



2013-2014 College Catalog | Volume 35



ATTENTION!

This document was last updated
October 10, 2013

Please view the online catalog for
the most current information at
<http://catalog.waketech.edu>

Should you have any questions or comments
please direct them to policies@waketech.edu or 919-866-5603.
Thank you.



Welcome to Wake Tech!

We've prepared this catalog for you – to help you select the courses, academic programs, and career pathway you need to create the future you want.

Our curriculum (for-credit) courses can help you earn a degree, diploma, or certificate, credentials that are vital for finding a good job and building a successful career. Your Wake Tech studies can also be the first steps toward more education, opening doors to additional studies and advanced degrees. With our continuing education (non-credit) classes you can learn specialized skills, grow professionally, or explore creative or entrepreneurial interests.

Wake Tech has provided high-quality education and training for the Wake County region for half a century! Our top-notch instruction and hands-on learning experiences prepare students and workers at every level to meet the challenges of the future. We stay “ahead of the curve” with innovative approaches, while maintaining the standard of excellence that has always been our hallmark. Wake Tech graduates are doing great things in health care, computer technologies, hospitality, and many other fields – here in our community and beyond.

We hope you'll find the options you need here at Wake Tech, and we're glad to be a part of the exciting journey ahead.

Sincerely,

A handwritten signature in black ink that reads "Stephen C. Scott". The signature is written in a cursive style.

Dr. Stephen C. Scott
President



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*Remember to check the online College Catalog
for the most up-to-date information at
<http://catalog.waketech.edu>*

About the Catalog

ABOUT THE CATALOG

The Wake Technical Community College Catalog is an information and reference guide on College policies, facilities, degree, certificate and diploma programs, course offerings, services, and personnel. The statements in the catalog are for informational purposes only, and should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but Wake Technical Community College reserves the right to initiate changes, including but not limited to academic requirements for graduation, without direct notification to individuals. Any statement in this catalog is subject to change by the College. Though the College catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program. Please visit our website at <http://catalog.waketech.edu> for the most recent version of this catalog.

DISABILITY SUPPORT

Wake Technical Community College does not discriminate on the basis of disability in the admissions or employment processes or in access to programs, facilities, or activities. The following persons, whose offices are at the Main Campus, located at 9101 Fayetteville Rd., (401 South) have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973:

Disability Services/Access for Students

Regina Willis - 919-866-5670

Sorenson Video Phone for Deaf – 919-324-1508

Employment Access Benita Clark, Chief Human Resources Officer 919-866-5937

Facilities Access Wendell Goodwin, Facilities Engineering Officer 919-866-5148

EQUAL ACCESS

Wake Technical Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, or sexual orientation. For more information, see the Non-Discriminatory Policy in the Admissions section of this catalog.

SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Wake County Sheriff's Office notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the Wake Technical Community College community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to any the following websites:

State websites

<http://www.fbi.gov/hq/cid/cac/states.htm>

National Sex Offender Public Registry

<http://www.nsopr.gov>

NC Sex Offender and Public Protection Registry

<http://www.ncfindoffender.gov> or call 919-856-6900.

CHANGE IN STUDENT DATA

Changes of name, address, telephone numbers, or e-mail must be reported, in writing, to the Registration and Student Records Services Division immediately upon change. Address change requests may be submitted via WebAdvisor.

Send changes to Registration and Student Records Services Division, Wake Technical Community College, 9101 Fayetteville Road, Raleigh, NC 27603

OTHER CHANGES

The Board of Trustees and/or administration of Wake Technical Community College reserve the right to change at any time, without notice, graduation requirements; fees and other charges; curriculum, course structure, and content; and other such matters as may be within its control, notwithstanding any information set forth in this catalog.

General Information

GENERAL INFORMATION

HISTORY

Wake Technical Community College is a tax-supported, public, non-profit, educational institution under the control of a Board of Trustees. It is part of the North Carolina Community College System, and is accredited by the Southern Association of Colleges and Schools. Authority for the establishment of the College is found in Chapter 115D of the General Statutes of North Carolina.

The College was chartered on April 3, 1958, as the Wake County Industrial Education Center. Operation actually began October 7, 1963, with 34 curriculum students on campus and 270 enrolled in the various industrial training programs. On January 8, 1964, the Center was formally dedicated as W.W. Holding Industrial Education Center and transferred from the Wake County Board of Education to a Board of Trustees. On March 3, 1966, W.W. Holding Industrial Education Center was granted approval by the State Board of Education as W.W. Holding Technical Institute and licensed to award the Associate in Applied Science degree. The name was changed to Wake Technical Institute in September 1974 and to Wake Technical College on March 1, 1980. The name was changed to Wake Technical Community College on December 1, 1987.

The College was first accredited by the Southern Association of Colleges and Schools on December 3, 1970.

MISSION

Mission Statement

The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship and cultural, social, and economic development.

In pursuit of its mission, the college adheres to an open door policy, offering quality education that is accessible and affordable to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. Wake Tech provides vocational, technical, and occupational training; university transfer preparation; basic skills development; community partnership opportunities; and a variety of support services and resources.

VISION

At Wake Technical Community College, our vision is a college that exceeds the expectations of our stakeholders for effective lifelong education, training and workforce development by providing world-class programs and services.

CORE VALUES

Wake Technical Community College will structure its operations, training and educational programs around the Core Values of accountability, respect, responsibility, critical thinking, communication, and collaboration.

Accountability - Accountability is essential for an environment of learning. Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what they contribute to the community.

Respect - Respect is a prerequisite for enhancing learning. Community members who respect themselves and others help create a safe, yet open, climate of learning.

Responsibility - Responsibility is the root of success. Students who assume personal responsibility for their education will reach their goals. Responsible students also make contributions to their communities.

Critical Thinking - Critical thinking is the fundamental purpose of higher education. The ability to solve problems through the application of the appropriate skills is critical to all disciplines.

Communication - Communication is increasingly the key competency for living and working in the information age. Communicating effectively in oral and written forms through traditional and new media is a powerful tool for personal and career success.

Collaboration - Collaboration, by bringing together individual knowledge and talents, creates teams that are greater than the sum of their parts. Such teamwork maximizes benefits to individuals and the community.

COLLEGE GOALS

Student Success

Provide a dynamic learning environment to ensure successful achievement of students' goals by administering sound policies, curricula, instruction, and support services.

General Information

Workforce Development

In collaboration with Regional Economic Development Partnerships, identify the workforce needs of emerging jobs in rural and urban economies in North Carolina. Develop and implement the educational and training programs necessary to meet the workforce needs of each community college service area in North Carolina and promote recruitment, retention, and development of high quality faculty and staff necessary to achieve the educational and training objectives of the community college system and provide North Carolina with a world-class workforce.

Diverse Populations Learning Needs

Provide North Carolina citizens with the opportunity to develop essential skills for lifelong learning. Upgrade and retrain North Carolina learners for the workplace through flexible, accessible, and customized educational and training programs within their communities.

Resources

Continuously research, analyze, and secure the resources necessary to fulfill the mission of the North Carolina Community College System and develop processes for measuring the effectiveness of resource allocations and utilization, within the North Carolina Community College System.

Technology

Encourage and support North Carolina Community College faculty and staff in the effective and efficient uses of instructional technology and administrative computing systems to improve the delivery of academic programs to North Carolina citizens.

Community Services

Provide courses and support service activities for the enrichment of the community's civic, economic, and cultural needs.

PROGRAMS & SERVICES

The College translates its mission, vision, values, and goals into action through clearly defined programs and services. Specifically, the College:

- **offers** credit programs leading to associate degrees, diplomas, and certificates designed for immediate entry into employment, an associate degree in general education, and associate degrees designed to transfer to four-year institutions. The College also offers pre-curriculum programs for students to develop academic proficiency so that they may successfully complete curriculum courses;
- **provides** occupational career enhancement programs for individuals and support for economic development to businesses, industries, and agencies. Basic skills education, English as a Second Language and a wide variety of continuing education courses and programs for personal enrichment are offered on campus and throughout the county. The College further serves its constituents by providing a broad range of community services, partnerships, and outreach programs;
- **provides** a wide range of support services designed to assist students in successfully fulfilling their education and occupational goals. These services, developed to meet the diverse needs of individual students, begin with their initial contact with the College and continue throughout their enrollment and job placement or transfer for further study; and
- **practices** sound fiscal management and systematic planning to provide facilities, equipment, and state-of-the-art technology to ensure quality education opportunities at secure facilities accessible to Wake County citizens.

ACCREDITATION

Southern Association of Colleges and Schools Accreditation (SACS)

Wake Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wake Technical Community College.

Specific Program Accreditation

Automotive Systems Technology Accreditation

The college's Automotive Systems Technology associate degree program has received certification by the National Automotive Technicians Education Foundation (NATEF) and accredited by National Institute for Automotive Service Excellence (ASE). All eight areas meet the strict industry standards required for ASE MASTER certification. This is the highest level of achievement recognized by the National Institute for Automotive Excellence (ASE).

General Information

Criminal Justice Program Accreditation

The college's Criminal Justice Technology program is accredited by the North Carolina Criminal Justice Education and Training Standards Commission.

Culinary Technology Program Accreditation

The college's Culinary Technology program is accredited by the American Culinary Federation.

Dental Assisting and Dental Hygiene Programs Accreditation

The college's programs in Dental Assisting and Dental Hygiene have received accreditation (without reporting requirements) status from the American Dental Association, Commission on Dental Accreditation. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678, or by calling 1-800-621-8099, extension 4653.

Detention Officer's Certificate

The college's Detention Officer's Certificate program has been accredited by the North Carolina Sheriffs' Education and Training Standards Commission to offer the certification course for individuals seeking to become detention officers effective March 16, 2011. North Carolina Sheriffs' Education and Training Standards Commission; North Carolina Department of Justice; 9001 Mail Service Center; Raleigh, North Carolina 27699-9001.

Heavy Equipment and Transport Technology/ Construction Equipment Systems Program Accreditation

The college's Heavy Equipment and Transport Technology/Construction Equipment Systems Program is accredited by Accreditation Board of the Associated Equipment Distributors.

Medical Assisting Program Accreditation

Wake Technical Community College's Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Medical Lab Technology Program Accreditation

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is the accrediting agency for the Medical Laboratory Technology program and the approving agency for the Phlebotomy program. The NAACLS is located at 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119 (Telephone number 773-714-8880).

Radiography Program Accreditation

Wake Technical Community College's program in Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (Telephone number 312-704-5300).

Surgical Technology Program Accreditation

The college's Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Accreditation Review Committee for Surgical Technology (ARC-ST).

APPROVALS

The following Wake Tech programs have been reviewed by and met the standards for approval of the organizations/agencies indicated:

- Emergency Medical Technology - North Carolina Office of Emergency Medical Services
- Human Services Technology - North Carolina Department of Health and Human Services, Division of Health Service Regulation
- Nursing - North Carolina Board of Nursing
- Phlebotomy - National Accrediting Agency for Clinical Laboratory Sciences
- Veteran's Services - North Carolina Approving Agency for Veterans Education and Training

MEMBERSHIPS

ABC of the Carolinas

Air Conditioning Contractors of America (ACCA)

American Association for Women in Community Colleges (AAWCC)

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Association of Community Colleges (AACCC)

American Association of Medical Assistants Endowment (AAMAE)

American College & University Presidents' Climate Commitment (ACUPCC)

American Mathematical Association of Two-Year Colleges (AMATYC)

APPA Membership & Outreach Department

Association of College & University Auditors (ACUA)

Association Community College Business Officials (ACCBO)

General Information

Association for the Advancement of Sustainability in Higher Education (AASHE)
Association for Student Conduct Administration (ASCA)
Association for the Title IX Administrators (ATIXA)
Association of Community College Facility Operations (ACCFO)
Association of Community College Trustees (ACCT)
Association of Fundraising Professionals (AFP)
Carolinas Association of Collegiate Registrars and Admissions Officers (CACRAO)
Center for Community College Student Engagement (CCCSE)
Chamber of Commerce - Apex
Chamber of Commerce - Cary
Chamber of Commerce - Fuquay-Varina
Chamber of Commerce - Garner
Chamber of Commerce - Holly Springs
Chamber of Commerce - Knightdale
Chamber of Commerce - Morrisville
Chamber of Commerce - Raleigh
Chamber of Commerce - Rolesville
Chamber of Commerce - Wake Forest
Chamber of Commerce - Wendell
Chamber of Commerce - Zebulon
Committee on Accreditation of Allied Health Education Programs (CAAHEP)
Community College Business Officers (CCBO)
Construction Management Association of America (CMAA)
Cooperative Education & Internship Association, Inc. (CEIA)
Council for Adult & Experiential Learning (CAEL)
Council for Resource Development (CRD)
Downtown Raleigh Alliance (DRA)
EduCause
Help Desk Institute (HDI)
Home Builders Association of Raleigh-Wake County
International Association of Campus Law Enforcement Administrators (IACLEA)
International Council on Hotel, Restaurant, and Institutional Education (ICHRIE)
Leadership Raleigh Alumni Association
League for Innovation Community College, Leadership Institute, League Alliance Services
Learning Resources Network (LERN)
NASPA (Student Affairs Administrators in Higher Education)
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
National Association for Community College Entrepreneurship (NACCE)
National Association of Colleges and Employers (NACE)
National Association of Educational Procurement (NAEP)
National Association of International Educators (NAFSA)
National Association of Student Financial Aid Administrators (NASFAA)
National Behavioral Intervention Team Association (NaBITA)
National Council for Marketing & Public Relations (NCMPR)
National Council for Continuing Education & Training (NCCET)
National Council on Student Development (NCSD)
National Fire Protection Association
National HEP Camp Association
National Institute of Governmental Purchasing (NIGP)
National Institute for Staff & Organizational Development – The University of Texas (NISOD)
National Organization for Associate Degree Nursing (N-OADN)
National Orientation Directors Association (NODA)
National Restaurant Association/NC Restaurant Association (NC RLA)
National Student Employment Association (NSEA)
NC Sustainable Energy Association (NCSEA)
North Carolina Association of Campus Law Enforcement Administration (NCACLEA)
North Carolina Association of Colleges and Employers (NCACE)
North Carolina Association of Community College Trustees (NCACCT)
North Carolina Association of Coordinators for Veterans Affairs (NCACVA)
North Carolina Association of Government Information Officers (NCAGIO)
North Carolina Association on Higher Education and Disability (NC-AHEAD)
North Carolina Association of Volunteer Administrators (NCAVA)
North Carolina Campus Compact
North Carolina Chamber (formerly NCCBI)
North Carolina College and University Professional Association – Human Resources (NCCUPA-HR)
North Carolina Community College Student Development Personnel Association (N3CSDPA)

General Information

North Carolina Council of Officers for Resource Development (NC CORD)
North Carolina Law Enforcement Accreditation Network (NCLEAN/CALEA)
North Carolina Police Executives Association (NCPEA)
North Carolina Technology Association (NCTA)
Public Relations Information Marketing Association (PRIMA)
Raleigh Television Network
Raleigh-Wake Human Resource Management Association (RWHRMA)
Rebuilding America's Middle Class (RAMC)
Regional Transportation Alliance
Society for Human Resource Management
Southern Association of Colleges & Schools
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
Southern Association of Community Jr. & Tech Colleges (SACJTC)
Southern Growth Policies Board
Student Leadership Institute
Triangle Area Hotel-Motel Association (TAHMA)
Triangle Hospitality Human Resource Association (THHRA)
Triangle J Council of Gov't Triangle Clean Cities Coalition
Triangle Society for Human Resource Management (TSHRM)
University and College Designers Association (UCDA)
US Green Building Council (USGBC)
Wake Area Business Advisory Council (BAC)
Wake Association of Volunteer Administrators (WAVA)
World Future Society

FOUNDATION

Wake Technical Community College Foundation solicits private support from corporations, foundations and individuals.

