Vice President of Continuing Education, Economic & Workforce Development**

B.S.W., M.P.A., University of North Carolina Wilmington

Sheila Galloway, **Vice President of Budget & Finance/CFO**

B.S., University of North Carolina Wilmington

Dr. Denise Houchen-Clagett, **Vice President of Student Affairs**

B.S., Mount Olive College

M.S., University of Phoenix

Ed.D., Walden University

Dr. Kevin Lee, **Vice President Academic Affairs & Chief Academic Officer; SACSCOC Liaison**

A.A.S., Coastal Carolina Community College

B.S., High Point University

M.S., University of Phoenix

Ed.D., University of Cumberlands

Jack Luciano, **Associate Vice President of Facility Services**

A.A.S., Westchester Community College

Robbie Allen, **Director of Athletics & Head Baseball Coach**

B.S., Mount Olive College

Nancy Disbrow, **Director of Human Resources, Title IX Coordinator**

B.S., David N Myers University

Dave Sorenson, **Chief Information Officer**

A.A.S., Pike Peak Community College

Julia Stuart, **Public Relations & Marketing**

B.A., Human Services, University of North Carolina at Charlotte

Elizabeth Wassum, **Director of Resource Development**

M.B.A., University of North Carolina Wilmington

B.A., Emory & Henry College

### Deans

Dr. Molly Curry, **Dean of Health Sciences**

A.A.S., Wilkes Community College

B.S.N., George Mason University

M.S.N., Queens University

D.N.P., University South Carolina

Onya Gardner, **Dean of Continuing Education, Economic & Work Force Development**

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M.A., American Military University

M.P.A., Andrew Jackson University

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M.A., Indiana State University

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A.S., Guilford Tech Community College  
B.A., M.A., Florida Gulf Coast University  
Ed.D., Ed.S., Appalachian State University

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### Program Directors

Shaylene Ball, **Director of Nursing**  
A.A.S., Brunswick Community College  
B.S.N., University of Phoenix  
M.S.N., Grand Canyon University

Obbie Blanton, **Director of Basic Law Enforcement Training**  
B.S., Mount Olive College

Richard Bowie, **Director of Welding Technology**  
A.A.S., Cape Fear Community College

Brooke Cook, **Director of Health Education**  
M.S.N., Walden University

Leann Cecil, **Director of Brunswick Interagency Program**  
B.A., Marshall University

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B.A., North Carolina Wesleyan College

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B.S., University of North Carolina Wilmington  
M.B.A., Marylhurst University

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B.S., North Carolina A&T

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Ph.D., Saybrook University, CA

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New England Center for Cosmetology

Cosmetologist Teacher License of NC

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M.P.P., Duke University

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Ph.D., Life University



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M.A., Sociology, Arizona State

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A.A., Asheville-Buncombe Technical Community College

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A.A. Carteret Community College  
A.W.S. Certified Welding Inspector - CWI

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B.S.N., South University  
M.S.N., South University

Wilburn Smith, **Instructor, Computer Information Technology/Programming**

B.S., The Citadel,  
M.S., Airforce Institute of Technology

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M.S., Carnegie-Mellon University

Ph.D., Carnegie-Mellon University

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M.L.I.S., University of North Carolina Greensboro

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M.A., UNC Wilmington

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M.A., Webster University

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M.A., Trident University

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### Staff

Ballard, Iris, Custodian

Bowers, Georgeanna, BIP Instructor

Bowden, Linda, Custodian Supervisor

Brown, Timothy, Maintenance Technician

Bullard, Sandra, BIP Instructor

Carpenter-Zink, Catherine, Mailroom/Print Shop Coordinator

Carsrud, Jennifer, Career Navigator

Christman, Aaron, PC Technician

Cook, Katie, Accountant, Cashier

Cronk, Katie, NC Works Brunswick County Career Coach

Cumber, Chad, BIP Instructor

Cutajar, Laurie, Administrative Assistant, Student Affairs

DeSchon, Chauncey, Custodian

Diemer, Thomas, Maintenance Technician

Dulin, Valerie, Enrollment Records Data Specialist

Duzant, Dominique, NC Works Brunswick County Career Coach

Elkins, Felicia, Eligibility & Engagement Specialist

Engle, Cynthia, Continuing Education & Workforce Development Registrar

Faison, James Marcus, Male Mentoring/Success Coach

Faulkner, Kristy, Resource Development Accountant & Database Manager

Ford, Sylvia, BIP Instructor

Garrett, Kathleen, Administrative Assistant, Physical Plant

Garvin, Marietta, Instructional Technology Specialist

Giroud Jr, James, Maintenance Supervisor

Goff, Brooke, Student Activities and Event Coordinator

Griffith, Mary, TLC/Library Assistant

Grissett, Da'meshol, Work Based Learning Specialist

Haggins, Sharon, Purchasing and Financial Aid Specialist

Hart, Tanya, Career Counselor/Success Coach

Hebert, John, OneStop Student Service Specialist

Hewett, Nancy, Curriculum Coordinator

Holland, Elizabeth, ABE Instructor, BIP

Horvath, Tyler, Success Coach/Retention Specialist

Jackson, Greg, Leland Center Director  
Jackson, Shane, Technical Manager, OWA  
James, Stephania, BIP Instructor  
Jenkins, Robert, TLC Assistant  
Keller, Brian, Maintenance Technician  
Kinkade, Mary Jane, Digital Data Specialist  
Kuykendall, Melissa, Administrative Assistant, Professional Technical Programs  
Lance, Demaris Accountant, Accounts Payable/County Funds  
Long, Amanda, Aquatics Coordinator  
Long, Jill, Custodian  
Lukacz, Kathleen, Payroll Administrator  
Madren, Jamie, CCP Liason  
Mahon, Tshya, OneStop Student Service Specialist  
Malkemus, Ashley, Accountant Special Fund  
McNeil, Peggy, Assistant Registrar  
Mobley, Sarah, Career Navigator  
Oliver, Christina, Lead Grounds Technician  
Palmer, Liza, Librarian  
Perkins, Yolanda, Eligibility & Engagement Specialist  
Pottinger, Janet, Retention Specialist, BIP  
Roberts, Joy, Administrative Assistant, Health Sciences  
Romero-Alfaro, Edwin, Network Infrastructure Administrator/IT  
Royal, Dara, TLC Assistant  
Royster, Rhonda, WIOA Title I Coordinator  
Schultz, Lisa, Community Service Coordinator  
Sellers, Rita, BIP Instructor  
Simmons, Linda, Custodian  
Singley, Jeanne, Assistant Director of Dinah E. Gore Fitness & Aquatics Center  
Skipper, Melba, Custodian  
Smith, J.D., BLET Qualified Assistant  
Spencer, Shelia, BIP Instructor  
Stanley, Megan, Assessment Coordinator, GEAR  
Stone, Daniel, TLC Assistant  
Stultz, Kristi, Library Assistant  
Tamasco, Donna, Administrative Assistant Arts & Sciences  
Tart, Wilson, Human Resources Recruiter  
Thornton, Jessica, Data Coordinator  
Vice, Rosemary, Cosmetology Instructor  
Young, Anna, Success Coach Student Services  
Young, Latoya, Human Resource Generalist  
Webb, Sylvia, Custodian  
Wickel, Donovan, Groundskeeper  
Widener, Crystal, Administrative Assistant, Vice President Academic Affairs and CAO  
Williams, Carlton, Groundskeeper  
Young, Latoya, Human Resource Generalist

## Appendix A

### STUDENT CODE OF CONDUCT (Student Rights and Responsibilities)

The Student Code of Conduct Policy includes information concerning student rights, responsibilities, and procedures. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate College regulations, they are subject to disciplinary action by Brunswick Community College whether or not the conduct violates both College regulations and the law. The College may take disciplinary action independent of that taken by legal authorities.

Students shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom and on the campus. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to rules and regulations regarding time, place and manner as specified in the College's Free Speech and Public Assembly Policy.

Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Brunswick Community College may release directory information to appropriate agencies and organizations. Brunswick Community College may disseminate information concerning student achievement, honors awarded or other exemplary actions or conduct. No other records shall be made available to unauthorized personnel or groups inside or outside the College without written consent of the student involved, except under legal compulsion.

#### I. Student Code of Conduct

All students and staff have the right to a safe, peaceful and honest educational environment. Therefore, when in the judgment of Brunswick Community College officials, a student's conduct substantially disrupts or threatens to substantially disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. Therefore, students are prohibited from engaging in any conduct, which materially and adversely affects the educational process including the following:

- A. Academic dishonesty, which includes cheating, fabrication, falsification, multiple submission, plagiarism, abuse of academic material, and complicity in academic dishonesty.
- B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions.
- C. Trespass which includes unauthorized entry or presence on the property of the College or in a College facility or any portion therefore to which entry or presence has been restricted.
- D. Violation of the Drug and Alcohol Policy.

- E. Lewd or indecent conduct on College premises or at College sponsored or College supervised functions.
- F. Mental or physical abuse of any person on College premises or at College supervised functions, including verbal or physical actions which threaten or endanger an individual's health or safety.
- G. Violation of the Sexual Harassment Policy.
- H. Intentional obstruction or material and substantial disruption of teaching, administration or disciplinary proceedings, or other activities, including public service functions and other duly authorized activities on College premises.
- I. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use.
- J. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which is harmful, obstructive to the functions of Brunswick Community College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
- K. Possession or use of a weapon on College premises or at College sponsored or College supervised functions, except in connection with a College approved activity or stored and locked according to NC General Statute 14-269.2 (K).
- L. Setting off a fire alarm, using or tampering with any fire safety equipment on College premises or at College sponsored or College supervised functions, except with reasonable belief in the need for such alarm or equipment.
- M. Gambling on College premises or at College sponsored or College supervised functions.
- N. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on College premises.
- O. Violations of College regulations regarding the operation and parking of motor vehicles.
- P. Forgery, alteration, or misuse of College documents, records or instruments of identification with intent to deceive.
- Q. Failure to comply with instructions of College officials acting in performance of their duties.
- R. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- S. Fiscal irresponsibility such as failure to pay college levied fines, failure to repay College-funded loans or the passing of worthless checks to College officials.
- T. Violations of local, state or federal criminal law on College premises, adversely affecting the College community's pursuit of its proper educational purposes.
- U. Unauthorized use of cell phones and other electronic devices during activities where use is directly prohibited (i.e. instructional time).

## II. Disciplinary Procedures

Nothing in these policies shall limit an instructor's or administrative officer's discretion to warn a student against violating the Student Code of Conduct or from removing a student from a single class or activity for the duration of that specific class or activity. No disciplinary sanctions other than such a warning or temporary removal may be imposed upon any student except in accordance with this policy.

### A. Emergency Suspension Activities

If it is determined by the Vice President of Student Affairs or appropriate administrator that a student's conduct poses a continuing threat to the health or well-being of any member of the academic community or the activities of the college, one may suspend the student from a course of the College until the investigation of the student's conduct can be completed. Prior to suspension,

the student shall be given the opportunity to explain one's conduct to Vice President of Student Affairs or appropriate administrator. The instructor or administrative officer reporting the incident of student misconduct shall file a charge under (See C.1) with the Vice President of Student Affairs or appropriate administrator within one business day following the incident. The Vice President of Student Affairs or appropriate administrator shall resolve the matter in a timely fashion utilizing the steps outlined below.