Gifts are used for emergency financial aid and student scholarships, equipment, recognition awards, professional development, facility improvements, and a variety of other purposes outside the scope of traditional college funding sources. The Foundation also enables the College to meet emergency funding needs as well as special opportunities that improve Wake Tech's ability to serve the community.

All private gifts to Wake Technical Community College should be directed to the Wake Technical Community College Foundation, a tax-exempt, 501(c)(3) nonprofit corporation, operating exclusively for the benefit of the College and Wake Tech students.

Donors or advisors should send correspondence to:

Executive Director
Wake Technical Community College Foundation
9101 Fayetteville Road
Raleigh, North Carolina 27603-5696
919-866-5924
omcongleton@waketech.edu
Website: <http://foundation.waketech.edu/>

LOCATIONS

Courses are offered at Wake Technical Community College locations throughout Wake County.



Main Campus

9101 Fayetteville Road
Raleigh, North Carolina 27603
919-866-5000
<http://maincampus.waketech.edu>

Wake Tech's Main Campus, located seven miles south of Raleigh on US 401, opened its doors as the Wake County Industrial Education Center in 1963 with a first class of 34 students. Today, the campus serves thousands of students each year in continuing education (non-credit) and curriculum education (for-credit) programs. Courses are offered days, evenings, weekends, and via distance education technologies.

General Information

Continuing education courses available at the Main Campus include professional training and upgrading in building/trades licensure, computer applications, and notary; and personal enrichment in foreign languages, health and wellness, motorcycle safety, and photography and videography. This campus also serves student needs for developing basic skills, English as a second language competency, and the knowledge required for GED success.

For those seeking college credit and credentials, the campus offers all the coursework necessary for two-year associate degrees for career placement and university transfer, as well as for job-ready technical diplomas and certificates requiring one year or less. The Main Campus houses accredited for-credit programs preparing students for occupations and further study in applied technologies, business technologies, computer technologies, engineering technologies, as well as the arts, humanities, mathematics, natural sciences, and social sciences.

Wake Tech's Main Campus also provides students with a comprehensive set of resources and services. Resources include a library, computer labs, skills labs, smart classrooms/conference rooms, a bookstore, and a restaurant. Services include admissions, career counseling and placement, academic advising, disability support, student life, and tutoring.



Northern Wake Campus

6600 Louisburg Road
Raleigh, North Carolina 27616
919-532-5502
<http://northerncampus.waketech.edu>

Wake Tech's Northern Wake Campus opened in August 2007 with two instructional buildings and a regional plant for heating and cooling. Building A is where core subjects, such as English and history, are taught. It's also the home of Student Services, including admissions, counseling, disability support services, and financial aid. Building B offers a two-story library and state-of-the-art chemistry and biology labs. It also has a bookstore and an Individualized Learning Center (ILC). A third classroom building, Building D, opened in August 2009 with computer labs, physics labs, fine arts classrooms, a distance learning classroom, and a drama room. It also has a coffee shop and wireless Internet access. There are volleyball and tennis courts for physical education.

Curriculum programs on the Northern Wake Campus include the Associate in Arts (A.A.)/Associate in Science (A.S.) for University Transfer degree programs as well as an Honors Program option. Students can also take a variety of Continuing Education classes, including art, foreign language, and basic skills. The Northern Wake Campus is the home of the Wake Tech Wachovia/Wells Fargo Center for Entrepreneurship, which provides resources for small business owners.

The Northern Wake Campus has the distinction of being the first college campus in the nation to have all LEED-certified buildings. "LEED" stands for Leadership in Energy and Environmental Design and is the U.S. Green Building Council's highest standard for environmentally-responsible construction.



Western Wake Campus

Millpond Village
3434 Kildaire Farm Road
Cary, North Carolina, 27511
919-335-1000
<http://westerncampus.waketech.edu>

The Western Wake Campus opened its doors in the fall of 2005 and has consistently grown in both course offerings and support services. Western Wake offers the Associate in Arts (A.A.) for University Transfer degree program, which includes 64 hours of coursework in English, math, science, and the social sciences, equivalent to the general education requirements for a bachelor's degree in a four-year college or university.

The Business and Industry Services Division provides customized employee training for area businesses. Training can be tailored for industrial, clerical, supervisory, and management occupations and includes the following:

- Apprenticeship – Customized apprenticeship programs in various trades
- Professional Development and Corporate Training – Personal development programs customized to meet the needs of participating businesses and individuals
- Customized Training Program – Customized training assistance in support of full-time production and direct customer service positions created in North Carolina. The program enhances the growth potential of NC companies while preparing North Carolina's workforce with the skills for successful employment in emerging industries. Eligible businesses and industries include manufacturing, technology intensive companies (e.g., Information Technology, Life Sciences), regional or national warehousing and distribution centers, customer support centers, air courier services,

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national headquarters for operations outside North Carolina, and civil service employees providing technical support to U.S. military installations in North Carolina.

- Small Business Center – Technical and managerial assistance to current and prospective business owners and operators through a variety of seminars, study courses, and one-on-one assistance

Continuing Education offers a wide variety of non-credit courses, including employability skills such as resume writing, career exploration, and basic computer classes. Other Continuing Education classes include BioWork, an entry-level biotech training certificate; medical health care office occupation certificate; English as a Second Language (ESL) competency; and online GED preparation.

Wake Tech's Western Wake Campus provides students with support services that include admissions and advising, financial aid, disability support services, a Learning Resource Center with a library and Individualized Learning Center (ILC), a computer lab, wireless access, and student government information.



Health Sciences Campus

2901 Holston Lane
Raleigh, North Carolina 27610
(behind Wake Medical Center)
919-747-0400
<http://healthsciencescampus.waketech.edu>

The Health Sciences campus offers both curriculum and continuing education programs in health sciences.

For those seeking careers or further credentials in the healthcare fields, our Health Sciences campus offers job-ready curriculum programs that lead to an associate degree, diploma or certificate. The Health Sciences campus houses accredited programs preparing students for occupations in Associate Degree Nursing, Dental Assisting, Dental Hygiene, Emergency Medical Science, Human Services Technology, Medical Assisting, Medical Laboratory Technology, Phlebotomy, Radiography and the imaging specialties of Computed Tomography and Magnetic Resonance Imaging, Surgical Technology, Therapeutic Massage, Associate Degree Nursing, and Pharmacy Technology (in collaboration with Johnston Community College).

Our programs are designed to meet the needs of our students as well as the standards of care mandated by employers and our accrediting bodies. All of our curriculum (for-credit) programs are taught by professionals in their fields and include clinical or co-op experiences. Our affiliations with major health care institutions, physician offices, dental offices, and other clinical sites in the area provide our students with excellent clinical training in all areas of specialization.

Admission to many of the health sciences programs is selective and limited.

Continuing Education classes offered at the Health Science Campus include: emergency medical technology, certified nursing assistant, medical terminology, medical coding, CPR, pharmacy technician practice, and mammography technician continuing education. Our Basic Skills program offers English as a Second Language (ESL) at the Health Science Campus.



Public Safety Education Campus

321 Chapanoke Road
Raleigh, North Carolina 27603
<http://publicsafetycampus.waketech.edu>

Wake Tech's new Public Safety Education Campus (PSEC) opened as a training center in January 2008, to serve the growing needs of area law enforcement and other public service agencies. Two years later, it was expanded into a campus with the addition of degree programs, a library, an individualized learning center (ILC), and student services. At more than 65,000 square feet, the PSEC is the first centralized training facility of its kind in Wake County.

The campus is home to Wake Tech's Criminal Justice, Latent Evidence, and Fire Protection Technologies programs, as well as the Basic Law Enforcement Training and Certified Nursing programs. It provides in-service training for law enforcement officers, firefighters, corrections officers, and emergency medical service providers.

The Public Safety Education Campus is one of the most advanced public safety and law enforcement training facilities in the Southeast, with features that include a state-of-the-art forensics lab, an incident command center, a simulations room, a defensive tactics room, and a mock courtroom and jail.

General Information



The News and Observer Adult Education Center (AEC)

1920 Capital Boulevard
Raleigh, North Carolina 27604
<http://basicskills.waketech.edu/>

The News & Observer Adult Education Center is home to Wake Tech's Basic Skills Division. Basic Skills is designed primarily to help adults learn to read; improve math, reading, and writing skills; earn a high school diploma or GED certificate; and learn English as a second language.

The Basic Skills program is also designed to help underemployed/unemployed persons prepare for employment or further education, developmentally disabled persons achieve their potential, and families strengthen literacy skills and family bonds. No tuition is charged.

Basic Skills classes are offered at community sites as well as on Main Campus and at the Adult Education Center. Placement and orientation are conducted at class sites.

Contact the Adult Education Center at 919-334-1500 to schedule an appointment or to learn more about Basic Skills programs and their locations.



State Personnel Development Center

101 West Peace Street
Raleigh, North Carolina 27603
919-733-2474

Wake Technical Community College and the Office of State Personnel/Human Resource Development formed a partnership over 20 years ago to make computer software and technology training available to state employees. Wake Tech instructors teach one- and two-day short courses, curriculum classes and on-line courses on the most current software programs with a focus on those used throughout state government.

VISITORS AND CHILDREN ON CAMPUS

<http://visitors.waketech.edu>

Visitors are welcome on the Wake Tech campus. For the safety and security of all, immediately upon arriving, visitors are required to register at the receptionist desk at any campus. At the receptionist desk, visitors may obtain information and directions as needed. The College cannot accommodate extended non-official visits; individuals who have not registered or who are found loitering on campus may be required to leave.

Visitors, children, and any other persons not enrolled at Wake Tech are not allowed in the library or in classrooms, laboratories, or any other instructional areas (on or off campus) without prior authorization.

Children under the age of 15, who are not enrolled at Wake Tech, must be accompanied by a parent, guardian or other adult at all times and must not be left unattended in any area of the College.

At community schools sites, only persons attending classes or other College activities are permitted on the premises. Wake Tech students or employees violating the above regulations on any Wake Tech campus or community schools site will be subject to disciplinary action, up to and including termination of their enrollment or termination of their employment.



Remember to check the online College Catalog for the most up-to-date information at

<http://catalog.waketech.edu>

ADMISSIONS

ADMISSION POLICIES

Open Door Policy

Wake Technical Community College is subject to the Open Door Admission Policy established by the State Board of Community Colleges. This policy provides for the admission of any legal resident of the United States who is a high school graduate or at least 18 years old, or an emancipated minor.

This policy is based on the belief that Wake Tech has something to offer at all educational levels and that through effective guidance any person can find a place in an appropriate program of study.

Wake Tech reserves the right to refuse admission to any applicant who has been suspended or expelled for disciplinary reasons from another educational institution. Wake Tech also reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others. Such applicants will be evaluated on a case-by-case basis.

Procedures

An applicant who has been suspended or expelled for disciplinary reasons from another educational institution or who poses an articulable, imminent, and significant threat to others will be evaluated as follows:

The Associate Dean of Admissions will present the applicant's case to an evaluation committee composed of the Chief of Police, SVP for Curriculum Services, General Counsel & VP of Legal Services, a Student Services Counselor, and the Associate VP for Enrollment Management, who will serve as chair/recorder.

The committee will review the case, request an interview with the applicant if necessary, and make a recommendation to the President (through the Senior Vice President of Student Services) within five (5) business days of the review. If the committee recommends admitting the student, no further review will be necessary. If the committee recommends not admitting the student, the President or his designee will make the final admission decision.

The Associate Dean of Admissions will notify the applicant of the decision

Non-Discriminatory Policy

Wake Technical Community College offers Equal Employment and Educational Opportunities to all employees, students, prospective employees, and prospective students. Affirmative Action, Equal Educational Opportunities and compliance with the American with Disabilities Act are viewed by the Board of Trustees as an integral part of the mission and purpose of Wake Technical Community College.

Questions concerning this policy should be addressed to:

Student Matters

Dean of Student Development/Student Conduct Officer
Main Campus: 919-866-5404
Northern Wake Campus: 919-532-5663

Employee Matters

Vice President for Northern Wake Campus and Human Resources, 919-532-5522

STEPS TO ENROLLMENT

1. Submit the Online Application for Admission, <http://admissions.waketech.edu>
2. Submit all official high school transcripts if required for placement into a particular program of study. **If it is determined your high school transcript is not from a valid institution, it may affect your ability to receive financial aid**
3. Submit official college transcripts for consideration of transfer of credits in your chosen program of study. However, all college transcripts are required for Health Science programs of study.
4. Apply for financial aid, if needed
5. Take appropriate placement tests (unless waived)
6. Contact advisor for course selection
7. Attend orientation, if required by program area
8. Attend class

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Any individual wishing to apply to Wake Technical Community College should complete the Online Application for Admission at <http://admissions.waketech.edu/>.