**B. Responsibility for Implementation**

The Vice President of Student Affairs or appropriate administrator is responsible for implementing student discipline procedures.

**C. Disciplinary Procedures**

The following procedures shall be followed to provide an orderly procedure for handling student disciplinary cases:

**1. Charges**

Any administrative official, faculty member, or student may file charges with the Vice President of Student Affairs or appropriate administrator against any student or student organization for violations of College regulations. The individual(s) making the charge must submit a written statement which includes:

- a. Name of the student(s) involved,
- b. The specific code(s) of conduct violated,
- c. A description of the incident(s), including the time, place, and date of the incident(s),
- d. Names of person(s) directly involved or witnesses to the incident(s), and
- e. Any action taken that related to the matter. The statement of the charge should be forwarded directly to the Vice President of Student Affairs or appropriate administrator.

**2. Preliminary Investigation and Decision**

Within ten (10) business days after the charge is filed, the Vice President of Student Affairs or appropriate administrator shall complete a preliminary investigation of the charge which shall include a meeting with the student being charged with a Code of Conduct violation. In extraordinary discipline and safety issues, the Vice President of Student Affairs or appropriate administrator may elect to assemble an assessment team to assist in evaluating and assessing a student's behavior.

The Vice President of Student Affairs shall also meet with the student, present the student with the evidence against them, giving the student the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Vice President of Student Affairs or appropriate administrator or where the student refuses to cooperate, the Vice President of Student Affairs or appropriate administrator shall send a certified letter to the student's Colleague address of record or to the address provided by Brunswick County Sheriff's Office. The certified letter informs the student of the charges, the results of the preliminary investigation, the decision, and the appeals procedure (Section IV). The student may have access to the College's Learning Management System (LMS) to complete course work during the preliminary investigation and decision time frame. If a student elects to appeal the suspension, the student may have access to course work through the College's LMS until the appeals process is complete and a final decision is rendered.

**3. Decisions**

If the Vice President of Student Affairs or appropriate administrator determines that the student violated the Student Code, the decision shall include:

- a. A statement of the specific provision(s) of the Student Code that the student violated
- b. A statement of sanctions imposed
- c. A statement of the student's right to appeal the decision
- d. Instructions governing the appeals procedure (Section VI)



If the Vice President of Student Affairs or appropriate administrator determines that the student did not violate a provision of the Student Code, then the decision shall state that the charge has been dismissed.

### III. Sanctions

- A. **Reprimand**: A written communication which gives official notice to the student that one has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.
- B. **General Probation**: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show one's capability and willingness to observe the Student Code without further penalty; secondly, if the student errs again, additional sanctions will be imposed for this violation. The probation will be in effect for no more than two (2) semesters.
- C. **Restrictive Probation**: Restrictive Probation results in loss of good standing and notation of such is made in the College community. Generally the individual will not be eligible for initiation into any local or any national organization and may not participate in any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.
- D. **Restitution**: Paying for damaging, misusing, destroying or losing property belonging to the College, college personnel, or students.
- E. **Emergency Suspension**: Exclusion from class(es), and/or all other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- F. **Loss of Academic Credit or Grade**: Imposed as a result of academic dishonesty.
- G. **Withholding Diploma or Right to Register**: Imposed when financial obligations are not met.
- H. **Suspension**: Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation and for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Student Affairs before returning to campus.
- I. **Expulsion**: Dismissing a student from campus for an indefinite period. The student loses one's student status. The student may be readmitted to the College only with the approval of the Vice President of Student Affairs or the President of the College.
- J. **Group Probation**: This is given to a College club or other organization/group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K. **Group Restriction**: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one semester). While under restriction the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- L. **Group Revocation**: Removal of College recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President of the College.

#### IV. **Appeal Procedure**

A student who disagrees with the decision of the Vice President of Student Affairs or appropriate administrator may request a hearing before a Disciplinary Review Committee. The student must deliver a written request for a hearing to the Vice President of Student Affairs or appropriate administrator within three (3) business days of receipt of the Vice President of Student Affairs or appropriate administrator's decision. As a general rule, the sanctions resulting from a disciplinary decision will be considered to be in place and enforced until such time as determined otherwise by the appeals committee. A student who enters into an appeal of a Code of Conduct ruling shall not be allowed to also submit a grievance related to the same incident(s) under the Student Grievance Policy. The appeal of the Code of Conduct ruling provides the student with a venue for seeking college action related to the incident(s).

##### A. **Appointment of Disciplinary Review Committee**

1. Within five (5) business days after receiving the request for a hearing, the President shall appoint a Disciplinary Review Committee pool, select a chair, and send the list to the Vice President of Student Affairs or appropriate administrator.
2. The Disciplinary Review Committee pool shall be composed of nine (9) members:
  - a. Three faculty members appointed by the President of the College.
  - b. Three staff members appointed by the President of the College.
  - c. Three student members recommended by the President of the College. Three impartial Committee members will be selected from the Committee Pool, one of which will serve as Chairperson. Committee members will serve at the pleasure of the President with replacements appointed by the President, as necessary.

##### B. **The Disciplinary Review Committee and Guaranteed Student Procedural Rights**

- The right to present relevant evidence and witnesses in one's defense.
- The right to a hearing before an impartial Disciplinary Review Committee.
- The right to hear and/or see the evidence against them and the right to cross-examine witnesses against them through prior submission of questions.

##### C. **Preliminary Hearing before a Disciplinary Review Committee**

1. Within ten (10) business days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the Vice President of Student Affairs or appropriate administrator and the student shall be invited. During the preliminary hearing:
  - a. The Vice President of Student Affairs or appropriate administrator shall provide a written statement of charges against the student which shall include the information listed in Section II.C.1.
  - b. The Committee shall set a date and time for the hearing no later than ten (10) business days from the date of the preliminary hearing.
  - c. The Vice President of Student Affairs or appropriate administrator and the student shall exchange any documents they want to present at the Disciplinary Review Hearing. Each party shall also exchange any questions planned for witnesses.
  - d. The student shall provide the Vice President of Student Affairs or appropriate administrator and the Committee with one's current address and telephone number.
  - e. Members of the Committee shall inform the parties of any facts which could reasonably

affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member and any member of the committee concurs in that objection, then such member shall resign from the Committee. Within five (5) business days, the President shall appoint a new member of the Committee. The new Committee member shall be subject to the same qualifications and obligations as the original Committee members.

#### **D. Hearings before the Disciplinary Review Committee**

1. The hearing shall be confidential and shall be closed to all persons except the following:
  - a. Vice President of Student Affairs or appropriate administrator
  - b. witnesses who shall
    - give testimony singularly and in the absence of other witnesses
    - leave the committee meeting room immediately upon the completion of their testimony
2. The hearing will be recorded. Recordings will become the property of the College, and access to them will be determined by the Vice President of Student Affairs or appropriate administrator. All tapes will be filed in the office of the Vice President of Student Affairs or appropriate administrator. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
4. Within three (3) business days of completion of a hearing, the Committee shall meet in executive session to decide whether there has been a violation of the Student Code; and, if so, to recommend sanctions.
5. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.
6. Decisions of the Committee shall be in writing and contain at least a statement of the specific provisions of the Student Code that the student violated and a description of the facts supporting that conclusion; and sanction which shall be no greater than the sanction imposed by Vice President of Student Affairs or appropriate administrator; or charges were not proven by a preponderance of the evidence.
7. Within two (2) business days of the Committee's decision, the Committee Chairperson shall deliver a copy of the decision to the Vice President of Student Affairs or appropriate administrator and send a copy of the decision by certified mail, return receipt requested, to the student's Colleague address of record or an address provided to BCC by the Brunswick County Sheriff's office.

**E. Appeal to the President**

If a student desires to appeal a decision of a Disciplinary Review Committee, one must deliver a written request for such appeal to the President within three (3) business days of receipt of the Committee's decision. The President shall have the authority to affirm, remand, modify or reverse the decision of the findings of the Committee. Within (10) working days of receiving the appeal, the President shall send the decision to the student by certified mail, return receipt requested. The decision of the President is final.

**F. Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal**

1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue one's appeal, to appear or to be represented at any hearing, or otherwise to meet one's other obligations under these procedures, then the last decision rendered on behalf of the college will stand as final, and all proceedings will be terminated. The college shall make every reasonable effort to comply with the timeliness requirements specified in the Student Code. The President shall investigate failures to comply with the timeliness requirements specified in the Student Code and take appropriate action. The College's failure to meet any deadline shall not exempt the student from any sanctions under the Student Code.
2. A student's decision to withdraw from school during a disciplinary proceeding shall not affect the College's right to continue the disciplinary process or impose sanctions.

*Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended May 26, 2011, June 28, 2013, June 26, 2015, April 20, 2017, and January 12, 2018.*

## **Appendix B**

### **STUDENT GRIEVANCE POLICY**

Brunswick Community College is committed to resolving complaints in a timely, fair, and amicable manner. The purpose of the Student Grievance Policy is to provide a system to channel student complaints against faculty and staff, except for the following:

- A. Grades, which shall be subject to the decision of the instructor unless related to some type of suspected discrimination;
- B. Attendance policies and matters of a purely academic nature, which shall be adjudicated through the Director, Department Chair, or Dean of the area of instruction; and
- C. Financial Aid eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Affairs or appropriate administrator.

Specific grievances may include (but are not limited to):

- A. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences, or behavior, and
- B. Sexual harassment complaints, which should be directed to the Vice President of Student Affairs or appropriate administrator and/or the Director of Human Resources. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Affairs or appropriate administrator will replace the first step of the grievance procedure. The Vice President of Student Affairs or appropriate administrator will counsel the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

### **Grievance Procedure**

#### **First Step**

The student must go to the instructor or staff member where the alleged problem originated (except when the College employee is directly involved in an alleged case involving sensitive issues identified above). In extreme cases, such as alleged sexual harassment, the student may go directly to the Vice President of Student Affairs or any other Administrative official within whom the student feels comfortable. An attempt must be made to resolve the matter equitably and *informally* at this level. The conference must take place within 10 working days of the incident that generated the complaint. The student may elect to put one's concern in writing at this point, but a formal grievance form is not necessary.

#### **Second Step**

If the student complaint is not resolved to the student's satisfaction at the informal conference, the student may file a written grievance no later than 14 working days from the incident that generated the complaint. A Student Grievance Form is available on the College Student Services webpage or will be made available to the student by the Vice President of Student Affairs and/or designated administrator.

- The Vice President of Student Affairs or appropriate administrator will explain the grievance process to the student or direct them to review the policy and procedure in this College Catalog and Student Handbook.
- The Vice President of Student Affairs or appropriate administrator will give written acknowledgment of receipt of the completed grievance form. This acknowledgment may be given immediately or no later than two working days after receipt of the grievance form from the student.
- The Vice President of Student Affairs or appropriate administrator will then refer the grievance to the immediate supervisor involved no later than two working days after receipt of the grievance from the student.
- The supervisor must respond in writing to the student within 10 working days of receipt of the grievance form from the Vice President of Student Affairs or appropriate administrator. As a part of

the effort to resolve the issue, the supervisor will consult with the chief administrative office of the division or department concerned.

### **Third Step**

If the written statement of the supervisor does not satisfy the student to resolve the matter, a request to appear before the *Student Grievance Committee* may be made.

- The student must submit the request within five working days after receiving the written response of the supervisor. The request must include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the complaint filed by the student.
- The Vice President of Student Affairs or appropriate administrator must immediately notify the President who shall appoint a *Student Grievance Committee* composed of:
  - Three students recommended by the governing body of the Student Government Association.
  - Two faculty members recommended by the Vice President of Student Affairs or appropriate administrator.
  - One Student Services & Enrollment Management staff member recommended by the Vice President of Student Affairs or appropriate administrator.
- The Vice President of Student Affairs or appropriate administrator will send copies of the grievance to the members of the committee, the employee, and the employee's supervisor.
- The employee against whom the grievance was filed must be given an opportunity to respond in writing to the chairperson of the committee prior to the date of the Student Grievance Committee meeting.
- Meeting(s) must be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action. Postponement requests must be submitted to the office of the Vice President of Student Affairs or appropriate administrator.
- The Committee must hold interviews with the student, the employee, and the supervisor, singularly, in the absence of other witnesses. In cases of conflict of interest, the supervisor may not be interviewed. The Committee may interview additional witnesses that it considers necessary to render a fair decision.
- The Committee must decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson will vote and break the tie. Within two working days of the last Grievance Committee interview meeting, the chairperson will forward a copy of the Committee's decision to all parties involved and to the Office of the President of the College.

### **Fourth Step**

The Committee's decision may be appealed by either party to the President of the College within 10 working days of the Committee's decision.

- Either party may submit a written appeal to the President of the College.
- The President will review the Committee's findings, conduct additional inquiries deemed necessary, and render a decision within 10 working days of receipt of the student's appeal. The decision of the President is final.

*Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended May 26, 2011, June 28, 2013, June 26, 2015 and April 20, 2017. Procedures Revised by President's Cabinet November 20, 2017.*

## Appendix C

### STUDENT DRUG AND ALCOHOL POLICY

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large, which may also result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses regulations, the College's policy is that the unlawful use, being under the influence of, possession, manufacture, distribution, or dispensation of controlled substances or alcohol is prohibited while on College premises or as a part of any College-sponsored activity. In addition, a student determined to be under the influence of a controlled substance or alcohol while on College premises, or as a part of any College-sponsored activity, is subject to disciplinary action. Any student violating this policy will be subject to disciplinary action up to and including expulsion and referral for prosecution.

The specifics of this policy are as follows:

- A. BCC does not differentiate between lawful users or sellers of drugs or alcohol. Any student who unlawfully possesses, uses, or is under the influence of, sells, gives, or transfers a controlled substance or alcoholic beverage to another person while on College premises or as a part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution.
- B. A student who is enrolled in programs (continuing education or curriculum) and tests positive for controlled substances will be removed from the program and is subject to expulsion from the College.
- C. The term "controlled substance" means any drug listed in 21CFR, Part 1300 and 1308 federal regulations as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to heroin, PCP, cocaine, crack, and marijuana. They also include "legal drugs" which are not prescribed by a physician to the person possessing them.
- D. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. If any student is convicted of violating any criminal drug or alcoholic beverage control statutes while on College premises or as part of any College-sponsored activity, one will be subject to disciplinary action up to and including expulsion. Specifically, any such person who is convicted of a felony or a misdemeanor which results in a prison sentence will be expelled. Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment. Any such person charged with a violation of this policy concerning illegal drugs may be suspended from enrollment before initiation or completion of disciplinary proceedings if the Vice President of Student Affairs and/or assignee determines that the continued presence of such person within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate pre-termination inquiry.
- E. Each student is required to inform the Vice President of Student Affairs and/or assignee in writing within five days after one is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while on a college-sponsored activity. A conviction means a plea or finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by any federal government official.
- F. A description of applicable state sanctions, the health risks associated with the use of both illicit drugs and alcohol, and a listing of area treatment resources are published in the BCC College Catalog and Student Handbook.

*Approved by Brunswick Community College Board of Trustees November 28, 1984. Amended June 21, 1989, February 22, 2006, June 14, 2011, and June 28, 2013.*

## **Appendix D**

### **STUDENT GOVERNMENT ASSOCIATION**

#### **Constitution and Bylaws**

#### **Constitution**

##### **Preamble**

We, the students of Brunswick Community College, in order to establish better communications, relationships, and understanding among students, faculty, staff, and trustees to better the College community in leadership, citizenship, responsible conduct, do ordain and establish this Constitution of the Student Government Association for the students of Brunswick Community College.

#### **Article I: Name/Mascot/Objective**

1. The name of this organization shall be known as the Student Government Association of Brunswick Community College.
2. The mascot adopted shall be the Dolphin.
3. The objectives of the Student Government Association are:
  - a. To promote the welfare of the students.
  - b. To advise and work with the administration in the improvement of student life.
  - c. To establish an annual budget and plan activities with the collected Activity Fee.

#### **Article II: Membership**

Membership shall be open to every full-time and part-time curriculum student who pays the student activity fee and shall extend to these individuals the privilege of participating in all activities sponsored by the Student Government Association.

#### **Article III: Executive Council Authority and Composition**

The executive powers of the student body shall be vested in the Executive Council, composed of the student body President, Vice President, Secretary, Treasurer, Public Information Officer, and Parliamentarian, each of whom shall be elected by a simple majority of members of the Association, voting in a general election held annually in the fall semester each year. Students may hold office for a maximum of two years.

- A. The requirement for being elected to an executive office and holding that office throughout the term shall be as follows:
  1. Be a full-time curriculum student
  2. At all times throughout the term be in good standing with the College both academically and otherwise.
  3. Must maintain an overall 2.5 grade point average.
- B. The terms of office for all executive officers shall be one year, beginning July 1 and ending with graduation of the next calendar year.

#### **Article III: Student Senate**

The Student Senate officers shall consist of two representatives from each curriculum, one acting and one alternate. Voting in each curriculum shall be by simple majority.

The requirements for being elected a Student Senator and holding the office throughout the term shall be as follows:



- A. Enroll in a minimum of 9 credit hours.
- B. At all times be in good standing with the College, both academically and otherwise.
- C. Maintain an overall 2.5 grade point average.

#### **Article V. Meetings of the Association**

- A. Regular Meetings - Executive Council shall schedule a time and place for regular meetings.
- B. Senate Meetings - The Student Senate shall hold one regular meeting each month.

#### **Article VI. Amendment**

The Senate, whenever necessary, shall propose amendments of the Constitution. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments will rest with the SGA Executive Council and Vice President of Student Affairs or appropriate administrator.

#### **Article VII. Ratification**

The Constitution and amendments to it shall be adopted upon approval by two-thirds vote of the Student Senate. These adoptions are subject to approval of the Vice President of Student Affairs or appropriate administrator.

### **Bylaws**

#### **Article I: Purpose of the SGA Bylaws**

The Bylaws are the working rules of the SGA and are subject to change by approval of the Student Senate. Two-thirds majority is required to change the Bylaws. The Bylaws must not conflict with the Constitution of the SGA.

#### **Article II: Amendments**

The Senate, whenever necessary, shall propose amendments of the Bylaws. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments rests with the Vice President of Student Affairs or appropriate administrator and SGA Executive Council.

#### **Article III: Ratification**

The Bylaws and amendments to it shall be adopted upon approval by a two-thirds vote of the Student Senate. The adoptions are subject to the approval of the Vice President of Student Affairs or appropriate administrator and the SGA Executive Council.

#### **Article IV: Quorum**

A quorum shall consist of two-thirds of the Student Senate membership to vote on issues or motions.

**Article V: Duties of the Office of President**

- A. Administer and uphold the Constitution of the Association.
- B. Support suggested student activities and to encourage support by Student Government Association representatives.
- C. Chair all meetings as stated in Roberts Rules of Order, Newly Revised.
- D. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- E. Authenticate by one's signature, when necessary, all acts, orders, and proceedings of the assembly.
- F. Be the official representative of the students of Brunswick Community College on all occasions and functions wherein participation is required.
- G. Serve as a non-voting member of the Board of Trustees of Brunswick Community College.
- H. Be the official spokesperson for the SGA.
- I. Know one's rights and the rights of the SGA.

**Article VI: Duties of the Office of Vice President**

- A. To assist the President in any way necessary.
- B. To fulfill the duties of the President in case of illness or absence of the President.
- C. To take the office of President and to carry out the duties of the office for the remainder of the term in the event the President resigns or is unable to complete one's term.

**Article VII: Duties of the Office of Secretary**

- A. Keep a record (minutes of all the proceedings) of the meetings, both regular and special, of the organization.
- B. Keep on file all committee reports and to keep a list of all existing committees and their members.
- C. Keep the organization's official membership roll and to call the roll at meetings.
- D. Make the minutes and records available to members upon request.
- E. Notify officers, committee members, and delegates of their election or appointment.
- F. Sign all certified copies of acts of the SGA.
- G. Maintain record book(s) in which the minutes are entered and to have the current record book(s) on hand at every meeting.
- H. Send out to the membership a notice of each meeting, known as the "Call of the Meeting," and to conduct the general correspondence which is not a function proper to other offices or to other committees.
- I. Prepare prior to each meeting an order of business for the use of the presiding officer, showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
- J. In the absence of the President and Vice President, call the meeting to order and preside until the election of a Chairman Pro Tem, which should take place immediately.

**Article VIII: Duties of the Office of Treasurer**

- A. To keep an accurate record of financial actions of the Student Government Association based on financial reports prepared monthly by the Business Office of Brunswick Community College.
- B. To prepare and submit to the Student Government Association an annual financial report.

**Article IX: Duties of the Office of Parliamentarian**

- A. Be a key consultant in the preparation for a meeting or convention and be well engaged in advance.
- B. Serve as the principal advisor to the President, the officers, and the committee chair regarding management of the meeting as it relates to actual business.
- C. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- D. Assist the President in chairing the meeting according to Robert's Rules of Order, Newly Revised.

**Article X: Duties of the Public Information Officer**

- A. Serve as a member of the Senate and is responsible for the maintenance of SGA bulletin boards.
- B. Coordinate publicity for all SGA activities.
- C. Responsible for all SGA public relations.

**Article XI: Duties of the Student Senate**

- A. Recommend rules and procedures necessary and proper to promote the general welfare of the student body.
- B. Hold one regular meeting each month.
- C. Attend meetings, both regular and special.
- D. Take on the responsibilities as Chairman on special appointed committees.
- E. Report back to the students in their curriculums what has taken place in the meetings.
- F. Elect a President and Vice President to fulfill the regular term, in the event both are unable to carry out their duties to the extent that they were expected.
- G. Make special reports on committees that were assigned to them by the President.
- H. Remove and replace any chairperson or member who is found guilty of unethical actions, reasons, or conduct.

**Article XII: Motions**

- A. Motions are to be made in accordance with regulations stated in Robert's Rules of Order, Newly Revised.
- B. Motions are to be presented in writing.
- C. Motions may be oral with the consensus of the Senate.