The application form should indicate the individual's classification as a curriculum student applicant, a special/visiting student applicant, or a concurrently enrolled (or dual enrollment) student applicant, as follows:

- A **curriculum student applicant** is any person who is pursuing admittance into a degree, diploma, or certificate program. Curriculum applicants must complete the standard Online Application for Admission and submit official high school transcripts, if required for placement into a program of study. Current and/or subsequent registrations and awarding of financial aid will be blocked if official transcripts are not on file.
- A **special/visiting student applicant** is any applicant who is planning to enroll in one or more curriculum courses but is **not** pursuing admission into a degree, diploma, or certificate program. Special/visiting student applicants must complete the standard Online Application for Admission and meet all course prerequisites. To verify completion of prerequisite courses, applicants must complete the Special Student Prerequisite Approval Form (https://secure.waketech.edu/eaglesnest/forms/files/1188_SSSpecStudPrereqAppr.pdf) and provide official or unofficial transcripts before registering.

Note: Generally, the special credit status is limited to 16 semester hours. Special credit students are not eligible for financial aid or veterans' benefits, nor are they permitted to earn any degree, diploma, or certificate awarded by the College. Students wishing to change from special credit to curriculum status must complete the standard Online Application for Admission and submit all necessary transcripts.

- **High School Programs**

The Career and College Promise program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students. For information about eligibility for the program contact the Director of Admissions.

Transcripts for Incoming Students

Each curriculum applicant must have official copies of transcripts of all previous high school and college (if any) work submitted directly to Wake Tech. Transcripts become the property of the College upon receipt and may not be copied for student use. Faxed copies are NOT considered official transcripts. Acceptance by Wake Tech is conditional, based on receipt of all final, official transcripts.

High School: Applicants who are high school seniors must have their school submit a transcript showing work through the first semester of the senior year, as soon as possible after the semester has ended, and a supplementary transcript showing graduation at the close of school. Students are required to submit all official transcripts. Current and/or subsequent registrations and awarding of financial aid may be blocked if official transcripts are not on file.

GED: Applicants who have a high school equivalency certificate should request that an official copy be sent directly to Wake Tech. Applicants can obtain documentation from the State GED Office in the state where the GED was issued.

College: Official transcripts of previous education in other colleges and universities should be submitted to Wake Tech. **Applicants presenting transcripts of completed associate degrees, or higher, will not need to submit high school transcripts, except in Health Sciences curricula, where ALL transcripts are required.**

How do I request my transcript from Wake Tech? Print the Transcript Request form online and deliver/mail or fax to Registration and Student Records Services in the Student Services Building, Room 254, on Main Campus – or you may complete and submit the request online. For more information see the Registration and Records chapter or go to <http://www.waketech.edu/student-services/registration-student-records/transcripts>.

PLACEMENT TESTING

The ACCUPLACER placement examination is administered to each applicant pursuing a degree, diploma, or certain certificate programs to determine the individual's skill level and readiness. Advisors use test results to place students in the appropriate mathematics, English, reading and writing classes. Placement test results are also used to determine whether developmental instruction is needed.

A student may be exempt from taking the ACCUPLACER placement examination or portions of the placement test if they meet one of the following criteria:

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- SAT scores of 520 or higher in Critical Reading (or Verbal) and 600 or higher in the Math section of SAT test, scores must be less than 5 years old at the time you apply to Wake Tech or
- ACT scores of 21 or higher in Reading, English, and Math sections of the ACT test, scores must be less than 5 years old at the time you apply to Wake Tech or
- A grade of “C” or better in college-level English and math course

Students who are non-native speakers of English will take the COMPASS-EFL test and may be required to enroll in English as a Foreign Language courses. More information regarding English as a Foreign Language can be found in the Student Services section under Academic Support and Opportunities. Applicants who have been notified that they need placement testing may make an appointment online at <http://testingcenter.waketech.edu> or call (919) 866-5461 to schedule an appointment.

To prepare for this computerized placement test, applicants should visit <http://testingcenter.waketech.edu/> for additional test preparation and sample test sites.

Placement Requirements for Curriculum Programs of Study

Associate Degree and Diploma Programs

- High school diploma or equivalent
- Sufficient mathematics and science to meet specific program requirements
- Placement inventories to aid in course placement and academic guidance
- Medical examination for certain Health Sciences programs
- Additional minimum requirements in some programs (contact the admissions advisor at 919-866-5000 for more information)

Certificate Programs

- Demonstrated ability to benefit from the training by having acceptable placement test scores or completion of 6 credit hours of college level coursework
- Placement inventories to aid in course placement, and academic guidance
- Medical examination for certain Health Sciences programs
- Additional minimum requirements in some programs (contact the admissions advisor at 919-866-5000 for more information)

In some instances, licensing or employment within certain fields may be limited by an individual's prior criminal record. Prospective students should check with an admission counselor or appropriate academic department head to determine if such sanctions apply to them.

CLASS SCHEDULE PUBLICATIONS

Class schedules for upcoming terms are made available approximately two to three months prior to the start of the term. Online class schedules are available on the Wake Tech website: <http://www.waketech.edu>.

The “Wake Tech Curriculum Education Credit Courses Registration Guide” for current and prospective students is available on the Wake Tech website. The guide is also available on the Main Campus, Health Sciences Campus, Adult Education Center, Western Wake Campus, and Northern Wake Campus; at community schools sites; at Wake County libraries; and through most chambers of commerce.

COURSE REGISTRATION INFORMATION

Students who are admitted to a curriculum degree, diploma, or certificate program will receive course planning and registration information from an admissions advisor or an Advising Center advisor. Based on the student's program of study, course planning and registration information after initial enrollment is obtained from a faculty advisor or Advising Center advisor.

Special students (those who have not declared a program of study) are not assigned a faculty advisor, Advising Center advisor, or admissions counselor; however, special students may seek course planning from the Advising Office as needed.

Registration is conducted online via WebAdvisor: <http://webadvisor.waketech.edu>. Click “Log in” if you are a current student; then select “Search for Sections” or “Search and Register” under the Registration heading. More detailed information is available by clicking on “WebAdvisor’s How to’s” at the bottom of the page.

Access to the registration system may be blocked if a financial or academic hold has been placed on a student's records. Some classes may require special permission to register from the curriculum dean. Visit Wake Tech's Registration and

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Student Records Services <http://registration.curred.waketech.edu> or WebAdvisor at <http://webadvisor.waketech.edu> for more information.

Your registrations will be deleted if payment is not received by the deadline listed for the period in which you registered. Students are responsible for paying for all scheduled classes by the published due dates. Wake Tech no longer mails invoices. Payment amounts and deadline dates are available from WebAdvisor. Students are strongly encouraged to pay tuition and fees by credit or debit card at the time of registration to avoid waiting in line for the cashier.

Currently enrolled degree, diploma, and certificate-seeking students are notified of upcoming registration periods through the academic calendar, on the [Student Portal](#), and notices around campus, by faculty advisors, and by email sent to each student's Wake Tech email address. The student is responsible for scheduling an appointment with an advisor.

Course Load

The maximum course load is 20 credit hours per term. To carry more than the maximum load, students pursuing a degree, diploma, or certificate must obtain an electronic override permission from the dean or the dean's designee.

LIMITED ENROLLMENT PROGRAMS

Some Wake Tech programs have more applicants than available space, as follows:

- Air Conditioning, Heating, and Refrigeration Technology
- Associate Degree Nursing
- Automotive Systems Technology
- Computed Tomography and
- Cosmetology
- Magnetic Resonance Imaging Technology
- Dental Assisting
- Dental Hygiene
- Emergency Medical Science
- Medical Assisting
- Medical Laboratory Technology
- Phlebotomy
- Radiography
- Surgical Technology
- Welding Technology

These "limited enrollment" programs may have unique admission requirements and may use additional criteria, such as postsecondary coursework, related work experience, or professional certification, for selecting applicants. Limited enrollment programs may also have their own policies, procedures, schedules, and deadlines, which are subject to change. Interested applicants should begin by contacting the Admissions Office and talking to an admissions advisor, who will answer initial questions and guide them through the next steps in the process. The advisor will then schedule an interview to further evaluate applicants' interests and abilities and provide more detailed information about specific programs of study.

CHANGE OF PROGRAM

Any student wishing to change from one curriculum to another must initiate the change through an Advisor at the Main, Northern Wake, Health Sciences, Western Wake, or Public Safety Education Campus. Students receiving VA educational benefits must also file a change of program request (VA form 22-1995) with the College VA certifying official (Financial Aid).

INTERNATIONAL STUDENTS

The International Student Office assists international student applicants who wish to apply for a student (F-1) visa. It also assists F-1 visa students in communicating with Citizenship and Immigration Services (CIS) regarding authorization of application for appropriate employment, extension of I-20 expiration date, transferring an I-20 to another college or university, travel abroad, and re-entry procedures and documentation of F-1 status. In addition, international students may seek advice and referral information on all aspects of living and studying in the United States. All international (F-1) students and other (non-immigrant) visa holders who want to convert to F-1 status are required by CIS regulations to have a current record of local and foreign addresses on file with the college.

Information about the application process for international students can be found at <http://international.waketech.edu/>.

READMITTED STUDENTS

Any student who withdraws from the College for reasons other than academic or administrative may be considered for readmission at any subsequent semester. Applicants who have not attended for **two years or more** must submit a new application and upon readmission, will be subject to the current program of study requirements. A student who has been dismissed for academic or administrative reasons for one semester or more may re-enroll upon approval by the Associate Vice President for Enrollment Services after a review of the student's situation with the division dean. Requests for re-

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enrollment must be in writing and addressed to the Dean of Students. Readmission and any conditions or restrictions attached to such readmission are at the discretion of the College.

Health Sciences curricula may have readmissions policies that differ from the general policies of the College. These policies will be made available to Health Sciences students in the Student Policy Handbook for each program.

STUDENT COMPLETION

Information about student completion in each of the academic programs is available to students online at <http://www.nces.ed.gov/IPEDS/COOL>. Other related information available via the **Wake Tech website** includes the Critical Success Factors and the Fact Book.

The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

WE ARE HERE TO HELP!

Locations

Main Campus, 9101 Fayetteville Rd. (401 South), Raleigh, NC 27603
Northern Wake Campus, 6600 Louisburg Rd., Raleigh, NC 27616
Health Sciences Campus, 2901 Holston Ln., Raleigh, NC 27610
Western Wake Campus, 3434 Kildaire Farm Rd., Cary, NC 27518
Public Safety Education Campus, 321 Chapanoke Rd., Raleigh, NC 27603

Curriculum Admissions

Should assistance be needed, please feel free to contact an Admissions Information Specialist at (919) 866-5420 or find information online at <http://admissions.waketech.edu>

Registration and Student Records Services

Location: Main Campus, Student Services Building, Room 243
Phone: (919) 866-5700

Advising

Phone: (919) 866-5474 or advising@waketech.edu



Remember to check the online College Catalog for the most up-to-date information at <http://catalog.waketech.edu>

2013 Critical Success Factors Eight Performance Measures for Accountability

A. Basic Skills Student Progress

Percentage of students who progress as defined by an educational functioning level.

System Goal	System Baseline	Average College Percentage
51.2%	20.6%	41%

Wake Technical Community College		
Total Students	Completing Level	Percent Complete
4,308	1,658	38.5%

B. GED Diploma Passing Rate

Percentage of students taking at least one GED test during a program year who receive a GED diploma during the program year.

Wake Technical Community College	System Goal	System Baseline	Average College Percentage
60.1%	82%	49.3%	71.1%

C. Developmental Students Success Rate in College-Level English Courses

Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "P", "C" or better upon the first attempt.

System Goal	System Baseline
74.9%	45.2%

Wake Technical Community College	# Students	# Success	% Successful			
			11-12	10-11	09-10	08-09
	795	435	54.7%	55%	54%	50%

D. Developmental Student Success Rate in College-Level Math Courses

Percentage of previous developmental math students who successfully complete a credit math course with a "C" or better upon the first attempt.

System Goal
75.4%

System Baseline
47.5%

Wake Technical Community College	# Students	# Success	% Successful			
			11-12	10-11	09-10	08-09
	1,355	853	63.9%	57%	62%	64%

E. First Year Progression

Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours.

System Goal
74.6%

System Baseline
53.2%

Wake Technical Community College	# Cohort	12 hrs attempted	12 hrs successfully completed	% Successful			
				11-12	10-11	09-10	08-09
	3,191	2,565	1,727	67.3%	67%	50%	64%

F. Curriculum Completion Rate

Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.

System Goal
45.6%

System Baseline
28.6%

Wake Technical Community College	# Cohort	% Graduates			
		2006	2005	2004	2003
	1,564	16%	18%	18%	20%

Wake Technical Community College	% Transfer, Not Graduate			
	2006	2005	2004	2003
	20%	16%	19%	19%

Wake Technical Community College	% Retained, Not Graduate or Transfer			
	2006	2005	2004	2003
	3%	2%	3%	2%

Wake Technical Community College	% Graduate, Transfer, or Retained			
	2006	2005	2004	2003
	39.1%	38%	40%	41%

G. Licensure and Certification Passing Rate

Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.

System Goal
93.8%

System Baseline
71.2%

2011 – 2012 Licensure and Certification Rate by Exam

BLET				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
42	86%	95%	91%	88%

Cosmetology				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
19	100%	NA	NA	NA

Dental Hygiene				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
23	83%	100%	79%	100%

Esthetician				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
18	24%	100%	90%	NA

Massage & Body Work		
11 – 12	11 – 12	10 – 11
# Tested	% Passed	% Passed
3	NA	100%

EMT				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	% Passed
Tested	Passed	Passed	Passed	Passed
168	90%	94%	92%	96%

Radiography				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
16	100%	100%	100%	100%

EMT - I				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
6	83%	86%	92%	79%

Registered Nursing				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
99	95%	90%	89%	92%

EMT - P				
11 – 12	11 – 12	10 – 11	09 – 10	08 – 09
#	%	%	%	%
Tested	Passed	Passed	Passed	Passed
9	100%	100%	100%	NA

H. College Transfer Performance

Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution.

Wake Technical Community College	30 or More Semester Hours		Associate Degree Recipients	
	Students	% ≥ 2.0	Students	% ≥ 2.0
	530	92%	235	93%

Wake Technical Community College	2010 – 2011 Totals			% ≥ 2.00	
	Students	# ≥ 2.0	% ≥ 2.0	09 – 10	08 – 09
	765	703	91.9%	92%	91%

2013-2014 CURRICULUM ACADEMIC CALENDAR SUMMARY

Event	Fall 2013 16 Weeks	Fall 2013 1st Mini-semester	Fall 2013 2nd Mini-semester	Spring 2014 16 Weeks	Spring 2014 1st Mini-semester	Spring 2014 2nd Mini-semester	Summer 2014 10 Weeks	Summer 2014 1st 5-Week Session	Summer 2014 2nd 5-Week Session
SEMESTER STARTS	8/16/13	8/16/13	10/18/13	1/6/14	1/6/14	3/5/14	5/20/14	5/20/14	6/25/14
SEMESTER ENDS	12/18/13	10/17/13	12/18/13	5/7/14	3/3/14	5/7/14	7/30/14	6/24/14	7/30/14
Schedule Adjustment Week Begins	8/16/13	8/16/13	8/16/13	1/6/14	1/6/14	1/6/14	5/20/14	5/20/14	5/20/14
Schedule Adjustment Week Ends	8/22/13	8/19/13	10/21/13	1/10/14	1/7/14	3/6/14	5/27/14	5/21/14	6/26/14
Deadline for dropping with 100% refund	8/15/13	8/15/13	10/17/13	1/5/14	1/5/14	3/4/14	5/19/14	5/19/14	6/24/14
Deadline for dropping with 75% refund (10% point of semester)	8/27/13	8/21/13	10/23/13	1/15/14	1/9/14	3/10/14	5/28/14	5/22/14	6/27/14
Deadline for withdrawing with W grade (60% point of semester) – 0% Refund	10/29/13	9/19/13	11/21/13	3/14/14	2/7/14	4/14/14	7/11/14	6/10/14	7/16/14
Mid-term break	10/3-10/8/13	10/3-10/8/13	N/A	3/17-3/21/14	N/A	3/17-3/21/14	N/A	N/A	N/A
Other breaks	9/2/13; 11/11/13; 11/28-11/30/13	9/2/13	11/11/13; 11/28-11/30/13	1/20/14; 4/18/14	1/20/14	4/18/14	5/26/14; 7/3/14	5/26/14	7/3/14
Final Exams	12/12-12/18/13	N/A	N/A	5/1-5/7/14	N/A	N/A	N/A	N/A	N/A
Deadline for Grade Submission by faculty on WebAdvisor	12/20/13 at 9:00 a.m.	10/24/13 at 9:00 a.m.	12/20/13 at 9:00 a.m.	5/8/14 at 5:00 p.m.	3/10/14 at 9:00 a.m.	5/8/14 at 5:00 p.m.	7/31/14 at 5:00 p.m.	7/1/14 at 9:00 a.m.	7/31/14 at 5:00 p.m.
Commencement Exercises	12/14/13 Ceremony Times TBA	12/14/13 Ceremony Times TBA	12/14/13 Ceremony Times TBA	5/3/14 Ceremony Times TBA	5/3/14 Ceremony Times TBA	5/3/14 Ceremony Times TBA	5/3/14 Ceremony Times TBA	5/3/14 Ceremony Times TBA	5/3/14 Ceremony Times TBA

General Information from the Registrar's Office

- This Curriculum Academic Calendar Summary is furnished for planning purposes and is subject to revision to meet changing conditions. Changes in the curriculum academic dates for 2013-14 will be posted online at <http://www.waketech.edu/calendar/> (click on the "Archives in PDF Format" link) and at <http://www.waketech.edu/student-services/registration-student-records>. Updates and corrections will also be disseminated via WTCC Outlook e-mail.
- Semester Class Days:** Fall and Spring semesters consist of 80 class days. Summer semesters consist of 50 class days. When using the online calendar (<http://www.waketech.edu/calendar/>) the numbers in the lower right-hand corner of the calendar blocks indicate the class day for the semester.
- Key Terms & Definitions:**
 - Adding a Course:** A student may change his/her registration by adding a course through the last day to add, as published in the academic calendar (i.e. Schedule Adjustment Week)
 - Auditing a Course:** Registration (including tuition charges) for courses to be audited is the same as for courses to be taken for credit.
 - Dropping a Course:** A student may change his registration by dropping a course prior to or on the 10-percent (subject to change) date of the semester/term.
 - Withdrawal Policy:** Students who withdraw or who are withdrawn for any reason, including attendance policy violations, on or before the 60% point are assigned a grade of W. Students who withdraw or who are withdrawn after the 60% point will be awarded a grade of WP or WF.
 - Graduation:** Graduation exercises are held at the end of the fall and spring semesters for all students who have completed degree or diploma requirements since the last graduation. Prospective graduates must request a graduation clearance by submitting an "Application for Graduation" form to the Registration and Student Records Services Division. The deadline for submitting this application is the last day of registration of the term in which the student will complete the requirements for the degree, diploma, or certificate. Potential Summer graduates who will enroll in their final coursework are allowed to participate in the May graduation ceremony.

REGISTRATION AND RECORDS

OFFICIAL COMMUNICATION WITH STUDENTS POLICY

New policies and policy changes will be communicated to students on the official Updates web page, located at <http://Updates.waketech.edu>.

Every curriculum student is provided with an official Wake Tech email account through the student portal (my.waketech.edu)

- Students must first activate their my.waketech.edu account, wait 24 hours, and then activate the email account.
- This college-issued email account is to be used for all email correspondence with instructors and other college officials.

Official correspondence from the college (communications from instructors, information about registration or financial aid, etc.) will be sent to students' Wake Tech email address **ONLY**. Instructors and college officials may refuse to accept student emails sent from other addresses.

For more information, visit my.waketech.edu and click on "Support". Video tutorials are available in the FAQ/Knowledge Base at <http://www2.waketech.edu/lore/studkb/category.php?id=9>.

TRANSCRIPT REQUESTS

The Wake Tech Registration and Student Records Services Division is responsible for all student records and for the protection of student rights as provided by the Family Education Rights and Privacy Act (FERPA). Transcripts of academic record will be issued only with written authorization by the student.

Official copies of transcripts may be obtained in person, with a photo I.D., at the Registration and Student Records Services Division in room 243A of the Student Services Building. Transcripts may also be requested by mail or fax or made online by downloading an order form at <http://www.waketech.edu/student-services/registration-student-records/transcripts>. Mail, fax, and online requests will be processed within 2 business days. One copy of a transcript will be provided per request.

Official Wake Tech transcripts are \$5 per copy. Student copies are available at no charge; however, no transcripts will be provided to students with outstanding debt to the College.

ADVANCED STANDING

Advanced standing is a means by which students can satisfy graduation requirements by applying transfer work and credits from placement examination. When it is determined that work from another college is equivalent to a Wake Tech course(s), students are given an equivalency for the advanced standing work, meaning that it is deemed equivalent to a specified Wake Tech course. However, no academic credit is awarded, and thus the equivalency will not count toward the student's grade point average.

Equivalencies will be noted on the official transcript as transferred equivalencies or non-course equivalencies. Equivalencies will be taken into consideration for program completion at Wake Tech only. Acceptance of advanced standing work at one college does not necessarily mean that acceptance will be given at every college. Students are encouraged to review the advanced standing policies at any college for which they may be considering to transfer or enroll.

Department and Special Course Challenge Examinations

Students seeking credit for non-transferable learning experiences for any course, except College/University Transfer and Pre-Curriculum, may request a challenge examination. Subject matter for which credit is sought must be equivalent to the course(s) being challenged. Challenge examination requests will not be accepted for incomplete or failed course work. Requests must be made with full justification to the appropriate academic dean or designee at the time of registration. Upon approval, the appropriate dean or designee will either direct the student to contact the Individualized Learning Center, on Main Campus, to schedule a time for the examination or contact the dean or department head to schedule the examination. Students who successfully challenge a course will receive credit for the course with a grade of "X" The course will not enter into grade-point average computations, but will count toward the total hours earned.

Students must register and pay tuition for courses to be challenged and must submit requests for challenge examinations after registering for the course(s) to be challenged. In order to get credit on the transcript record, it is necessary to remain registered for a class that has been challenged successfully. ENG 111, 112, 113, and 114, and all other College/University Transfer courses may not be challenged; instead, students may take the appropriate CLEP, AP, or DANTES exam.

Note: French and Spanish native speakers are not eligible to receive credit for 100 level foreign language classes.

Most challenge exams are administered within the appropriate department, however, a select number of courses including BUS 110, 121, 137, 147, 153; ENG 101; MAT 070, 080; PSY 101, 110, and 118 may be taken in the Individualized Learning

REGISTRATION AND RECORDS

Center (ILC) on main campus. Students challenging these select courses must obtain approval from the Division Dean and contact the ILC (919-866-5276) to schedule an appointment to take the exam. Both the Division Dean approved form # 610 and student photo identification is required for ILC administered challenge exams.

College Level Examination Program (CLEP) Credit

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. Contact the College Board at <http://clep.collegeboard.org/?affiliateId=rdr&bannerId=clep> for more information or to locate the nearest test site. All College Level Program (CLEP) credit will be evaluated on the basis of the receiving institution's policy.

CLEP Examination	Minimum Score Needed for Credit	Wake Tech Equivalency	Semester Hours
Business			
Financial Accounting	50	ACC 120	4
Business Law, Introductory	50	BUS 115	3
Information Systems and Computer Applications	50	CIS 110, 111	3
Management, Principles of	50	BUS 137	3
Marketing, Principles of	50	MKT 120	3
Composition and Literature			
American Literature	50	ENG 231, 232	6
Analyzing and Interpreting Literature	50	ENG 261, 262	6
College Composition	50	ENG 111, 112	6
English Composition without Essay	50	ENG 111, 112	6
English Literature	50	ENG 241, 242	6
College Composition Modular	N/A	N/A	N/A
Humanities	50	HUM 211, 212	6
Foreign Languages			
French Language, Level 1	50	FRE 111, 112	6
French Language, Level 2	59	FRE 111, 112, 211, 212	12
German Language, Level 1	50	N/A	N/A
German Language, Level 2	60	N/A	
Spanish Language, Level 1	50	SPA 111, 112	6
Spanish Language, Level 2	63	SPA 111, 112, 211, 212	12
Level 1 – Equivalent to the first two semesters (or 6 semester hours) of college-level foreign language course work			
Level 2 – Equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work			
History and Social Sciences			
American Government	50	POL 120	3
Educational Psychology, Introduction to	50	PSY 263	3
History of the United States I: Colonization to 1877	50	HIS 131	3
History of the United States II: 1865 to Present	50	HIS 132	3
Human Growth and Development	50	PSY 241	3
Macroeconomics, Principles of	50	ECO 252	3
Microeconomics, Principles of	50	ECO 251	3
Psychology, Introductory	50	PSY 150	3
Social Sciences and History	50	HIS 11 and HIS 112	6
Sociology, Introductory	50	SOC 210	3
Western Civilization I: Ancient Near East to 1648	50	HIS 121	3
Western Civilization II: 1648 to Present	50	HIS 122	3
Sciences and Mathematics			
Biology	50	BIO 111	4

REGISTRATION AND RECORDS

Calculus	48	MAT 223 or MAT 271	4
Chemistry	50	CHM 151	4
College Algebra	50	MAT 161*	3
College Algebra – Trigonometry2	50	MAT 175*	4
College Mathematics	50	MAT 140*	3
Precalculus	50	MAT 175*	4
Natural Sciences	50	N/A	
Trigonometry2	50	N/A	

*Equivalency is given only for the lecture (MAT ###) and not for the lab (MAT ###A)

Table Last updated 12/18/12

Advanced Placement (AP) Credit

The College Entrance Examination Board sponsors an advanced placement program that enables high school students to complete college-level courses and to demonstrate college-level achievement through examinations. Wake Tech will award non-course work equivalency for students who meet minimum scores on AP exams. These equivalencies can then be applied toward the student's graduation requirements.

Note to students pursuing College Transfer degrees (Associate in Arts or Associate in Sciences) or students intending to transfer courses to UNC-system schools: "Advanced Placement (AP) course credits awarded for a score of three or higher, are acceptable as part of a student's successfully completed general education core under the Comprehensive Articulation Agreement. Credit for two successive courses can only be awarded with a score of five.

Only one course of credit (MAT 271 for four credit hours) may be awarded for the AP Calculus AB exam with a score of three, four, or five; two courses of credit (MAT 271 and 272 for eight credit hours) may be awarded for the AP Calculus BC exam with a score of three, four or five. Students who receive AP course credit at a community college but do not complete the general education core will have AP Credit awarded on the basis of the receiving institution's AP policy. Transferred-in courses from institutions other than North Carolina community colleges are not a part of this agreement.