**Article XIII: Committees**

- A. The President is to be an ex-officio member to all committees.
- B. A representative of the SGA will serve on the following committees of the College:
  - 1. Institutional Effectiveness Team
  - 2. Marketing Committee
  - 3. Athletics Committee
  - 4. Odell Williamson Auditorium Advisory Committee
- C. Committees are to be appointed by the President.
- D. The President will appoint someone to the position of chairperson and appoint committee members.
- E. The President may pass appointment of committee members to chairs.

**Article XIV: Petitions**

- A. The Student Government Association is under no obligation to recognize petitions
- B. Petitions may be presented in the form of suggestions and through each curriculum Senator in the form of motions.

**Article XV: Impeachment**

- A. The Student Senate shall have the power to try all impeachments.
- B. The SGA President shall have the power of veto over impeachments.
- C. Grounds for impeachment are as follows:
  - 1. Actions unbecoming of a student at BCC.
  - 2. If an Executive Officer or Senator is negligent of one's SGA duties and responsibilities.
  - 3. Failure to comply with any part of the Constitution or Bylaws of this organization.
  - 4. Any SGA member Senator/Executive Council missing more than three (3) meetings without just cause will be subject to impeachments

**Article XVI: Parliamentarian Authority**

- A. The main parliamentary authority of the Student Government Association shall be Robert's Rules of Order, Newly Revised.
- B. Other parliamentary authorities shall include:
  - 1. The Bylaws of the Student Government Association.
  - 2. Person(s) knowledgeable of parliamentary procedures.

**Article XVII: Visitors**

Visitors will be allowed to attend Student Government Association meetings. They will be allowed only to observe. Visitors cannot participate in discussion, debate, or voting unless on special occasions when they are recognized by the Chair.

**Article XVIII: Minutes**

- A. Minutes are to be filed in the SGA files.
- B. Minutes are to be typed and distributed within three school days after the meeting.
- C. Minutes are to be distributed to Senate, one copy per person.
- D. Minutes are to be posted on the student bulletin boards.

**Article XIX: Student Senate Meetings**

- A. Meetings are to be held monthly.
- B. The Student Senate meetings shall be conducted according to the parliamentary procedures outlined in Robert's Rules of Order, Newly Revised.
- C. A quorum shall consist of a majority of Student Senate membership.
- D. To vote on issues, two-thirds majority of the Student Senate membership must be present.

**Article XX: Executive Council Authority**

- A. To dismiss any Senator who has missed three meetings without cause.
- B. To have the power to veto any measure passed by the Senate.

**Article XXI: Statement of Nondiscrimination**

It is the policy of Brunswick Community College that membership in student organizations is open to all eligible students in accordance with the Constitution and/or Bylaws of the various student organizations. Membership is open to all students without regard to race, religion, color, national origin, gender, gender expression, age, political affiliation, genetic information, sexual orientation, or disability.

**Article XXII: Amendment**

If it is not possible for the SGA to meet in its full working capacity, at least 50% of the Senate Body shall constitute the two-thirds as required by the Constitution and Bylaws.

**Article XXIII: Vacancies****A. Senators**

If a Senator resigns or is impeached, the vacancy will be posted for seven school days. If there are no applications, the program advisor may select a student from the curriculum. If more than one applies, the Senator will be selected by the Senators and the Executive Council.

**B. Executive Officers**

If there is a vacancy in an Executive office, the SGA Advisor and current executive officers shall have the power to appoint a new officer. Vacancies may occur automatically under the following conditions:

1. Failure to register as a student (except during summer semesters).
2. Voluntary withdrawal from the College.
3. Suspension from the College.
4. Student not in good standing or who has had poor conduct with the SGA and the College.
5. Written resignation
  - a. A written resignation goes into effect immediately.

**Article XXIV: Purchase Orders**

Before a requisition goes through the Business Office, it must be signed by the SGA Advisor and Vice President of Student Affairs or assigned administrator. All purchase orders must be approved by the SGA President and/or Senate Body including amounts and purpose of purchase and be reflected in the minutes of the meeting.

**Article XXV: BCC Board Meetings**

The SGA President will attend all BCC Board Meetings. Other members are invited to attend any Board Meeting unless it is an Executive Board closed session.

**Article XXVI: Oath of Officers**

The Oath shall take place at the first meeting after the elections in the spring semester. The Oath of office shall be as follows:

I pledge to uphold the SGA Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and administration of Brunswick Community College.

I pledge to be fair in all my endeavors and to promote good will for Brunswick Community College.

I pledge to be fair in all my responsibilities of my office, to the best of my ability and to promote harmony among all segments of the student body.

The Oath shall be administered by the Vice President of Academic and Student Affairs or the President of the College.

#### **Article XXVII: Chartering**

The Brunswick Community College Student Government Association must approve the Charter of every club or organization on the campus.

## **Appendix E**

### **INFORMATION TECHNOLOGY SERVICES**

#### **Password & Username Information**

Password and username access to all computing equipment on Brunswick Community College campus is provided for all students, faculty, and staff by the Information Technology department.

Student usernames are generated by combining the first four letters of the student's first name and the last five digits of the student's Colleague ID. Passwords are auto-generated using the first 2 letters of the last name, first letter uppercase and the second lowercase, followed by the person's birthdate in DDMMYY format. All passwords expire every 90 calendar days. These can be reset using the password reset tool on the brunswickcc.edu website on the MyBCC landing page. The password reset tool is also available on the Moodle homepage via the BCC Sites, Password Management menu.

Faculty and Staff usernames and passwords are created following the same format as students for new employees. For name changes, contact the IT Help Desk support staff located on the first floor of Building A.

#### **Internet Use Disclaimers**

- Users of BCC computing resources are advised that the range of content in information available via the Internet is broad and is uncensored.
- The availability of such information does not imply that BCC approves of, condones, endorses, or accepts responsibility for any content not under its control.
- BCC makes no guarantee as to the validity or reliability of information accessed via the Internet.
- Information obtained from Internet sources should be properly cited based on Instructor or course requirements.
- Users of BCC computer equipment are NOT guaranteed personal identification security during online payment using credit cards, nor is guarantee implied.

Improper or questionable Internet use may be treated as misconduct and may result in disciplinary action. Computing privileges may be terminated, and violators may be subject to the judicial procedures of the College.

#### **Computer Software Policy**

In support of and compliance with federal copyright law, Brunswick Community College requires that all computer software located within any facility of the College be purchased and used only by the College according to current licensing agreements with respective software manufacturers.

Infringements of this policy include the making or use of unauthorized software by copying, sharing, lending, giving, transferring, and/or installing software in ways not covered by the licensing agreement for particular software purchased by the College. All software requisitions must be approved by the Chief Information Officer prior to purchase. Software not purchased by the College will be considered unauthorized.

Such infringements constitute grounds for disciplinary action by the College and/or prosecution by software manufacturer(s) and the College. Compliance will be monitored through procedures adopted by the College.

Periodic audits of software will be conducted by the Chief Information Officer. Any unauthorized software may be erased by the Chief Information Officer without notification or permission of the user.

*Approved by Brunswick Community College Board of Trustees March 17, 1993: and Amended June 28, 2013.*

## **Electronic Records Retention Policy**

### **Purpose**

In today's College environment, employees create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history.

The purpose of this policy is to inform College employees and departmental management of the requirements and responsibilities for management and disposition of electronic records.

### **Scope**

The electronic records retention policy set forth herein applies to all employees of the College and applies to all electronic records that are made or received in the transaction of College or public business.

### **Definitions**

- A. The term "electronic record" means any record that is created, received, maintained or stored on College local workstations or central servers. Examples include, but are not limited to:
  - a. electronic mail (e-mail)
  - b. word processing documents, spreadsheets, and databases
- B. The term "legal custodian" shall mean the originator of an e-mail message or the creator of an electronic document if that person is a College employee; otherwise it is the College employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the legal custodian
- C. "Official" records retention and disposition schedules are the general and departmental program schedules that have been approved by the state and the College (NCDCCR 2-19-99).

### **Policy Statement**

#### **A. General Requirements**

Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the Department of Cultural Resources (G.S. §121-5) and also in compliance with State and College approved records retention and disposition schedules (NCD of Cultural Resources 2-19-99). Failure to properly maintain electronic records may expose the College and individuals to legal risks.

The department head of an office having public records is responsible for ensuring compliance with this Policy and with the Public Records Act. When an employee leaves a department or the College, the department head is responsible for designating a new custodian and ensuring that any public records in the separating employee's possession are properly transferred to the new custodian. The department head is responsible for contacting Information Technology Services to arrange for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted.

#### **B. Electronic Mail**

Work-related e-mail is a College record, and must be treated as such. Each e-mail user must take responsibility for sorting out personal messages from work-related messages and retaining College records as directed in official records retention and disposition schedules. E-mail that does not meet the definition of a public record, e.g., personal e-mail, or junk e-mail, should be deleted immediately from the system.

Email accounts are provided by BCC to students using gmail ([user@student.brunswickcc.edu](mailto:user@student.brunswickcc.edu)) and to employees using Office 365 ([user@brunswickcc.edu](mailto:user@brunswickcc.edu)). These two (2) account domains will be the primary, preferred contact addresses used by BCC for communication purposes. It is important that you maintain your access and use these accounts for all College communication.



BCC e-mail servers are NOT intended for long-term record retention. BCC does follow the 7 year retention policy as forth by the State of North Carolina Community Colleges through the use of E-mail archiving. E-mail messages of major importance and any associated attachment(s) with retention periods greater than three (3) years are to be printed and filed in similar fashion to paper records. It is important to note that the e-mail messages should be kept with the attachment(s). The printed copy of the e-mail must contain the following header information:

1. Who sent message
2. Who message was sent to
3. Date and time message was sent
4. Subject

When an e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the e-mail and the transported record(s) to differ. In this case, the longest retention period shall apply.

### **Instant Messaging**

The College does not support the use of Instant Messaging (IM) for College business.

### **ITS Backup Files**

Information Technology Services performs backups on a regular schedule of the e-mail and electronic files stored on central servers for disaster recovery. These backups are to be used for system restoration purposes only. The IT system administrator is not the legal custodian of messages or records which may be included in such backups.

### **Litigation Holds**

When litigation against the College or its employees is filed or threatened, the law imposes a duty upon the College to preserve all documents and records that pertain to the issues. As soon as the College is made aware of pending or threatened litigation, a litigation hold directive will be issued to the legal custodians. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by the College. E-mail and computer accounts of separated employees that have been placed on a litigation hold by the College will be maintained by Information Technology Services until the hold is released. No employee who has been notified by the College of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Enforcement**

Failure to comply with the Electronic Records Retention Policy and associated guidelines and procedures can result in disciplinary action and penalties applicable by law.

### **Review**

The Chief Information Officer submitted the Electronic Records Retention Policy to the Board of Trustees. The policy will be reviewed periodically and recommendations presented to the Board of Trustees and the College President.

*Approved by Brunswick Community College Board of Trustees June 9, 2010; Amended June 28, 2013*

## Wireless Communication Policy

### **Purpose**

The Brunswick Community College's (hereinafter "College") computing and telecommunication networks, computing equipment and computing resources are owned by the College and are provided to support the academic and administrative functions of the College. Federal and state law, and College policies and procedures govern the use of this equipment and technologies. Any additional requirements must be in compliance with applicable federal and state laws, and this policy.

Wireless communications networks use radio waves as a transport medium in lieu of copper cables to transmit voice and data signals. As such, they permit wireless-equipped communications devices to have mobile access to the College (wired) network wherever wireless communications access points are installed.

The purpose of this policy is to set the standard for network operation and security, specifically in the context of wireless network access. The configuration, installation, and maintenance of wireless communication network access point devices, if unmanaged, could result in severe interference with other network users and serious security risks.

Information Technology Services (ITS) defines the standards for the use of networks, including the wireless communications spectrum on campus.

### **Scope**

This policy applies to all faculty, staff, students, and others who use the wireless communications spectrum. Adherence to the policy will help protect the integrity of the campus wireless network and mitigate security risks.

### **Procedures**

- A. The Wireless Spectrum
  1. BCC regulates and manages all unlicensed radio frequencies on campus.
  2. Wireless equipment installed by ITS uses either the FCC unlicensed 2.4 GHz Industrial/Scientific/Medical (ISM) band or the FCC 5.0 GHz Unlicensed National Information Infrastructure (U-NII) band.
  3. Wireless equipment transmissions within the 2.4 GHz and 5.0 GHz bands conform to current IEEE 802.11 wireless LAN specifications.
  4. ITS may restrict the use of any potentially interfering wireless radio device in College- owned buildings and all outdoor spaces on the BCC campus.
  5. Faculty who believe they have special wireless needs should contact ITS.
- B. Wireless Network Operation and Security
  1. ITS will provide spectrum tuning, and general device management per access area according to wireless access device management standards.
  2. Wireless networks will be segmented and treated as a "foreign/untrusted network" from a security standpoint. A firewall, router/switch VLAN technology, or similar technology will be employed to provide this segmentation.
  3. Wireless users must be authenticated with unique user credentials.
  4. Wireless traffic involving data classified as Restricted under the Data Classification Policy must be used only during registration periods and under the regulations of ITS.
  5. Only authorized access points will be permitted. Unauthorized access points will be disabled.
  6. Unauthorized traffic interception and/or bridging between the wired and wireless network is prohibited.
  7. Applications supported over the wireless network will be limited, as long as this is necessary to provide an acceptable quality of service for all users.
  8. No wireless spectrum interference or disruption of other authorized communications is permitted.

**Enforcement**

ITS will enforce the Wireless Communications Policy and establish standards, procedures, and protocols in support of the policy.

ITS has the authority to disconnect network service or modify/enhance network security without notification in the event of law violation, systems compromise involving Restricted data as defined by the Data Classification Policy, or negative network communications impact affecting service for other users.

**Review**

The CIO for Information Technology Services has submitted the *Wireless Communications Policy* to the Board of Trustees for approval and will periodically review the policy.

*Approved by Brunswick Community College Board of Trustees June 9, 2010; and Amended June 28, 2013.*

## Appendix F

### NORTH CAROLINA RESIDENCY FOR TUITION PURPOSES

This appendix is designed to give an overview of the state law governing residency status for tuition purposes and to provide information regarding the residency classification process at Brunswick Community College.

Effective February 20, 2017, the current North Carolina process for residency determination was replaced by the North Carolina Residency Determination Service (RDS).

The Residency Determination Service, which will be operated by the College Foundation, Inc., was established by the State Legislature to serve as the single authority for determining whether a student qualifies as an in-state resident. This determination sets the type of tuition (in-state or out-of-state) students are charged.

The Residency Determination Service will provide four (4) separate processes which may be used to reach a residency classification. These processes are: *Initial Consideration*, *Reconsideration*, and *Appeals* (two levels). Most students will only be required to complete the *Initial Consideration Process*. However, the *reconsideration* and *appeals* processes are there to aid those students who experience a change in circumstances (reconsideration), or those who believe their residency classification is incorrect (appeal).

All students, parents and the North Carolina Community College System should refer to the Residence (RDS) website at <https://ncresidency.cfnc.org/residencyInfo/home> for additional information regarding the required guidelines and completion of the residency determination process.

*For additional information, contact Student Services at 910.755.7320.*

## Appendix G College Readiness Placement Guide

This guide should serve as a resource in translating assessment inventory scores to the correct English and math placement.

High School Measures			
HS GPA	Placement Description	English Courses	Math Courses
< 2.199	Transition English and Math	ENG-002 (CU) or BSP-4002 (BSP)	MAT-003(CU) or BSP-4003(BSP)
2.2 – 2.799	Gateway English and Math with a Co-requisite	ENG-111 + ENG-011	Gateway <u>with</u> Co- requisite
> 2.8	Gateway English and Math without a Co-requisite	ENG-111 Only	Gateway Only

SAT*					
<u>Pre-December 2011</u>		<u>January 2012 – February 2016</u>		<u>March 2016 – Present</u>	
Reading	510 or higher	<b>Critical Reading</b>	<b>500 or higher</b>	<b>Evidenced-Based</b>	
Writing	510 or higher	<b>English</b>	<b>500 or higher</b>	<b>Reading &amp; Writing</b>	<b>480 or higher</b>
Mathematics	510 or higher	<b>Mathematics</b>	<b>500 or higher</b>	<b>Mathematics</b>	<b>530 or higher</b>

\*Passing scores on the SAT allows students to register for gateway English or Math courses without a Co-Requisite required.

ACT**					
<u>Pre-December 2011</u>		<u>January 2012 – February 2014</u>		<u>March 2014 – Present</u>	
English	22 or higher	English	18 or higher	<b>English</b>	<b>16-17 ENG-111+ENG011</b>
Reading	22 or higher	Reading	21 or higher	<b>≥ 18</b>	<b>ENG-111 Only</b>
Math	22 or higher	Math	22 or higher	<b>Reading</b>	<b>20-21 ENG-111 Only</b>
				<b>≥ 22</b>	<b>ENG-111 Only</b>
				<b>Math</b>	<b>20-21 Math w/Co-req</b>
				<b>≥ 22</b>	<b>Math Only</b>

\*\*Passing scores on the ACT prior to March 2014 allows students to register for gateway English or Math courses without a Co-Requisite required.

<b>General Education Development (GED®)</b>		
<u>Test</u>	<u>Validity Date</u>	<u>Passing Score</u>
Mathematical Reasoning Reading through Language Arts Social Studies Science	January 1, 2014 to Present	165 or higher on <u>all</u> tests

<b>High School Equivalency Test (HiSET)</b>		
<u>Test</u>	<u>Validity Date</u>	<u>Passing Score</u>
Language Arts – Reading Language Arts – Writing Essay Mathematics Science Social Studies	January 1, 2014 to Present	15 or higher on <u>all</u> subject tests, with a minimum of 4 on the Essay

<b>Career and College Ready Graduate (CCRG)</b>		
<u>Test</u>	<u>Validity Date</u>	<u>Passing Score</u>
English  Math	July 1, 2021 to Present	80 or higher Tier Test 1 and Tier Test 2  80 or higher Tier Test 1, 2, & 3

<b>Reinforced Instruction for Student Excellence Placement Exam (RISE)</b>			
<u>Test</u>	<u>Validity Date</u>	<u>Passing Score</u>	<u>Course Eligibility</u>
RISE English Tier 1	10/1/2018 to 08/31/2020 09/01/2020	75 or higher 70 or higher	ENG-111 + ENG-011
RISE English Tier 2	10/1/2018 to 08/31/2020 09/01/2020	75 or higher 70 or higher	ENG-111 <u>Only</u>
RISE Math Tier 1	10/1/2018 to 08/31/2020 09/01/2020	75 or higher 70 or higher	MAT-143 + MAT-043 MAT-152 + MAT-052
RISE Math Tier 2	10/1/2018 to 08/31/2020 09/01/2020	75 or higher 70 or higher	MAT-143; MAT-152; MAT-171 + MAT-071
RISE Math Tier 3	10/1/2018 to 08/31/2020 09/01/2020	75 or higher 70 or higher	Any Gateway Math without a Co-requisite

Previous College Transition Coursework			
Development Education	Multiple Measures	RISE	Course Eligibility
ENG-070 & RED-070 or ENG-075	DRE-096	--	ENG-002 or BSP-4002
ENG-080 & RED-080 or ENG-085	DRE-097	ENG-002, grade of <u>P1</u>	ENG-111 + ENG-011
ENG-090 & RED-090 or ENG-095	DRE-098	ENG-002, grade of <u>P2</u>	ENG-111 <u>Only</u>
MAT-060	DMA-010, 020, 030***	MAT-003, grade of <u>P1</u>	MAT-143 + MAT-043 MAT-152 + MAT-052
MAT-070	DMA-010, 020, 030, 040, 050****	MAT-003, grade of <u>P2</u>	MAT-143 <u>Only</u> MAT-152 <u>Only</u> MAT-171 + MAT-071
MAT-080	DMA-010, 020, 030, 040, 050, 060, 070, 080	MAT-003, grade of <u>P3</u>	Gateway Math <u>Only</u>

\*\*\*MAT 143/152 also require DRE-097/ENG-002 P1.

\*\*\*\*MAT 143/152 also require DRE-098/ENG-002 P2.

## Appendix H

### GLOSSARY OF FREQUENTLY USED TERMS

**Academic Advising:** Academic Advising is provided by faculty and Academic Success Coaches. Academic advising is an interactive process that connects students with faculty. Students meet with advisors at least two or three times a year to review academic progress. During advising sessions, faculty help students make informed career and academic decisions by clarifying goals, exploring career options, and learning opportunities. Academic Advisors also link students with community resources, tutoring and other support services.

**Academic Advisor:** a faculty member who explains College policies and provides guidance in developing and achieving student's educational, career, and personal goals. Students are required to meet with an academic advisor periodically throughout an academic year, especially prior to registration.

**Academic Alert:** a notice received from Student Services & Enrollment Management regarding a student's performance in an enrolled course. The purpose of this notice is to alert Student Services & Enrollment Management and provide students information on supports available to help them be successful in the course.

**Academic Honesty:** the absence of, though not limited to, cheating and plagiarism. Sanctions for students who violate the principals of academic honesty range from failure of course work to dismissal from the College. See Expectations of Adult Learners in the Records & Registration section of BCC's Catalog and Student Handbook for additional information.

**Academic Standing:** a representation of a student's progress in a program of study via class standing (freshman or sophomore). Additionally, completers are labeled with a standing of "graduated." Students who fail to satisfactorily progress will be assigned an "academic warning" standing.

**Academic Support Courses:** Academic support courses are designed to help students transition into college and offer opportunities for students to improve their reading, writing, and/or mathematics skills. Students may be exempted from reading, writing, and/or mathematics courses through a variety of means including previous credit, placement/assessment testing scores, multiple measures, etc.

**Academic Warning:** a status representative of a student whose cumulative grade point average (GPA) falls below a 2.0 and/or a student who fails to successfully complete 67% of the credit hours attempted. Students on academic warning will be asked to meet with a counselor and/or advisor to reevaluate academic progress. Students on academic warning may continue to receive financial aid for one semester. See Satisfactory Academic Progress in the Student Financial Resources section of BCC's Catalog and Student Handbook for additional information.

**Accommodations:** An alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks. They allow students with disabilities to pursue a regular course of study.

**Accreditation:** a status granted by authorized third party organizations that represent the academic integrity of an institution and its ability to grant degrees. BCC is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges.