AP Examination	Minimum Score Needed for Equivalency	Wake Tech Course Equivalency	Semester Hours
Art History	3	ART 114 and ART 115	6
Biology	3	BIO 111	4
	4	BIO 111 and BIO 112	8
Chemistry	3	CHM 151	4
	4 or 5	CHM 151 and CHM 152	8
Computer Science A	3	CIS 115	3
Computer Science B	3	CIS 115 and CSC 120	7
Economics, Macro	3	ECO 252	3
Economics, Micro	3	ECO 251	3
English, Language and Composition	3	ENG 111 and 112 or	6
English, Literature and Composition	3	ENG 111 and ENG 113	6
Environmental Science	3	BIO 140 and BIO 140A	4
European History	3	HIS 121 and HIS 122	6
French Language	3	FRE 111, 181, 112, and 182	8
	4	FRE 111, 181, 112, 182, 211, and 281	12
	5	FRE 111, 181, 112, 182, 211, 281, 212, and 282	16
French Language Literature	4	FRE 111 and 181	4
	5	FRE 111, 181, 112, and 182	8

REGISTRATION AND RECORDS

Spanish Language	3	SPA 111, 181, 112, and 182	8
	4	SPA 111, 181, 112, 182, 211, and 281	12
	5	SPA 111, 181, 112, 182, 211, 281, 212 and 282	16
Spanish Language Literature	4	SPA 111 and 181	4
	5	SPA 111, 181, 112, and 182	8
Government and Politics, Comparative	3	POL 210	3
Government and Politics, United States	3	POL 120	3
Mathematics, Calculus AB	3, 4, or 5	MAT 223* or MAT 263* or MAT 271	3
Mathematics, Calculus BC	3, 4, or 5	MAT 223* or MAT 263* or MAT 271 and MAT 272	3
Physics, Physics B	3	PHY 131 and PHY 133	8
		or PHY 151 and PHY 152	8
		or PHY 251	4
Physics, Physics C: Mechanics	3	PHY 131 or PHY 151 or PHY 251	4
Physics, Physics C: E and M	3	PHY 252	4
Psychology	3	PSY 150	3
Spanish – Language and Literature	3	SPA 111 and SPA 112	6
	4	SPA 211	3
	5	SPA 212	3
Statistics	3	Mat 151* or MAT 155*	3
US History	3	HIS 131 and 132	6
*Equivalency is given for only the lecture (MAT ###) and not for the lab (MAT ###A)			

Table Last updated 12/18/12

Dantes Standardized Subject Tests (DSST)

The DANTES Program (Defense Activity for Nontraditional Education Support) is a testing service conducted by Educational Testing Service (ETS). DANTES, an agency of the Department of Defense, was created to help service members obtain credit for knowledge and skills acquired through nontraditional educational experiences. Since World War II, DANTES has sponsored and administered tests that provide qualified military personnel with the opportunity to obtain academic credit. DANTES Subject Standardized Tests provide a way for military personnel to obtain credit by examination for knowledge of material commonly taught in college courses.

DANTES Examination	Minimum Score Needed for Equivalency	Wake Tech Course Equivalency	Semester Hours
Art of the Western World	48	ART 114	3
Introduction to World Religions	49	REL 110	3
Principles of Public Speaking	47	ENG 115	3
Technical Report Writing	47	ENG 114	3
Introduction to Computing	45	CIS 110	3

Table Last updated 12/18/12

Curriculum French and Spanish Placement Exams

Students who think that their language skills will earn them credit for more than one course and want to get as much credit as quickly as possible should take the CLEP exam. For specific information on CLEP testing, please visit the website for <http://www.collegeboard.org/>.

REGISTRATION AND RECORDS

Foreign language faculty reserves the right to request that a student take the Language Placement Exam. In as much as some divisions have adopted more restrictive challenge examination procedures, students should make every effort to start the challenge examination process as soon as they register for the course(s). Students must take all challenge examinations no later than the 10-percent point of the semester or term. Students may obtain information on the results of their examination by inquiring at the Registration and Student Records Services Division. Positive photo identification will be required. Results of challenge examinations will be mailed after the exams have been graded and results forwarded to the Enrollment and Records Services Division.

The following students **MUST** take the Wake Tech PLACEMENT EXAM to determine the level at which they should continue their foreign language studies:

- Native speakers: Students who received their primary literacy education in French or Spanish.
- Heritage learners: Students who have not received their primary literacy education in French or Spanish. Language skills acquired vary by household and may not include reading and writing skills in the second language.
- Students who have earned a grade of B (87) or better on each of the THREE years of high school study of the same language.
- Students who have lived or have studied in a Spanish or French speaking country.
- Incoming transfer students returning to the study of French or Spanish begun in high school, but not previously pursued at the college level.

Students may take the Language Placement Exam in a given foreign language only once; they may not take the exam if they are currently taking or have taken a foreign language course at Wake Tech. If a student believes his or her placement level is too low or too high, he or she should contact the Foreign Language Department Head. Foreign language faculty reserves the right to request that students take the Language Placement Exam.

Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) Credentials

Students applying for entry into: Office Administration, Office Administration/Legal, Medical Office Administration, Business Administration, Business Administration/Human Resources Management, and Business Administration/Electronic Commerce programs will be granted equivalency for related Wake Tech equivalencies, upon documented proof of earning the CAP, CPS, CPC, CCA, or CCS-P rating within the last six years.

CAP or CPS Rating	Wake Tech Course Equivalency	Semester Hours
Part I Finance and Business Law	BUS 115	3
	ACC 120	4
	ECO 252	3
Part I (a.) Office Systems & Technology	OST 131	2
	CIS 110	3
Part II Office Systems and Administration	BUS 260	3
	CIS 110	3
	OST 131	2
	OST 181	3
Part II (a.) Office Administration	OST 184	3
	BUS 260	3
Part III Management	BUS 137	3
	BUS 151	3
	BUS 153	3
Part IV Organizational Planning	HUM 230	3
	BUS 137	3
	BUS 153	3
CPC, CCA, or CCS-P	Wake Tech Course Equivalency	Semester Hours
CPC Certificate	OST 148, OST 247, and OST 248	7
CCA Certificate	OST 148, OST 247, and OST 248	7
CCS-P Certificate	OST 148, OST 247, and OST 248	7

Table Last updated 12/18/12

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Emergency Medical Science Advanced Placement through Certification

Students may receive advanced standing in the EMS prefix classes through certification. Other EMS courses may be challenged by the student based on experience at the discretion of the EMS Department Head. The student must score 78 percent or better to receive challenge credit. Challenges of EMS courses to gain higher certification are not allowed.

Certification	Wake Tech Course Equivalency	Semester Hours
EMT – Basic Certification	EMS 110	7
One year active service as an EMT	EMS 150	2
EMT – Intermediate Certification	EMS 120 and EMS 121	5

Table Last updated 12/18/12

Associate Degree Nursing - Advanced Placement Option for LPNs

The LPN to ADN Advanced Placement Option awards eligible licensed practical nurses 19 credit hours toward the Associate Degree Nursing program, pending successful completion of core nursing courses. Applicants must meet all standard admission requirements for the Associate Degree Nursing program and must have completed BIO 168, BIO 169, BIO 155, ENG 111, PSY 150, and PSY 241.

Students should contact the Associate Degree Nursing Department Head or a Health Science Admissions Counselor with questions about admission criteria.

LPN Credentials	Wake Tech Course Equivalency (Awarded at end of program)	Semester Hours
LPN Diploma and Licensure	NUR 111	8
	NUR 112	5
	NUR 113	5
	NUR 211	5

Table Last updated 12/18/12

AARTS (Army/ACE Registry Transcript System)

Prospective students who have military experience may be able to obtain some equivalencies toward an AAS degree, diploma, or certificate. This equivalency is the result of training received in military services. Individuals seeking equivalency for military training must have an official AARTS transcript sent to the College. The appropriate dean or department head will evaluate the transcript and equivalency awarded as appropriate.

Effective January 1, 2013, AARTS will be transitioning to the Joint Services Transcript (JST) which is a new electronic transcript service. The JST will produce a uniform transcript of all military training and experiences to service members of all branches, and will include Army Officer and Warrant Officer training, joint military training conducted by other services, and DANTES funded test scores. The merger of AARTS to the JST is expected to be completed by December 31, 2012. Personnel data should be reviewed for accuracy and ensure that completed training is documented in the Army Training Requirements and Resource System (ATRRS).

Navy Articulation Agreement

Wake Tech will award equivalencies for specific naval training courses in partial fulfillment of program requirements leading to an Associate in Applied Science degree in Industrial Systems Technology. Completion of coursework through Wake Tech and the Navy training curricula and job experience is required before the student is eligible to receive the associate's degree from Wake Tech.

US Navy Course	Wake Tech Course Equivalency	Semester Hours
Basic Ent. Submarine School	BPR 111	3
	MNT 110	2
Mach. Mate Sub. A	ELC 117	4
	HYD 121	2
	PLU 111	2
MM/Auxiliary	MNT 111	
Fireman	BPR 130	2

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	MNT 150	2
Sub. Atmosphere Systems	AHR 112	4
Third Class (E-4)	ELC 113	4
	PLU 211	3
	ELC 115	4
	MNT 240	2
Pneumatics Submarine Maintenance	MNT 220	2
Sub. Refrig. R-12	AHR 113	4
Sub. Hyd. Combined	MNT 230	2

Table Last updated 12/18/12

Carolinas Associated General Contractors Articulation Agreement

Wake Tech will award equivalencies for specific CAGC courses in partial fulfillment of program requirements leading to an Associate in Applied Science degree, diploma, or certificate in Construction Management Technology.

CAGC Course	Wake Tech Course Equivalency	Semester Hours
Course 1 – Professional Construction Supervisor	CMT 210	3
Course 2 – Total Safety Performance	CMT 212	3
Course 3 – Effective Preplanning and Project Scheduling	CMT 214	3
Course 4 – Cost Control and Productivity Improvement	CMT 216	3
Course 5 – Human Side of Project Success	CMT 218	3

Table Last updated 12/18/12

Computer Concepts

Wake Tech will award equivalencies for specific computer-related credentials awarded by a third party, including IC3 Exams by Certiport, Microsoft Certification, Cisco Course Completion and Certification, as well as CompTIA certification.

Accrediting Agency	Wake Tech Course Equivalency	Semester Hours
IC3 Exams by Certiport:		
IC3 – Living Online Key Applications Computing Fundamentals (All 3 must be successfully completed)	CIS 111	2
Microsoft:		
Windows 7-Configuring	NOS 130	3
Windows 7 – Enterprise Desktop Supt. Tech.	CTS 272	3
Windows Server 2008 – Server Administrator	NOS 230	3
Windows Server 2008 – Ntwk. Infrastruct. Config.	NOS 231	3
Windows Server 2208 – Appl. Infrastruct. Config.	NOS 232	3
Windows Server 2008 – Active Directory Config.	NET 198	3
Cisco: Partial Course Completion		
CCNA Exploration 1: Network Fundamentals	NET 125	3
CCNA Exploration 2: Routing Protocols & Concepts	NET 126	3
CCNA Exploration 3: LAN Switching & Wireless	NET 225	3

REGISTRATION AND RECORDS

CCNA Exploration 4: Accessing the WAN	NET 226	3
CCNA Discovery 1: (both courses must be completed) Networking for Home & Small Business Working at a Small-to-Medium Business or ISP	NET 125 NET 126	3 3
CCNA Discovery 2: (all four courses must be completed) Networking from Home & Small Businesses Working at a Small-to-Medium Business or ISP Introducing Routing & Switching in the Enterprises Designing & Supporting Computer Networks	NET 125 NET 126 NET 225 NET 226	3 3 3 3
CCNA Discovery 3 (all 5 courses must be completed) Networking to Home & Small Business Working at a Small-to-Medium Business or ISP	NET 125 NET 126	3 3
CCNA Exploration 5 Routing Protocols & Concepts LAN Switching & Wireless Accessing the WAN	NET 225	3
CCNP: Implementing Cisco IP Routing	NET 270	3
CCNP: Implement Cisco IP Switched Networks	NET 272	3
CCNP: Troubleshooting & Maintain Cisco IP Networks	NET 273	3
Cisco: Completed Certification Process		
Cisco Certified Network Associate (CCNA)	NET 125, NET 126, NET 225, and NET 226	12
Intercon. Cisco Ntwk Devices 1/Cisco Cert Ent Lev Tech. (ICND1)	NET 125	3
Interconnecting Cisco Network Devices 2 (ICND2)	NET 125, NET 126, NET 225, and NET 226	12
Cisco Certified Network Professional (CCNP)	NET 270, NET 272, and NET 273	9
CompTIA:		
A+ Essentials & A+ Practical Applications	CTS 120 and CTS 220 or CTS 120 and NOS 110	6
Network +	NET 110	3
Security +	SEC 110	

Table Last updated 12/18/12

High School Articulation Agreement (HS)

North Carolina Department of Public Instruction and the North Carolina Community College System have a statewide articulation agreement in which students may be eligible to receive college credit after completion of identified Career-Technical Education (CTE) courses in high school. This agreement creates a systematic and seamless process in which students can move from high school to community college without having to duplicate efforts or repeat courses. Criteria used to award college credit for identified CTE courses include the following:

- Final grade of B or higher in the course
- A RAW score of 93 or higher on the standardized CTE post-assessment test. (score revision effective Fall 2012)
- To receive articulated credit, students must enroll at the community college within two years of his or her high school graduation date.
- The student's official high school transcript must include the CTE post-assessment scores.

REGISTRATION AND RECORDS

Community college officials have the responsibility for verifying and accepting the articulated course or courses on the high school transcript for college credit.

TRANSFER CREDITS

Transferred Coursework

Wake Tech will consider courses for transfer equivalency from other colleges or accredited collegiate institutions. Such institutions must be accredited by a commission responsible for accrediting degree-granting institutions classified as collegiate, and one that is housed in a regional or national accrediting agency.

Only those courses with a grade of "C" or higher will be considered for transfer. Developmental Math credits (DMA course prefix) from a North Carolina community college will be considered for transfer with a grade of "P" for passing. The course must be equivalent in content (and in college/university transfer, credit hours) to a Wake Tech course. Official transcripts from accredited institutions will be reviewed against established standard equivalencies; transfer equivalency will be recommended by the appropriate dean (or a designee).

All decisions about transfer equivalency are discretionary on the part of the college: whether equivalency will be allowed, how much will be allowed, and how it will be applied. The college will apply principles recommended by accredited higher education organizations that set standards for transfer credit. These principles focus on the level, content, quality, and comparability of a course and its relevance to the student's intended program.

It is not necessary for students to request a review of transferred coursework. When official transcripts are received for an applicant in a curriculum program, the transcripts are sent to the Transfer and Non-Course Credit department for initial review against established standard equivalencies. Any courses that are not found in the standard equivalencies database are forwarded to the registrar or curriculum deans for review and decision. Recommended equivalencies are given and noted on the student's academic record.

Note: A granted equivalency means only that a course is equivalent to a Wake Tech course. It **does not** mean that the course satisfies a graduation or program requirement; that determination depends on whether the course is listed as a requirement for the specific program (major) the student enrolled in at the time of admission to the college. A student who changes programs (major) should request a transcript re-evaluation to determine if the change affects graduation or program requirements.

Some programs may also have a time limit on transferability of selected courses. The academic dean has the option of moving the student to a more current version of the program of study, which may alter the impact of previously awarded transfer credit toward program completion.

Transfer credit does not factor into a student's curriculum GPA calculation. A grade of TA, TB, or TC is awarded for the transferred credit internally to aid with financial aid evaluations. These transfer credit grades do not appear on the student transcript.

Students must complete at least 25 percent of the hours required for a degree, diploma, or certificate in residence at Wake Tech, and final coursework must be completed in residence.

FEES & PAYMENT

Effective July 1, 2013

Note: Tuition may be increased.

Class Tuition & Fees

The State Board of Community Colleges establishes tuition annually; and the Wake Technical Community College Board of Trustees establishes special fees associated with some classes. Tuition and fees are listed below and are subject to change without notice.

All tuition and fees are due by the published payment due dates. Students may pay:

1. **BY WEB** at <https://webadvisor.waketech.edu>. WebAdvisor may be unavailable for weekly scheduled maintenance between Thursday, 8 a.m. through Friday, 8 a.m..
2. **BY DROP BOX** located in front of the Cashier's Office at the Wake Tech main campus, Holding Hall, 9101 Fayetteville Road, Raleigh, NC 27603
3. **BY MAIL** to the Cashier's Office, Wake Technical Community College, 9101 Fayetteville Road, Raleigh, NC 27603

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4. **IN PERSON** at the Cashier's Office at the Main Campus, Health Sciences Campus, Northern Wake Campus or Western Wake Campus

Payments may be made using personal check, debit card, credit card (Mastercard or Visa) or cash. If you choose to pay by personal check, it is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. Textbooks are purchased by students as they are needed. Costs of textbooks vary, depending upon the curriculum in which the student is enrolled.

All rates are subject to change by action of the North Carolina Legislature (**tuition**) and the Wake Technical Community College Board of Trustees (**fees**).

Tuition

North Carolina Students

16 credit hours or more \$ 1144.00 /term
Less than 16 credit hrs. \$ 71.50 /credit hr.

Out-of-State Students

16 credit hours or more \$4,216.00 /term
Less than 16 credit hrs. \$263.50 /credit hr.

Fees

Fees are established by the Trustees of the College and are subject to change without notice.

Application Fee

Wake Technical Community College does not charge any type of application fee with the exception of International Students*.

*International Students are charged a \$30 application fee.

Student Activity Fee

\$32.50 per semester (applies to fall and spring semesters only)

Campus Access Fee

Charged per semester during registrations at Main, Health, Western Wake, Northern Wake, or Public Safety Education Campuses:

- \$50.00 per term during fall and spring semesters
- \$25.00 per term during summer semester

Computer Use/Technology Fee

\$1.00 per credit hour per term (\$16.00 maximum)

Professional Liability Insurance

\$6.00 per term for Health Sciences Students

\$6.00 per term for Cosmetology and Esthetics Students

Graduation Fee (due when registering for the final term)

\$35.00 for Diploma/Degree Student

*No charge for Certificate Programs

Official Transcript Fee

\$5.00 each per request

Music Fee

\$240 per course for MUS 161, MUS 162, MUS 261, MUS 262

Facility Fee - Community Schools

A Facility Fee of \$25 per class will be charged to students attending classes at community schools locations. Fees will be collected by Wake Technical Community College at time of registration. Community school fees are established by the Wake County Public School System and are subject to change without notice.

REGISTRATION AND RECORDS

Facility Fee - Ice Skating, Bowling and Golf

Facility fees are charged to students registering for the following classes:

PED 177 - \$85.00

PED 139 - \$80.00

PED 128 - \$40.00

Facility Fee - State Personnel Development Center (SPDC)

A lab facility fee of \$25.00 per course is charged to students attending classes at the State Personnel Development Center (101 W. Peace Street, Raleigh, NC).

Audits

Registration and tuition charges are the same as for courses taken for credit. Audit classes earn neither credit hour nor quality points. **Requests to audit must be submitted to the Office of the Registrar by the last day of registration.**

Self-Supporting Registration Fees

The fee for self-supporting classes, denoted by an "S" at the end of the section number, is \$76.50 per credit hour. There are no rate differences for in-state and out-of-state students and no waivers for senior citizens, dual enrollment students, staff, etc. No maximum cost based on a maximum number of credit hours, applies to self-supporting classes. For example, if you registered for 16 credit hours as an in-state student at the regular tuition rate, the tuition amount due would be \$904. If you added a three-credit-hour class at the self-supporting rate, your tuition would be \$904 plus \$229.50 for the self-supporting registration fee.

Returned Checks and Unpaid Accounts

Any student who has a returned check shall be notified by certified letter. If the returned check is not cleared within the specified time, all academic records will be frozen until the account is cleared. Students who develop a pattern of payment by returned checks will have this payment option revoked. Once identified, these individuals will be required to pay by cash, money order, certified check or credit card. Our bank is authorized to present NSF checks for payment a second time which may result in additional fees being assessed.

Unpaid student accounts, including returned checks and unpaid parking tickets, will prevent graduation, granting of credit, or release of transcript.

Senior Citizen Tuition Waiver

Effective July 1, 2013, senior citizens age 65 and older are required to pay for tuition and fees for **all** community college classes.

REFUND POLICY

Curriculum Classes

Refunds are processed under the North Carolina Community College System (state) refund policy.

Tuition refunds are automatically processed based on deadlines and drop dates and are mailed to the student address on file in the College's records. Therefore, it is very important that students submit address changes to the Registration and Student Records Services Division as soon as they occur.

Refund checks are only written after the 10% date in the term. Checks are mailed from the Accounting Office within four (4) weeks after the 10% date. This date is published in all class schedules and registration information each term. All refunds are paid by check.

Tuition

Tuition is charged on a per-credit-hour basis up to a maximum of 16 credit hours per term. There is no additional tuition charge for registration in excess of maximum credit hours. Students will be eligible for refunds when course drops or withdrawals result in enrollment for less than maximum credit hours and meet the applicable conditions described below.

Regular-schedule classes that begin the first week (seven calendar days) of the semester:

1. A **100% refund** shall be made if the student drops the class prior to the first day of the academic semester as published on the College calendar.
2. A **75% refund** shall be made if the student drops the class on or after the first day of the semester and prior to or on the official **10%** point of the semester, as published in the College calendar.

Classes that begin at times other than the first week (seven calendar days) of the term:

REGISTRATION AND RECORDS

1. A **100% refund** shall be made if the student drops the class prior to the first class meeting.
2. A **75% refund** shall be made if the student drops the class prior to or on the **10%** point of the class.
3. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
4. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.

Cancelled Classes

A **100% refund** shall be made if the class in which the student is officially registered is cancelled by the College.

Military Tuition

Upon request of the student, the college shall 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 outside the state of North Carolina that make it impossible for them to complete their course requirements.

Registration Fee-Self-Supporting Classes

The registration fee for self-supporting classes is charged separately from (in addition to) the tuition charges. Therefore, refunds for these classes are also calculated separately. Otherwise, the policies and deadlines listed prior also apply to self-supporting classes.

To be eligible for a refund a student must officially drop the class, using WebAdvisor or via the Registration Change Request form if the registration system has closed for the term, by the deadlines indicated.

Fees

When the student withdraws entirely and the tuition refund is approved by the College as set forth above, student activity, community schools, and graduation fees will be refunded in total.

Death of a Student

In the event of a student's death, all tuition and fees the student had paid for that term may be refunded to the estate of the deceased.

Books

Books will be accepted for full refund when the student withdraws from the College or drops a class on or before the **10% point** in the semester, provided the books have not been marked in or otherwise defaced. Requests for book refunds are to be presented with the sales receipt by the student by the **10% point** in the semester to the Bookstore Manager, who is authorized to accept or reject the request for refund. Website: <http://bookstore.waketech.edu>.

REGISTRATION DATES

Students begin registering at different times, depending on their status as:

1. Continuing degree/diploma/certificate-seeking students, based on the number of credits completed at Wake Tech;
2. Newly admitted;
3. Special students (non-degree seeking); or
4. High school/Career & College Promise/early admission.

Registration windows and other important dates are located on the Registration Calendar at <http://calendars.waketech.edu>. For a general overview of important dates, please see the Academic Calendar at the end of the admissions chapter. Please note that calendars are subject to change, and the calendar's web address should be viewed for the final calendar dates.

RESIDENCY CLASSIFICATION

To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least the 12 months immediately prior to his or her classification as a resident for tuition purposes. To be eligible for such classification, the individual must establish that his or her presence in the state during such 12-month period was for the purpose of maintaining a bona fide domicile rather than for purposes of mere temporary residency incident to education.

Aliens are subject to the same considerations as U.S. citizens in the determination of residency status for tuition purposes, except that holders of B, C, D, F, J, M, P, Q, or S visas may not be considered residents for tuition purposes and their dependent relatives are not eligible for a tuition rate less than the out-of-state rate. Holders of E, H, L, O, or R visas may (under certain circumstances) be eligible for the in-state tuition rate.

REGISTRATION AND RECORDS

Regulations concerning residency classification for tuition purposes are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of this Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available for student inspection in the Registration and Student Records Services Division.

Determination of student resident status for tuition purposes:

1. Upon applying for admission to the College, each prospective student is classified as a resident or non-resident of North Carolina for tuition purposes, according to the student's declaration at the time of application.
2. In the case of an individual who is originally classified as non-resident and later requests reclassification to resident status, the individual will be asked to complete a "Residency and Tuition Status Application." Along with the completed application, two proofs must be provided support a claim for in-state status. Additional forms may be needed if the student is not a naturalized citizen of the United States. These forms are available on the College's website. Registrar staff will review the application, make a determination about residency status, and advise the individual in writing of the decision.

Procedures for Hearing Appeals

In the event that an individual disagrees with the Registrar's ruling on his/her residency status, the ruling may be appealed to the College Residency Committee, which has been established by the President of Wake Technical Community College. The appeal must be made in writing to the Vice President of Student Services.

North Carolina Residency Forms
Residence and Tuition Status Application or https://secure.waketech.edu/eaglesnest/forms/files/427_SSncresapp.pdf
- Attachment A: Visa Information or https://secure.waketech.edu/eaglesnest/forms/files/427A_SSncres-visa.doc
- Attachment B: Parent or Spouse of Student or https://secure.waketech.edu/eaglesnest/forms/files/427B_SSncres-sup.doc

WE ARE HERE TO HELP!

Locations

Main Campus, 9101 Fayetteville Road (401 South)
Northern Wake Campus, 6600 Louisburg Road
Health Sciences Campus, 2901 Holston Lane
Western Wake Campus, 3434 Kildaire Farm Road
Public Safety Education, Campus 321 Chapanoke Road

Curriculum Admissions

Should assistance be needed, please feel free to contact an Admissions Information Specialist at (919) 866-5420 or find information online at <http://admissions.waketech.edu>

Registration and Student Records Services

Location: Main Campus, Student Services Building, Room 243
Phone: (919) 866-5700

Advising

Phone: (919) 866-5474 or advising@waketech.edu

FINANCIAL AID

FINANCIAL AID

The Wake Tech Financial Aid program exists to ensure that no qualified student will be denied the opportunity to continue his or her education because of economic disadvantages. Through a program of scholarships, grants, work-study, and loans, students enrolled at the College are able to supplement their own resources and those of their families to complete a course of study. For detailed information on financial aid programs offered at Wake Technical Community College, and how they are distributed, refer to the publication available in the Financial Aid Office or online at <http://financialaid.waketech.edu>.

FINANCIAL AID APPLICATION

To apply for financial aid you must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The FAFSA should be completed as soon as possible after January 1 for the upcoming academic year, using your/your parents' prior year's federal tax information. If you prefer not to complete the application online you may call the Central Processing Center (1-800-433-3243) and request a paper application.

DEADLINE & "PRIORITY" DATES

IF YOU PLAN TO ENROLL:	FAFSA must be completed online by:	All required paperwork must be submitted to the Financial Aid Office by:
Fall Semester	May 1	June 1
Spring Semester	October 1	November 1
Summer Term	April 1	April 15

Note: If the date listed above falls on a weekend or holiday, the paperwork is due the next business day.

Once your eligibility for financial aid has been determined you will receive an e-mail notifying you that your financial aid award may be viewed on WebAdvisor. The e-mail notification will be sent to your official student e-mail address, my.waketech.edu.

If your eligibility for financial aid has not been determined or your file is not complete by the dates listed above, you will be responsible for payment of your tuition, fees, and bookstore charges.

Student Responsibilities

To receive Federal Title IV assistance and state assistance:

- You must demonstrate financial need.
- You must have a high school diploma or a General Education Development (GED) certificate on file with the College. ***See note below.**
- You must be enrolled at least half time (6 credit hours) in an eligible program of study.
- You must be a U.S. citizen or an eligible non-citizen.
- You must have a valid Social Security number.
- You must maintain satisfactory academic progress.
- You must sign a statement on the FAFSA certifying that federal student aid will be used for educational purposes only
- You must sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- You must answer a question on the FAFSA about whether you have been convicted of possessing or selling illegal drugs.
- You must register with Selective Service, if required.

* Note: Valid High School Diploma or GED Required to Receive Financial Aid

To receive financial aid, students must have a valid high school diploma or GED. Students who have a high school diploma that is determined to be invalid are ineligible to receive financial aid; a diploma will be considered invalid if there is reason to believe that limited coursework was required to complete the diploma or a fee was charged by the agency that issued the diploma.

FINANCIAL AID

Students who wish to receive financial aid may establish eligibility by completing one of the following requirements based on their first period of enrollment. Enrollment is defined as actively registered and attending classes.

Enrollment **prior** to July 1, 2012

1. Complete GED
2. Pass an approved ability to benefit test and earn the minimum required score
3. Enroll and pass a minimum of six curriculum credit hours
4. Transfer six credit hours from a previous institution

Enrollment **after** July 1, 2012

1. Complete GED

You will not be denied admission to Wake Tech; however, you will not be eligible to receive financial aid until one of the above items is completed. Please contact Regina Huggins, Dean, Financial Aid & Veteran Affairs, if you have questions regarding this requirement.