**Add/Drop Period:** a period when students may change their class schedule. Students must complete a written Add/Drop Form, obtain an advisor's signature and submit the add/drop form to the Registrar's office. After the semester start date, students are charged 25 % of the tuition for each course dropped.



**Adjunct:** a part-time faculty member. Adjunct faculty often do not have an on-campus office, office hours, or advisees but are available by phone and/or email.

**Admission:** admittance to a specific program of study and/or the College, after a student meets specified requirements.

**Advanced Credit:** credit given by submitting official copies of score reports with satisfactory scores from Advanced Placement (AP), College Level Placement Exams (CLEP), and/or High Level International Baccalaureate (IB) exams.

**Advising Period:** a period each semester, when students are required to meet with assigned advisors to discuss academic progress and have the registration hold removed to permit registration.

**Articulation Agreement:** an agreement between two institutions of higher education which specifies special conditions for and benefits of transferring from one institution to the other. "Bi-lateral" articulation agreements at BCC are in place to guarantee admission to certain institutions or to certain universities for select professional/technical programs.

**Assessment Inventory:** a standardized computer-based assessment used to determine appropriate placement in English and mathematics courses. Also called an "assessment/ placement test." For additional information regarding waivers of the placement assessment see the Placement Testing Policy in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

**Associate in Applied Science (AAS):** a 2-year professional/ technical degree that prepares individuals for the job market or transfer to select 4-year schools and programs of study.

**Associate in Arts (AA):** a 2-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a Bachelor of Arts degree at a 4-year college or university.

**Associate in Engineering (AE):** a 2-year college transfer program that concentrates on general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering Programs.

**Associate in Science (AS):** a 2-year college transfer degree program that concentrates on mathematics and science for the student planning to work toward a Bachelor of Science degree at a 4-year college or university.

**Audit:** a course for which a student attends normally, but does not receive credit. Students must both register and pay tuition for any audit course.

**BCC ID #:** a seven-digit (with the leading zero) number used in lieu of a social security number to identify a student within the College's student information system.

**BCC User ID:** an eight-character identifier which serves as an individual's username for email, Moodle, and Self-Service. In most cases, student BCC User ID's are made up of the first four letters of the first name and the last four numbers of BCC's ID #.

**Career Counseling:** Career Counseling is a process that assists individuals through the development of self-discovery, understanding the world of work, and providing the resources and skills to take action in order to make career, educational, and life decisions.

**Career and College Promise (CCP):** the name of the program which includes all programs for current high school students in NC public, private, or home schools. The three programs are the Cooperative Innovative High School (Early College High School), Career and Technical Education Pathways, and College Transfer Pathways.

**Career and College Ready Graduate (CCRG):** the State Board of Community Colleges (SBCC) in consultation with the State Board of Education (SBOE) designed a program that introduces the college developmental math, reading, and English curriculum prior to high school graduation. High school seniors that are not career and college ready by the end of their junior year will have opportunities for college remediation prior to high school graduation through cooperation with community college partners.

**Career and Technical Education Pathways:** the Career and College Promise Pathways that afford qualifying high school students to complete coursework and credentials at the College for transfer to a 4-year college or university and/or employment after one's high school graduation.

**Catalog:** an annual publication that contains information regarding admissions, program requirements, academic regulations, course descriptions, graduation requirements, etc. for a college or university.

**Catalog of Record:** the catalog for which a student's program of study is active and defines the requirements of one's program of study.

**Census Date:** the point and deadline by which a student must enroll in a course. If a student enrolls but fails to attend by the census date, the student will receive a grade of NS (No Show) in the course.

**Certificate:** a program of study that is up to or less than one year in length.

**Childcare Assistance Project:** a program that provides limited funds to BCC students to be used for childcare to qualifying students.

**Clubs:** extra-curricular opportunities for involvement in academic, athletic, civic, social, or other groups of common interest. Also called "student organizations."

**Corequisite:** a course that is taken in conjunction with another course during the same semester. Some corequisites are optional (such as taking an English course alongside a psychology course), while others are required (such as a corresponding lab portion with a lecture course).

**College Transfer Pathways:** the Career and College Promise pathways that afford qualifying high school students the opportunity to complete coursework at the College for transfer to a 4-year college or university after their high school graduation.

**College Transfer Programs:** the programs intended for transfer to 4-year institutions like the Associate in Arts, Association in Engineering, and Associate in Science, which are also a part of the Comprehensive Articulation Agreement (CAA).

**Comprehensive Articulation Agreement (CAA):** an agreement between the 58 colleges of the North Carolina Community College System and the 16 public universities of the University of North Carolina-system which guarantees admission to a public university in North Carolina (though not necessarily the student's top choice) for any student who graduates from a North Carolina Community College with an Associate in Arts or Associate in Science degree with a minimum of a 3.0 GPA.

**Computer Labs:** classrooms or open labs which have a computer or laptop available for student use.

**Contact Hour:** one hour of student attendance in a class for which the student is enrolled.

**Continuing Education Unit (CEU):** a unit of credit earned in courses offered through Continuing Education/Economic & Workforce Development.

**Cooperative Education:** instruction consisting of the integration of traditional classroom learning with supervised work experience with a professional organization.

**Core Requirement:** a non-elective required course in a program of study. Also called “Universal General Education Requirements.”

**Cost of Attendance:** the total cost per semester for a student to attend the College, including tuition, fees, and other expenses.

**Counselor:** a person who provides personal, academic, and/or career counseling at no cost to the student.

**Course Description:** a brief description of the content of a course and what skills the students should master upon successfully completing the course. Classroom hours, laboratory hours, clinic or co-op hours, credits earned, and prerequisite/corequisite courses are listed in the course description.

**Course Substitution:** a formal process in which a student’s Lead Instructor, Program Director, Department Chair, or Dean submits a request to use a course outside of the student’s program of study to substitute for another course in the student’s program of study. With minimal exceptions, course substitutions are only made in professional/technical programs of study.

**Credential:** Documented evidence that confirms academic skill, such as the awarding of a certificate, degree, or diploma.

**Credit Hour:** a representation of the number of units towards completion of a program of study earned upon completing a curriculum course. Also called “credits,” “semester hours,” or “semester hours credit.”

**De-Registration:** a process by which a student’s course schedule is canceled for non-payment.

**Dean:** the chief administrator of a specific unit within the College.

**Dean’s List:** a list of students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of at least 3.5 out of a possible 4.0 (with no grade lower than “C”). Students eligible for the Dean’s List must be enrolled in an associate degree, diploma, or certificate program.

**Department Chair:** a secondary administrator of an academic unit within the College.

**Diploma:** a program of study that is more than one semester but less than two years in length. A “diploma” can also be used to define a physical piece of paper issued to a high school graduate or institution of higher education graduate.

**Disability:** a documented physical or mental impairment that substantially limits one or more major life activities.

**Distance Learning:** a non-traditional course delivery method including hybrid, NC information highway, online, and web- assisted courses.

**Documented Disability Documentation:** disability related documentation that identifies the functional impact of the disability so that effective accommodations can be identified. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., 504 or IEP, documents).

**Dolphin:** the mascot of Brunswick Community College.

**Dolphin Cove:** the Student Lounge located in Building A.

**Due Date:** the date or deadline at which an assignment must be submitted, debts must be paid, etc. There are serious repercussions for failure to adhere to due dates.

**Dunkin' the Dolphin:** the name of the mascot of Brunswick Community College.

**Early College High School (ECHS):** a Brunswick County Schools' secondary institution on BCC's campus that affords qualifying high school students to take coursework through the College for credit while enrolled in high school that is applied toward a transfer or applied science degree.

**Early Alert:** An Early Alert also known as an Academic Alert informs a student when they are at risk of failing one or more courses. Early intervention increases a student's likelihood of improving academic success.

**Elective Course:** a non-core course in a program of study.

**Emotional Support Animal:** any animal that alleviates one or more identified symptoms or effects of a person's disability. An Emotional Support Animal is not a "Service Animal" as defined under this policy or the Americans with Disabilities Act (ADA). [https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

**Excessive Absenteeism Notice:** a notice received from a Student Services & Enrollment Management regarding student performance in a course for which you are enrolled. The purpose of this notice is to alert a student of the steps one can take to continue in the course and earn a passing grade (or steps to officially withdrawal without academic penalty).

**Faculty:** instructors for courses and academic advisors.

**FAFSA:** the "Free Application for Federal Student Aid." This application is *free* and must be completed annually for financial aid in a given academic year. The FAFSA becomes available in January for the academic year beginning in August of that year.

**Fees:** required costs to the student in addition to tuition that students must pay. These include the activity fee, student accident insurance fee, and technology fee.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records.

**Fin's Grill:** Cafeteria that is located in the LaDane Williamson Student Center.

**Financial Aid:** funds available from a variety of sources such as grants, scholarships, and on-campus work-study (when criteria are met) to assist students with paying tuition and other college related expenses.

**Financial Aid Suspension:** the consequence of a student failing to obtain a 2.00 or higher Financial Aid GPA and/or complete 67% of courses at the end of the semester for which the student has been placed on an academic warning.

**First-Year Student:** A first-year freshman student has not taken any collegiate-level courses *after* graduation from high school.

**Food Pantry:** BCC has a small food pantry to directly serve students who suffer from hunger and food insecurity. The BCC Food Pantry is located in Student Services.

**Foundation:** the fundraising and alumni relations office of the College. The foundation is responsible for the majority of scholarships offered to BCC students.

**Full-Time Student:** a student enrolled for 12 or more credit hours per semester (6 or more in the summer semester).

**Grade Point Average (GPA):** a computation of the total number of grade points earned, multiplied by the number of credits in the course, divided by the total number of credit hours in the semester. Academic support courses are excluded in the calculation of GPA. A student must have a 2.0 GPA in one's program of study in order to graduate, and a semester-by- semester cumulative 2.0 GPA is required to remain in good academic standing semester-by- semester.

**Grades:** an alphabetical representation of a student's final performance in a course, which ultimately determine a student's academic standing and grade point average. For additional information, see Grading in the Records & Registration section of BCC's Catalog and Student Handbook for additional information.

**Grants:** state or federally funded awards, based on financial need, which are used to pay for a student's cost of attendance. Grants are free and do not have to be repaid by the student.

**Hearing Dog:** a hearing dog is a dog that has been trained to alert a person with significant hearing loss or who is deaf when a sound, such as a knock on the door occurs.

**Honor Roll:** a list of students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 3.00 to 3.49 (with no grade lower than "C"). Students eligible for the Honor Roll must be in an associate degree, diploma, or certificate program.

**Honors:** recognition given to a graduate of a degree and diploma program with exemplary grade point averages (at the end of the fall semester) in one's program(s) of study. Diploma graduates with a 3.50 or greater GPA are "honor graduates; degree graduates with a 3.50 to 3.74 GPA graduate "cum laude" (with honors); degree graduates with a 3.75 to 3.89 GPA graduate "magna cum laude" (with high honors); degree graduates with a 3.90 or higher GPA graduate "summa cum laude" (with the highest honors).

**Human Resources Development (HRD):** a program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

**Hybrid Course:** a hybrid course is a combination of weekly face- to-face meetings and online activities/ assignments. Online activities/ assignments are not always homework for the class meeting but rather are part of class instruction. Hybrid courses provide regular opportunities for students to meet with their instructor and classmates. Students spend more time outside of the class completing course activities.