GRANTS

Wake Technical Community College offers several different federal and state grant programs. Grants are gifts of financial aid and as such do not generally have to be repaid as long as a student remains enrolled each semester. Students who withdraw completely may be required to repay a portion of federal grant funds received.

Federal Grant Programs

Federal Pell Grants

Student must be a U.S. citizen or permanent resident enrolled in an eligible program; demonstrate financial need, and meet all other eligibility requirements. Students must complete the Free Application for Federal Student Aid (FAFSA). For 2012-2013, annual awards range from \$555-\$5550. The maximum PELL-eligible Estimated Family Contribution (EFC) is 4995, with a minimum award for a full-time student of \$602. Award ranges are subject to change based on if Congressional action.

Lifetime Eligibility for Federal Pell Grants

Effective July 1, 2012, Pell grants are limited to a lifetime maximum of the equivalent of twelve full time semesters or six years (or 600%) for community colleges, vocational schools, four-year public and private universities. Limits will be tracked by the Department of Education for each institution the student has attended.

A full year (100%) of eligibility is counted regardless of the amount of the grant received. For example, a student who is eligible for \$3000 in Pell grant received \$1000 in the fall term, \$1500 in the spring term, and \$500 in the summer term, has been awarded 100% for the year. Pell grants are only available to undergraduate students, so once a student has earned a bachelor's degree, he is no longer eligible for Pell, even if the 600% eligibility has not been met. Students are also required to meet and maintain satisfactory academic progress standards to maintain eligibility.

Federal Supplemental Educational Opportunity Grants (FSEOG)

To be considered, students must be PELL-eligible and must have an EFC of zero. Students who submit the FAFSA by March 15 (and all supplemental paperwork by May 1) will receive priority consideration. Due to limited funding, the maximum award at Wake Tech is \$800 per academic year. Awards will be reduced for students enrolled less than half-time.

Federal Work Study Program

Federal work study provides part-time employment opportunities to students in need of financial assistance. Students generally work 10-15 hours per week. Awards are based on available funding. Student must complete the FAFSA in order to be considered for this grant and must demonstrate financial need.

Student must be enrolled at least half-time in an eligible diploma or associate degree program and must maintain satisfactory academic progress to qualify for work study. Federal Work Study Earnings are paid on a monthly basis after a time record has been signed, approved, and processed by the Financial Aid Office.

Iraq and Afghanistan Service Grant (IASG)

If your parent or guardian died as a result of military service in Iraq or Afghanistan, you may be eligible for an Iraq and Afghanistan Service Grant, provided you meet the following conditions:

- you meet all requirements for the Federal Pell Grant, however your Expected Family Contribution makes you ineligible

FINANCIAL AID

- your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11/01; and
- you were under 24 years old **or** enrolled in college at least part-time at the time of your parent's or guardian's death.

State of North Carolina Grant Programs

North Carolina Community College Grant Program (NCCCG)

Student must complete the FAFSA to be considered for this grant and must be a North Carolina resident enrolled for at least six (6) credit hours in an eligible curriculum program. Student must have an EFC within the range determined by the state of North Carolina each academic year. Student must meet all eligibility requirements for a Federal PELL grant. Students who have already earned a bachelor's degree or who have exceeded the lifetime PELL Grant maximum funding level are not eligible.

North Carolina Education Lottery Scholarship (NCELS)

Student must complete the FAFSA to be considered for this grant and must be a North Carolina resident enrolled for at least six (6) credit hours in an eligible program of study. Student must meet all eligibility requirements of a Federal PELL grant. Students who have already earned a bachelor's degree or who have exceeded the lifetime PELL Grant maximum funding level are not eligible.

LOANS

A loan is money received that must be repaid to the lender.

William D. Ford Federal Direct Loan Program

Direct Subsidized Loans

Direct subsidized loans are need-based: To qualify for a direct subsidized loan, a student must demonstrate financial need as a result of filing the FAFSA. Eligibility is determined by the institution; funds are provided by the U.S. Treasury and repaid to agencies designated by the U.S. Department of Education. The amount that may be borrowed per year ranges from \$3500 to \$5500 for undergraduates, depending on grade level; it is set by the federal government. Interest on the loan is paid by the government as long as the student is enrolled at least half time. The student becomes responsible for repayment (principal and interest) six months after graduating or dropping below half-time enrollment. **

****For new loans made between July 1, 2012, and July 1, 2014**, interest accruing during the six-month grace period will **not** be paid by the federal government. The student is responsible for that interest, even though loan **repayment** does not begin until after the six-month grace period.

Direct Unsubsidized Loans

Direct unsubsidized loans are not need-based: To qualify for a direct unsubsidized loan, students must still complete a FAFSA. Eligibility is based on the cost of attendance minus other expected financial aid. Students are charged interest from the date the loan funds are disbursed. Annual maximums, interest rates, and repayment provisions are the same as those for direct subsidized loans.

Direct Loans for Parents

Parents of a dependent undergraduate student may apply for a PLUS loan to help meet costs of attendance not covered by other financial aid. Completion of a FAFSA is required, and parents must submit a PLUS Request form to the Financial Aid Office certifying costs of attendance and other financial aid anticipated. PLUS loans generally offer better interest rates and repayment options than other education loans. Repayment typically starts when funds are disbursed; however, deferments are available upon request.

North Carolina Loan Programs

Forgivable Education Loans for Service (NCFELS)

The Forgivable Education Loan for Service was established by the North Carolina General Assembly in 2011; the first loans were available for the 2012-13 academic year. The loan provides financial assistance to qualified students who are committed to working in North Carolina in fields designated as critical employment shortage professions. Visit <http://www.cfnc.org/FELS> for specific program details and deadlines.

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Loan Program for Health, Science, and Mathematics

Legal residents of North Carolina who have been accepted as full-time students in accredited associate's degree programs are eligible for this program. Students must be enrolled in specific health, science, or mathematics-related programs of study and must be classified as North Carolina residents for tuition purposes. Students should visit http://www.cfnc.org/paying/loan/career/career_hsm.jsp for specific program eligibility criteria and application details.

Emergency Loan Program

Wake Technical Community College Loan Program Application (Emergency Loan)

The Wake Tech Loan Program provides limited, interest-free, short-term funds to students who meet the eligibility requirements below. The maximum loan amount is \$500 per academic year. The academic year includes fall, spring, and summer. Students are limited to one loan per academic year.

Loan applications must be received by 5 p.m. on Tuesday.

The Accounting Office no longer dispenses emergency loan checks; all funds are disbursed on Thursday via HigherOne. Funds are disbursed according to the refund preference selected upon enrollment. Please visit www.mywaketechcard.com for additional information regarding the HigherOne refund process.

To be eligible, a student must:

- Be admitted to a curriculum program and enrolled in at least six (6) credit hours
- Submit the Free Application for Federal Student Aid (FAFSA) and be approved for financial aid for the term that the loan is requested
- Meet all other eligibility requirements for federal financial aid
- Submit documentation for loans \$300 or more
- Cannot owe a prior term balance

Students are limited to one emergency loan per academic year, regardless of the fact that you may not have borrowed the maximum limit.

SCHOLARSHIPS

The Wake Tech Foundation offers a variety of merit- and financial need-based scholarships for students at Wake Technical Community College. Scholarship applications will be available in the spring of each academic year in the financial aid office and online at <https://foundation.waketech.edu/scholarshipappinstructions>.

Merit-based scholarships are awarded at department and division levels. Students interested in these scholarships should contact their department head or dean to discuss the nomination process. Students are strongly encouraged to apply for scholarships to help offset the rising cost of education.

FINANCIAL AID REFUNDS AND REPAYMENTS

After your financial aid has paid your tuition, fees, and book charges, any balance that remains in your account will be refunded to you. Wake Tech now uses HigherOne to process all refunds. A card will be mailed to the address on record and will arrive in a bright, green envelope. Once you receive the card, go to www.mywaketechcard.com to select your refund preference. You may choose any of the following:

1. Open a bank account with HigherOne and have your funds deposited into this account (1-2 days)
2. Have the funds directly deposited into an existing bank account (2-3 days)
3. Have a paper check mailed to you (5-6 days)

Once your selection has been made, you should receive your refund within the time indicated above. Refer to the refund disbursement schedule posted on <http://financialaid.waketech.edu> for the date your refund will be released to HigherOne.

Title IV Repayment

A student who receives Title IV financial aid funds and subsequently withdraws from school (officially or unofficially) before the 60 percent point of a given semester or term may be required to repay Pell Grant, SEOG, or Direct Loan Program funds. Such repayments are determined by criteria established by the U.S. Secretary of Education. Financial aid is intended for educational expenses only, within a specified enrollment period; once a student is no longer enrolled at least half time he/she cannot use the funds.

FINANCIAL AID

If a student uses Title IV financial aid funds to register for a class, decides not to attend the class, yet fails to drop the class, thereby canceling their registration, the College must refund all tuition and fees to the applicable financial aid program – and the student must then repay the College for these expenses. If the student also purchased books and supplies for the class, they must be returned to the bookstore within the published refund period. Students who do not complete these tasks will be responsible for all charges, and if they fail to pay the charges a hold will be placed on their school records.

State Grant Repayments

Effective Fall 2012, North Carolina Community College Grant and North Carolina Education Lottery Scholarship fund recipients, who completely withdraw from classes prior to the 30% point of the term, will be required to repay a percentage of funds.

If You Change Your Mind

It is imperative that you cancel your registration for any class you decide not to attend. This is especially important if you have been awarded financial aid, because your financial aid award holds your classes and prevents you from being automatically dropped for nonpayment. It is your responsibility to cancel your registration. You are responsible for payment of all tuition and fee charges if you have decided not to attend and fail to drop your classes.

If you are considering withdrawing from Wake Technical Community College, we strongly urge you to speak to a Financial Aid Specialist to determine how withdrawing may affect you.

ENROLLMENT STATUS (for financial aid)

For financial aid purposes, full time enrollment is *always* considered twelve credit hours, regardless of whether the student is enrolled in the fall, spring, and/or summer semester. Students receiving veteran's benefits should contact their Wake Tech VA representative.

Enrollment requirements for financial aid programs are listed below:

In order to receive the maximum Pell Grant, a student must be enrolled for 12 credit hours or more each semester in an eligible program of study. Depending on eligibility a reduced Pell Grant can be received by students who are enrolled three-fourths time (9-11 credit hours), one-half time (6-8 credit hours), or less than half-time (1-5 credit hours). Only courses in your program of study can be included when determining your award for the semester. For example, if you are enrolled for twelve credit hours but you are taking a five credit hour course that is not part of your program of study, you will receive PELL Grant funds for seven credit hours only and not twelve credit hours although you are enrolled for twelve hours. Please refer to [Financial Award Information](#) for additional information regarding disbursement requirements.

- Student must be enrolled at **least halftime** when funds are scheduled to be released to receive funding from the North Carolina Community College Grant or the North Carolina Education Lottery Scholarship
- Student must maintain continuous enrollment with a minimum of six credit hours to receive funding from the Direct Loan Program and be enrolled at **least six credit hours** at the time funds are scheduled to be released.

FINANCIAL AID FOR STUDENTS WITH DISABILITIES

Vocational Rehabilitation is a public service program operated through the Division of Vocational Rehabilitation, Department of Human Resources. Vocational Rehabilitation offers several financial resources to assist individuals with disabilities. Students may be eligible for financial assistance to complete a course of study to meet individualized needs. Prospective students should contact the nearest Division of Vocational Rehabilitation Services office.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Standards of Satisfactory Academic Progress for Financial Aid Recipients
Effective July 1, 2013

Federal regulations require schools to monitor the academic progress of each student who applies for financial aid and to certify that each student applicant is making satisfactory academic progress toward a degree, diploma, or certificate. Federal regulations require schools to establish Standards of Satisfactory Academic Progress (SAP) that include qualitative and quantitative measures of progress and a timeframe for completion of a program of study.

These standards are applied to students who receive financial aid from any of the following programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, North Carolina Community College Grant, North Carolina Education Lottery Scholarship, North Carolina Student Incentive Grant, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct PLUS loans, and institutional grants, scholarships and loans. Students' academic performance is evaluated at the end of each semester of enrollment. Any student not meeting the minimum standards outlined below will be given financial aid

FINANCIAL AID

warning status and notified by email from the Financial Aid Office. The student must meet the minimum requirements by the end of the financial aid warning semester; if not, financial aid will be terminated until the standards are met.

Pre-Curriculum Coursework

Although pre-curriculum courses do not count toward completion of a degree, federal regulations require that pre-curriculum courses be included when calculating cumulative GPA and cumulative completion rate for the purpose of determining Satisfactory Academic Progress for financial aid recipients. Federal regulations also state that students may not receive financial aid (including grants and loans) for more than 30 credit hours of pre-curriculum coursework. Students who exceed this limit will be denied financial aid, and denial cannot be appealed. Students are limited to one Direct Loan for completion of pre-curriculum coursework.

Qualitative: Cumulative Grade Point Average (GPA) Requirement

In accordance with federal regulations, a student's cumulative GPA must be reviewed at the end of each semester of attendance, including summer.

1. Students must have earned a cumulative 2.0 GPA when grades are reviewed at the end of the semester.
2. Students who do not earn the required cumulative 2.0 GPA will be placed on financial aid warning for their next semester of attendance.
3. While on financial aid warning, the student remains eligible for financial aid:
 - a. If the student earns a cumulative 2.0 GPA (or higher) by the end of the financial aid warning semester, the warning will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does **not** earn a cumulative 2.0 GPA by the end of the financial aid warning semester, financial aid will be terminated. The student will not qualify for financial aid effective the next semester of attendance until such time as the student again meets all SAP guidelines.

Quantitative: Completion Rate Requirement

In accordance with federal regulations, students must successfully complete at least 67% of cumulative credits attempted in order to meet the requirements for financial aid. For example, if a student has attempted 60 credit hours during enrollment, he/she must successfully complete 40 or more of those hours. Student completion rates are reviewed at the end of each semester of attendance, including summer.