**Identification Card:** a College issued Identification Card stating the Service Animal is registered with the Office of Disability Services.

**Independent Comprehensive Articulation Agreement (ICAA):** an agreement between the 58 colleges of the North Carolina Community College System and the 16 public universities of the University of North Carolina-system which guarantees admission to a public university in North Carolina (though not necessarily the student's top choice) for any student who graduates from a North Carolina Community College with an Associate in Arts, Associate in Engineering, or Associate in Science degree.

**Information Highway Courses:** a course that meets in person via two-way video, but is either broadcast between the BCC Campus and/or ancillary centers or to/from a sister institution in the NC Community College System.

**In-State Residency:** a United States citizen and legal resident of North Carolina for the last 12 months for tuition purposes (simply living in the State does not earn in-state residency for tuition purposes). For

additional information, see the Appendix D: North Carolina Residency for Tuition Purposes in the BCC Catalog and Student Handbook for additional information.

**Internet Courses:** a course that does not meet in-person; 100% of the instruction is delivered online. Also called “asynchronous.” For some internet courses, it may be required that the final exam be administered on campus or proctored at a testing center.

**LaDane Williamson Student Center:** the wing of Building A that houses Fin’s Grill, the bookstore, Dolphin Cove, and the Brunswick County Sheriff’s office.

**Late Registration/Add/Drop:** a short period in which a student can add/drop classes once the semester has begun. The student is still held accountable for absences that occurred prior to one’s enrollment in classes, and any courses dropped will be subject to a 75% tuition refund.

**Lead Instructor:** the senior instructor in a program of study for which there is no department chair. Lead instructors report to the Dean of their academic unit.

**Learning Resources Center (LRC):** a department of Academic Support that includes the library and the Learning Center.

**Mentoring Programs:** Mentoring Programs including the Male Mentoring Program are open to all enrolled students and available through the Academic Support office. Mentoring services and program events provide personalized coaching helping transform students into leaders, while offering opportunities to meet with peers, community leaders, and mentors outside the college setting. The atmosphere is accepting and encouraging, instilling students with knowledge and skills to be successful in and beyond college.

**Moodle:** the College’s learning management system that houses course information where students have access to complete assignments, especially for online courses. All courses at BCC have a Moodle website that corresponds to the course, so it is important that Moodle is used early and often throughout the semester. Further, in the event of cancelled classes, alternative make up assignments are delivered via Moodle.

**No Show (NS):** a grade given to a student who registered for a course but did not attend class by the census date. The grade appears on the transcript, and students are liable for charges in the course. The grade does not calculate into the student’s GPA.

**Non-Traditional Student:** a student who enters college after a significant absence from the time one actually (or normally would have) graduated from high school and pursues a college education. In some cases, a non-traditional student is an individual who returns to college after a number of years away from formal education.

**Open Registration:** the last opportunity to register for courses before classes begin. Typically, this all-day registration event is two- to-three business days before the start of a semester. Also called “Registration Day.”

**Other Expenses:** the costs in addition to tuition and fees required to attend college. Other expenses include (but are not limited to) books, course supplies, housing, transportation, and food costs.

**Out-of-State Residency:** a non-United States citizen or a legal resident of a state other than North Carolina. A person who has resided in North Carolina for less than 12 months is automatically out-of-state. Passing the 12-month time limit does not automatically qualify a person as an in-state resident.

**Part-Time Student:** A student enrolled for fewer than 12 credits per semester (fewer than six in the summer semester).

**Pass (P):** a grade issued only in academic support courses, which notes satisfactory progress to continue on to coursework at the next level.

**Person with a Disability:** a person with a physical or mental impairment that substantially limits one or more of the major life activities; or being regarded as having such an impairment.

**Pet:** a domestic animal kept for pleasure of companionship and excluded from the definitions of “Emotional Support Animal” and “Service Animal”. Pets are not permitted on College property or in College buildings and shall not be permitted as a reasonable accommodation for otherwise eligible students, staff or faculty.

**Prerequisite:** a course that must be completed prior to enrolling in another course.

**President’s Award:** an annual award given to the student with the highest GPA and most hours and programs of study completed at BCC.

**President’s List:** a list of students who are enrolled in 6 to 11 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of at least 3.5 out of a possible 4.0 (with no grade lower than “C”). Students eligible for the President’s List must be in an associate degree, diploma, or certificate program.

**Proficiency Exam:** an exam, which may be taken (for a fee) to receive credit for a course without having attended any of the class. For additional information, see Proficiency Examinations in the Records & Registration section of BCC’s Catalog and Student Handbook for additional information.

**Program Description:** a brief synopsis of the coursework and core concepts for a program of study, as well as a list of all courses required to complete the certificate, degree, or diploma.

**Program Director:** the senior instructor and administrator of a program of study for which there is no department chair. Program directors report to the Dean of their academic unit.

**Program of Study:** the academic curriculum in which the student is enrolled, which may lead to a certificate, degree, and/or diploma. Also called a “Curriculum of Study” or “major.”

**Program of Study Change Form:** a form used to change one’s program of study, which is submitted to the Student Services & Enrollment Management for processing. The form requires the student advisor’s approval and the approval of the Office of Student Financial Resources (for financial aid recipients) prior to processing. For additional information, see Program of Study Changes in the Records & Registration section of BCC’s Catalog and Student Handbook.

**Project Finish Line:** A grant program offered through the Academic Support office that provides individuals who are near completion of an Associate Degree, Workforce Development Career Pathway or High School Equivalency the opportunity to obtain their credential. The Project Finish Line program helps to reengage students in learning providing funding for books, testing and certification fees, and in some cases, connects students to tuition scholarships.

**Provisional Acceptance:** an admission status given to a student who is admitted to the College with an incomplete record (missing transcripts or other items). Students with provisional acceptance are permitted to register for courses for that one term only and will not be permitted to register again until they complete their record.

**Reasonable Accommodation:** an adjustment to a class, program, or job requirements that would allow a qualified individual with a disability to participate in the class or program or to perform the essential functions of a position, without fundamentally altering academic, conduct or performance requirements.

**Re-Enrollee:** a student who has previously attended BCC as a curriculum student at any point in time, even as a high school student.

**Reinforced Instruction for Student Excellence (RISE):** a program designed to help students who need developmental math and/or English to obtain the knowledge and skills they need to enter into college gateway courses as quick as possible.

**Record:** a student's permanent file. The record includes one's application for enrollment, transcripts, test scores, and all other forms and paperwork relating the student. BCC maintains imaged, permanent electronic records for all students who obtain admission to the College.

**Records & Enrollment Services:** a department of Student Services & Enrollment Management that includes admissions and enrollment services and records and registration.

**Registration:** a period in which established advising and web registration periods are set for students to meet with their advisor and register for courses.

**Reliable Third Party:** a person who is familiar with a student's disability, familiar with the necessity for a specifically requested animal and is qualified to make medical attestations regarding a student's disability and requested accommodation. Such person may include a physician, psychiatrist, or other medical or mental health professional.

**Renewable:** a term used to describe select scholarships that a student can continue to receive after the initial award, provided the student continues to meet the established criteria.

**Repeat (R):** a grade issued only in academic support courses. It denotes unsatisfactory progress, and the student must enroll in the course again.

**Scholarships:** "free" money (i.e. it does not have to be repaid) awarded to students who meet certain demographic and/or academic criteria.

**Self-Service:** the online tool used by students, faculty, and staff to administrate a variety of actions. Students use Self-Service to search and register for courses, access their final grades, accept financial aid awards, etc. Faculty use Self-Service to view their advisees' information, enter grades, and track attendance. Staff use Self-Service to access their paystubs and tax information.

**Seizure Dog:** a seizure response dog is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the animals training and the person's needs. The dog may predict a seizure, warn the person in advance, stand guard over the person during a seizure, or the dog may also go for help.

**Semester:** a calendar period during which courses are offered. Typically BCC has two 16-week semesters (fall and spring) and one summer semester. Eight week courses are also offered. A course may begin or end before or after the official start and end date of a semester and in some cases courses may last fewer weeks than the entire the semester.

**Service Animal:** any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by the animal must be directly related to the person's disability. Examples include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting/protecting an individual who is having a seizure and reminding an individual to take medication. The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks under this definition. While dogs are the most common Service Animals, under certain circumstances, a miniature horse may qualify as a Service Animal. Other animals do not qualify as Service Animals. [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)



**Service Animal in Training:** an animal that is being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

**Social Signal Dog (SIG):** a SIG dog is a dog that is trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement such as hand flapping. A person with autism may also have problems with sensory input and may need the same support services from a dog that a person who is blind or deaf might need.

**Special Credit Student:** an individual who is a true non-degree seeking student with no intention of applying for or receiving federal financial aid, or receiving a certificate, degree, or diploma from the College.

**Stacked Programs:** select programs of study within the College that afford a student the opportunity to obtain various certificates and/or diplomas during the course of completing the requirements of one's primary degree or diploma program. *For additional information, see Stacked Programs of Study in the Records & Registration section of BCC's Catalog and Student Handbook.*

**Staff:** any employee of the College, including administrators, faculty, or other professional employees.

**Student Code of Conduct:** the guide that governs student behavior inside and outside of the classroom and the policies and procedures of the code of conduct violations. For additional information, see the Student Code of Conduct Appendix in the BCC Catalog and Student Handbook.

**Student Financial Resources:** a department of Student Services & Enrollment Management that includes financial aid and veteran's services.

**Student Grievance Policy:** A grievance system to channel student complaints against faculty and staff.

**Student Government Association (SGA):** the governing student organization of all clubs at the College. The SGA President also serves as a member of BCC's Board of Trustees. For additional information concerning the Constitution and Bylaws of the SGA, see the SGA Appendix in BCC's Catalog and Student Handbook.

**Syllabus:** an overview of the material a course will cover, the instructor's expectation of students, due dates, deadlines, and content of assignments, instructor contact information and office hours (if applicable), and any other information pivotal to a student's success in a course.

**TLC:** The Learning Center provides free tutoring and other academic support services to students.

**Title IX:** assures that no student or employee shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College.

**Transcript:** a reflection or a physical piece of paper that reflects the student's academic record at the College. There are different transcripts for curriculum, continuing education, and basic skills coursework.

**Transfer Credit:** credit previously earned at another regionally accredited college or university that is equivalent to BCC courses. For additional information, see the Transfer Admission and Transcript Evaluation Policy in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

**Transfer Student:** a student who has previously attended one or more colleges or universities after graduating from high school.

**Tuition:** the amount of money a student must pay for each credit hour of curriculum coursework in each semester, or per each continuing education course. For curriculum students, the maximum charge is for 16

credit hours in each semester; beyond this, no additional tuition is collected. Tuition is billed based on residency status for tuition purposes (in-state or out-of-state).

**Universal General Education Transfer Course (UGETC):** courses that have been identified as part of the Comprehensive Articulation Agreement (CAA) and are guaranteed to transfer to institutions of the University of North Carolina system for equivalency credit with a grade of “C” or better. These courses are noted as UGETC in the course descriptions within the BCC Catalog and Student Handbook.

**Veteran’s Affairs (VA):** the title used to describe programs that provide educational benefits to active-duty, reservist, or retired members of the United States Armed Services.

**Withdrawal:** an official action using a Withdrawal Request Form, which allows a student to withdraw from a course by a set date without academic penalty. A grade of “W” reflects on the student’s transcript and counts against the student’s attempted hours, but does not affect the student’s cumulative or program GPA. Other than in extreme circumstances, withdrawals are only granted up to the 75% point in a course. For additional information, see *Withdrawing from Courses* in the Records & Registration section of BCC’s Catalog & Student Handbook.

**Withdrawal Request Form:** the form used to obtain permission from a student’s advisor, financial aid, and instructor(s) to withdraw from one or more courses. All approving signatures are required before Student Services & Enrollment Management will process a Withdrawal Request Form.

**Work-study:** a federal program based on extreme financial need, through which students are given paid part-time employment up to 20 hours per week.

**Workforce Innovation and Opportunity Act (WIOA):** a federal workforce development program that provides training, education, and employment services using a one-stop delivery system through the student’s local Employment Security Commission office.

## Index

- Administration/Faculty & Staff Directory
  - Administration, 189
  - Department Deans, 190
  - Faculty, 192
  - Faculty Chairs, 190
  - Program - Directors, 191
  - Staff, 196
  - Staff Directors, 195
  - State Administration, 189
  - State Board of Trustees, 189
- Admissions & Enrollment Services, 17
  - Admissions to the College, 17
  - College Readiness Assessment, 19
  - New Student Orientation, 20
  - Preparation for Assessment Exams, 20
- Code of Conduct
  - Student Drug and Alcohol Policy, 207
- College Information, 11
  - 2020 Summary Report on Performance Measures, 13
  - BCC Guarantee to Employers, 12
  - Brunswick Community College Foundation, 15
  - Business Hours of the College, 14
  - Campus Locations, 11
  - Competencies Required of Associate Degree Students, 12
  - Conflict of Interest, 14
  - Curriculum Instruction, 14
  - Economic and Workforce Development/Continuing Education (CEWD), 14
  - Emergency Closings, 14
  - Employment at the College, 15
  - Fitness & Aquatics Center, 15
  - Introduction & History, 11
  - Mission & Goals, 11
  - Odell Williamson Auditorium, 15
  - Statement on Non-Discrimination, 13
  - The Semester System, 13
  - Tobacco-Free Campus, 13
- College Readiness Support Coursework, 89
- College Transfer Programs
  - Associate in Arts Degree, 91
  - Associate in Engineering, 98
  - Associate in Science, 99
  - Associate in Sciences Degree, 91
- Continuing Education, Economic and Workforce Development
  - Admissions, 183
  - Adult Basic Education, 187
  - Adult High School Diploma, 187
  - Brunswick Interagency Program, 188
  - Business Innovation, Sustainability and Multicultural Programs, 186
  - Career Readiness Certificate, 187
  - Class Hours, 184
  - Class Locations, 184
  - Community Services, 186
  - Customized Training, 186
  - Emergency Medical Services, 185
  - English as a Second Language, 187
  - Fire/Rescue, 185
  - Health Occupations, 185
  - High School Equivalency, 187
  - Human Resource Development Program, 187
  - Law Enforcement In-Service, 185
  - Minimum Enrollment Required, 184
  - Refund Policy, 184
  - Registration Fees, 183
  - Registration Information, 183
  - Small Business Center, 186
  - Who May Register, 183
  - Workplace Literacy, 187
- Course Descriptions
  - Course Numbering System, 133
  - Prerequisites and Requisites, 133
- Distance Learning
  - Course Supplements, 70
  - Hybrid and Blended Courses, 70
  - Online Courses, 70
  - Password/Username Information, 70
- Health Sciences
  - Associate Degree Nursing, 105
  - Emergency Medical Science, 106
  - Medical Assisting, 107
  - Practical Nursing, 108
- High School Programs
  - Cooperative Innovation High School Pathway, 87
- Information Technology Services
  - Computer Software Policy, 215
  - Electronic Records Retention Policy, 216
  - Internet Use Disclaimers, 215
  - Litigation Holds, 217
  - Password & Username Information, 215
  - Wireless Communication Policy, 218
- Professional & Technical Programs
  - Accounting and Finance, 110
  - Approved Elective Courses, 132
  - Basic Law Enforcement Training, 111
  - Business Administration, 112
  - Cosmetology, 114
  - Criminal Justice Technology, 115
  - Early Childhood Education, 116
  - Health & Fitness, 120

- Health & Fitness Science, 119
- Health Information Technology, 121
- Horticulture Technology, 122
- Public Safety Administration, 127
- Turfgrass Management Technology, 129, 130
- University Transfer Opportunities, 110
- Public Safety/Campus Police
  - Campus Crime Report, 73
  - Campus Watch, 71
  - Emergency Notification System, 71
  - Emergency On Campus, 72
  - Fire Alarms/Evacuations, 71
  - Lost and Found, 71
  - Pets on Campus, 71
  - Reporting Crime On Campus, 71
  - Sexual Assault, 72
  - Sheriff's Office, 71
  - Traffic & Parking Regulations, 71
  - Weapons On Campus, 72
- Records & Registration
  - Academic Advising, 30
  - Academic Honors, 36, 38
  - Academic Probation, 31
  - Academic Progress, 31
  - Adding or Dropping Courses, 26
  - Advanced Placement (AP) Examinations, 40
  - Advising & Registration, 26
  - Anticipated Completion Date, 30
  - Attendance Procedures, 28
  - Audit Policy, 26
  - Awarding Dual Degrees & Diplomas, 38
  - Blended Courses, 29
  - Catalog of Record, 31
  - Class Size, 28
  - Class Standing, 33
  - Classroom Behavior and Disciplinary Actions, 25
  - Clinical, Hospital, or Workplace Setting Courses, 29
  - College Level Placement Examinations (CLEP), 41
  - Correction of Education Records, 45
  - Course Load, 33
  - Course Repetition, 28
  - Courses Being Taken Outside of NC, 19
  - Dean's List, 36
  - Degrees, Diplomas, & Certificates, 31
  - Disclosure of Educational Records, 44
  - Educational Records, 44
  - Expectations of Students, 24
  - Full-Time vs. Part-Time Status, 33
  - General Registration Procedures, 26
  - Grade Changes/Grade Appeal Procedure, 37
  - Grade Point Average Calculation, 35
  - Grades, 34
  - Grading Policy, 33
  - Grading System, 34
  - Graduation Eligibility, 37
  - Graduation Honors & Distinctions, 38
  - Graduation Procedure & Requirements, 38
  - Graduation Survey, 38
  - Honor Code, 24
  - Honor Role, 36
  - Hybrid Courses, 29
  - Inspection of Educational Records, 45
  - International Baccalaureate, 42
  - Online Courses, 29
  - Open Registration, 26
  - President's List, 36
  - Program of Study Changes, 31
  - Records of Requests for Disclosure, 45
  - Release of Printed Credentials & Transcripts, 38
  - Request for Cumulative Grade Point Average Re-calculation, 36
  - Requisite Requirements & Waivers, 27
  - Responsibilities of the Student, 24
  - Review Graduation of Readiness & Program of Study Completion, 38
  - Self-Service Registration System, 27
  - Senior Citizens, 27
  - Stacked Programs of Study, 31
  - Students Less Than the Age of 18, 27
  - Traditional Delivery (Seated) Courses, 29
  - Undocumented Immigrants, 27
  - Use of Student Social Security Numbers Policy, 45
  - Withdrawal Policy, 30
- Residency for Tuition Purposes
  - North Carolina Residency Basics, 48
- Student Financial Resources
  - Academic Attendance, 55
  - Academic Warning, 58
  - Appeal Process for Financial Aid & SAP, 59
  - Applying for Financial Aid, 54
  - Awards, Notification, & Deadlines, 55
  - BCC Scholarships, 52
  - Child Care Assistance, 53
  - Enrollment Statuses, 52
  - Federal Direct Loans, 52
  - Federal Pell Grant, 52
  - Federal Work Study, 52
  - Financial Aid Eligibility, 51
  - Financial Aid Suspension, 59
  - Impact of Grades, 58
  - NC Community College Grant, 52
  - NC Education Lottery Scholarship, 52
  - Out-of-State Residents for Tuition Purposes, 55
  - Re-Enrollment at the College, 58

- Refunds, 55
- Repeated Coursework, 58
- Return of State Grant Funds, 56
- Return of Title IV Funds, 55
- Satisfactory Academic Progress, 57
- Scholarships, 54
- Tax Credits, 53
- Transfer Credit, 58
- Unofficial Withdrawal, 57
- Unpaid Financial Obligations, 57
- Verification, 54
- Veterans Services, 54
- Vocational Rehabilitation, 53
- Withdrawing from Courses or College, 55
- Workforce Innovation and Opportunity Act (WIA), 53
- Student Government Association
  - Amendment, 209
  - BCC Board Meetings, 213
  - Bylaws, 209
  - Constitution, 208
  - Duties of the Office of Parliamentarian, 211
  - Duties of the Office of Public Information Officer, 211
  - Duties of the Office of Secretary, 210
  - Duties of the Office of the President, 210
  - Duties of the Office of Treasurer, 210
  - Duties of the Office of Vice President, 210
  - Duties of the Student Senate, 211
  - Executive Council Authority and Composition, 208
  - Impeachments, 212
  - Meetings of the Association, 209
  - Membership, 208
  - Name/Mascot/Objective, 208
  - Parliamentarian Authority, 212
  - Purchase Orders, 213
  - Student Senate, 208
  - Vacancies, 213
- Student Life
  - Athletics, 67
  - Clubs & Organizations, 68
  - National Technical Honor Society, 68
  - Phi Theta Kappa International Honor Society, 68
  - Student Government Association, 69
- Student Resources
  - Advising/Success Coaching, 60
  - Americans with Disabilities Act Policy & Non-Discrimination Policy, 61
  - Bookstore, 60
  - Counseling Services, 61
  - Health Services & Standards, 61
  - ID/Library Cards, 60
  - Learning Resources Center, 60
  - Mentoring Services, 61
  - Student Housing, 61
  - Transferring to UNC-System Universities
    - AA and AS Degrees, 92
    - Assured Admissions Policy, 92
    - Bilateral Articulation Agreements, 93
    - Making Plans to Transfer, 92
    - Transfer of Individual Courses, 92
  - Tuition Fees & Expenses
    - Activity Fee, 46
    - Basic Law Enforcement Training (BLET), 47
    - Career & College Promise Students, 47
    - Cost of Attendance, 50
    - Eligible Children of a Totally Permanently Disabled Public Safety Officer, 47
    - Eligible Spouses of a Totally & Permanently Disabled Public Safety Officer, 47
    - Eligible Survivors of Public Safety Officers Killed in the Line of Duty, 47
    - General Expenses & Billing Procedures, 46
    - General Refunds, 49
    - In-State Tuition for Certain Veterans and Other Individuals, 48
    - Military Tuition Refunds, 49
    - Non-Residents, 48
    - Other Expenses, 47
    - Payment Responsibilities, 46
    - Returned Checks, 46
    - Student Accident Insurance, 46
    - Technology Fee, 46
    - Unpaid Financial Obligations, 46
    - Wards of the State, 47