1. Students must earn a cumulative 67% completion rate. Grades are reviewed at the end of each semester.
2. Students who do not earn a cumulative 67% completion rate will be placed on financial aid warning for their next semester of attendance.
3. While on financial aid warning, the student remains eligible for financial aid:
 - a. If the student completes sufficient credits to earn a 67% completion rate by the end of the financial aid warning semester, the warning will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does not complete sufficient credits to earn a 67% completion rate by the end of the financial aid warning semester, financial aid will be terminated. The student will not qualify for financial aid effective the next semester of attendance until such time as the student again meets all SAP guidelines.

Maximum Time Frame

The maximum time frame within which to complete a degree (or other program of study) is 150% of the published length of the program. For example, if the published length of a program of study is 64 semester hours, a student may attempt up to 96 semester hours ($64 \times 150\% = 96$). To determine the published length of a program, please refer to the Wake Technical Community College Catalog.

A student who exceeds the maximum allowable time frame for completing a program of study may appeal. The student must provide a graduation plan signed by his/her academic advisor; if the plan is deemed reasonable, the student will receive financial aid on a probationary basis for one or more semesters until the degree is completed. Failure to comply with the plan will result in termination of financial aid.

Appeals

Students may appeal the termination of their financial aid eligibility in the event of documented extenuating circumstances, such as illness or injury of the student or the death of an immediate family member. The appeal must address why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress in the future. Appeals must be submitted in writing to the Financial Aid Office and addressed to the director. The Satisfactory Academic Progress Appeals Committee will review the appeal and notify the student in writing regarding the status of the appeal. Students are generally limited to two termination appeals requests while attending Wake Tech. Please refer to the [Satisfactory Academic Appeal](#) website for information regarding submission deadlines.

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Students whose appeals have been approved will be placed on financial aid probation for their next semester of attendance. The student will, in conjunction with the SAP committee, develop an individualized academic plan that must be followed in order to continue enrollment. The plan may include requirements for academic performance, meetings with an academic advisor, or Wake Tech counseling services. Students who meet these requirements will continue to be on probation for the next semester, and a new academic plan will be developed. Continued eligibility for financial aid is contingent on meeting the requirements of each semester's academic plan. . Failure to meet the requirements of the academic plan will result in termination of financial aid the next semester of attendance. A student's academic progress status does not return to satisfactory until he or she earns a cumulative 2.0 GPA and a cumulative 67% progress rate and does not exceed the maximum timeframe for program completion.

Treatment of Selected Grades

Withdrawals: Credit hours in which a student receives a grade of "W", "WP", WF, R, and "F" are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.

Incompletes: Students will not be affected by "incompletes" at the time of the review. Upon notification that the final grade has been submitted, the actual grade, credit hours attempted, and credits earned will be used to determine if the student is maintaining satisfactory academic progress.

Transfer Credit: Students transferring from another institution will be considered making satisfactory progress at the time of enrollment. A student's maximum timeframe for receiving financial aid will be reduced by the number of transferred credit hours applied towards his or her program of study at Wake Tech. Transfer hours applicable to the student's program of study count favorably towards the student's rate of progression.

Audits: An audit (AU) grade is not considered attempted coursework. It is not included in the determination of grade point average or completion rate. A student cannot receive financial aid for an audited course.

Credit by examination: Credit hours earned by examination are considered attempted and completed coursework and therefore **will** be considered in calculating a student's completion rate. Financial aid does not pay for credit hours earned by examination.

Repeated course: Per federal regulations, financial aid can pay for one repeat of a course in which a grade of A,B,C,D, or P was earned. All repeated courses are included as attempted credits. A student may not receive financial aid for repeating a course in which he or she previously earned a grade of "A," because a grade of "A" cannot be improved upon.

Failed course: Per federal regulations, financial aid can pay for a failed course until the course is successfully passed; however, each attempt is included in both attempted and earned credits. As a result, a student's rate of progression may be negatively affected. Students must adhere to Wake Technical Community College's policy regarding limitations on repeat courses.

Summer terms: Credit hours attempted and earned during summer term will be included in the calculation of satisfactory academic progress, just as those earned during any other enrollment period.

Successful completion: A grade of A, B, C, D, X, or P is considered successful course completion. A grade of F or R is **not** considered a successful completion.

KEY TERMS RELATED TO SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory: .Student has met the minimum SAP standards and is eligible to continue to receive federal financial aid for the next semester.

Financial Aid Warning: Students who have not earned the required GPA or completion rate will be placed on financial aid warning for the following semester. Satisfactory academic progress will be monitored at the end of each semester to determine if the student meets the standards and is eligible to continue to receive financial aid. The student may receive financial aid during the warning period.

Financial Aid Termination: Students on financial aid warning status who have not successfully earned a cumulative GPA of 2.0 and cumulative completion rate of 67% at the conclusion of the warning period will have their financial aid terminated. Financial aid will also be terminated for students who have attempted the maximum allowable credit hours for their program of study.

FINANCIAL AID

Financial Aid Probation: Students whose appeals have been approved by the Satisfactory Academic Progress Appeals Committee are placed on financial aid probation.

Notification of Financial Aid Termination or Warning: The Financial Aid Office will send an email to any student who is placed on financial aid warning or terminated; however, failure to receive correspondence does not negate a termination or warning status.

Academic Plan: A plan developed by the institution and the student to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for financial aid.

Qualitative component: The specified standard, typically the grade point average (GPA) that a student must have at each evaluation period.

Quantitative component: The pace at which students must progress through their program to ensure that they will graduate within the maximum timeframe.

Transfer Credit: Credit hours from another institution which are accepted toward the student's education program at the current institution and which count as both attempted and completed hours.

Satisfactory Academic Progress Policy: An institution's policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program in order to receive financial aid assistance.

Regaining Eligibility: Students who continue to attend school without federal financial aid may regain eligibility for financial aid by earning a cumulative GPA of 2.0 and a cumulative completion rate of 67%. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met; however, satisfactory academic progress is automatically reviewed at the end of each semester for students with an ISIR on file within the past three years.

Petition of Waiver of Satisfactory Academic Progress Standards: Students who have been disqualified from receiving financial aid may request a waiver of the satisfactory progress requirements by submitting a Satisfactory Academic Progress Appeals Form, if extenuating circumstances have affected academic performance. The circumstances must be explained and documented in writing and submitted to the Satisfactory Academic Progress Appeals Committee. Extenuating circumstances may include but are not limited to illness or injury of the student or an immediate family member, death of a family member, and full-time employment. If the student's financial aid is reinstated, the student is placed on probation and an Academic Plan established; the student is expected to meet the satisfactory academic progress standards by the end of the semester. All appeals are reviewed by the SAP Appeals Committee, and the decision of the committee is final. Appeals are not retroactive; they are approved for the current semester only. The SAF Appeals Committee is composed of the Dean, Financial Aid & Veteran Affairs, the College Registrar or designee, an Academic Counselor, and a faculty member.

Returning students are evaluated on a continuing basis from the last enrollment, unless an extenuating circumstance is considered. Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon their return.

Complete academic record: To measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's complete academic record at Wake Tech must be evaluated, whether or not the student received aid for the entire time of enrollment. Any course grades of W or WF that were forgiven by Wake Tech must be included in a student's cumulative record when determining satisfactory academic progress standards. When students complete coursework for more than one major, academic progress standards for each major must be met for that student to receive student aid.

NOTE: Warning status or termination status due to failure to make satisfactory academic progress can be changed only by successfully completing classes – a student may not improve his or her status by simply "sitting out" a semester. Once the student meets both SAP requirements – a cumulative GPA of 2.0 and a cumulative completion rate of 67% – the student's status will change and he or she will be considered in good standing for financial aid.

The Financial Aid Director (or designee) is the person authorized by Wake Technical Community College to provide financial aid information to students. Office hours: 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-5 p.m. on Friday.

FINANCIAL AID

VETERAN AFFAIRS (VA)

Website: <http://veterans.waketech.edu>

Most Wake Tech programs are approved for the training of veterans, Ready Reservists, North Carolina National Guard members, and the spouses and children of deceased or 100-percent disabled veterans, further referred to as "Veterans". Veterans who wish to use their G.I. Bill education benefits must first establish their eligibility with the Department of Veterans Affairs (VA) by submitting a Form 22-1990, Application for VA Education Benefits, or by applying online at www.gibill.va.gov. Veterans separated from service within the last ten years who hold an Honorable Discharge usually qualify for the education benefits, which provide, in general, 36 months of full-time training.

Veterans who have served on active duty on or after September 11, 2001, may be eligible for Post 9/11 GI Bill benefits. Benefits are payable for training on or after August 1, 2009. More information about these benefits is available at www.gibill.va.gov.

Active duty military personnel are also eligible for education benefits under the G.I. Bill. Interested persons should contact their duty station Education Officer for details before applying for admission to the college.

Veterans will not be certified for VA benefits until all entrance/admissions criteria are met. The Wake Tech Certifying Officials also require "official" transcripts, DD-214, NOBE, and/or Certificate of Eligibility. Veterans using GI Bill benefits are authorized to apply for Federal Financial Aid. Veterans attending Wake Tech under the G.I. Bill receive a monthly reimbursement from the Department of Veterans Affairs. The reimbursement is based on course load; for example, a veteran carrying a full-time load would be eligible for the full benefit. To receive the full benefit, the veteran must be enrolled at the full time rate for the particular semester. Veterans should contact a Wake Tech VA certifying official, located in the Student Services Building, room 128, for more information.

Veterans are afforded the same rights as any Wake Tech student and must meet the same academic requirements and standards. Veterans must meet the grade-point average (GPA) standards established in Wake Tech's Academic Probation and Suspension policy. A veteran failing to meet GPA standards at the end of a term will be placed on academic probation. A veteran failing to meet those standards at the end of the next term in attendance will have VA enrollment certification terminated. Enrollment certification will not be restored until GPA standards are met, and then only upon submission of a Satisfactory Academic Progress Appeal (SAP) Form. After submitting an SAP and receiving an approved appeal, veterans may have their enrollment certification restored for subsequent terms.

Any changes to a veteran's enrollment must be immediately reported to the Wake Tech VA Certifying Official. Reporting delays or omissions can adversely affect future benefits. Veterans dropped from a course by the college for violating the attendance policy will be immediately reported to the VA, and appropriate adjustments will be made in G.I. Bill payments.

ENROLLMENT OF VETERANS IN NON-TRADITIONAL COURSES

Veterans receiving VA education benefits may enroll in non-traditional courses (including Internet, online or hybrid courses) provided that:

- The course or courses are required by their current program of study.
- The veteran has met with the VA certifying official to discuss policies and procedures before registering for a course.
- The veteran has reviewed the Distance Education Student Self-Assessment on the Wake Tech website (or in the schedule of classes) to determine if suited for distance learning.

There is no additional charge for enrolling in non-traditional courses.

For more information about veterans' educational benefits, visit <http://veterans.waketech.edu>.

Veteran Affairs Office Hours and Locations

Main Campus

Student Services Building (SSB), Room 128
Monday-Thursday 8:00 am – 6:00pm
Friday, 8:00 am – 5:00 pm

FINANCIAL AID

Northern Wake Campus

Building A, Room 322

Wednesday, 9:00 am – 1:00 pm

TRANSFER STUDENTS SEEKING FINANCIAL AID

Any student who transfers to Wake Technical Community College from any other school beyond high school must provide official transcripts from all schools attended, including high school. The transcripts must be evaluated by Wake Technical Community College before there can be an offer of financial aid or certification of eligibility for Veterans education benefits.

WE ARE HERE TO HELP!

Locations

Main Campus

9101 Fayetteville Rd. (401 South), Raleigh

Student Services Bldg Rom 015

Monday-Thursday 8:00 a.m. - 6:00 p.m.

*Friday 8:00 am - 5:00 pm (**Limited Services offered in Student Services Building, Lobby Lower Level**)

Health Sciences Campus

2901 Holston Ln., Raleigh

HSB Suite 102, RM 105

Monday - Thursday 08:00 am - 4:00 pm

Western Wake Campus Millpond Village

3434 Kildaire Farm Rd., Cary

Room 255, Tuesday 10:00 a.m. - 12:00 pm

Northern Wake Campus

6600 Louisburg Rd. (401 North), Raleigh

Building A, RM 322

Monday-Thursday 8:00 am - 6:00 pm

*Friday 8:00 am - 5:00 pm (**Limited Services offered in Building A, Room 322**)

Public Safety Education Campus

321 Chapanoke Rd., Raleigh

Room 1714

Monday, 1:00 - 3:00 pm

Main Campus Phone Number

919-866-5410

Websites

Please visit <http://waketech.financialaidtv.com/>, which contains several videos that explain various financial aid topics and concerns or visit the Financial Aid's main website, <http://financialaid.waketech.edu>

Financial Aid Application

www.fafsa.ed.gov



Remember to check the online College Catalog for the most up-to-date information at <http://catalog.waketech.edu>

ACADEMIC POLICIES

ACADEMIC RECOGNITION

President's List

The College publishes a "President's List" at the end of each academic term. The list is composed of students who have achieved a grade-point average of 4.0 at the end of that particular term based on a minimum of 12 credit hours attempted in the Fall and Spring semesters; a minimum of 8 credit hours must be attempted for the Summer term.

Dean's List

The College publishes a "Dean's List" at the end of each academic term. The list is composed of students who have achieved a minimum grade-point average of 3.50 at the end of that particular term based on a minimum of 12 credit hours attempted in the Fall and Spring semesters; a minimum of 8 credit hours must be attempted for the Summer term.

President's Award for Excellence

The President's Award for Excellence is the top academic award presented by Wake Technical Community College. This award recognizes students who excel in academic achievement, attitude, attendance, and motivation.

Six students (one from each academic division) are selected to receive the President's Award for Excellence during each calendar year. Division deans and instructors select award recipients.

Each recipient receives a personal plaque of commendation, presented by the College President. Recipients' names are engraved on a trophy that is permanently displayed in the College's trophy case.

Who's Who Among Students In American Junior Colleges

Each spring, second-year students are nominated for Who's Who Among Students in American Junior Colleges based upon the student's scholarship ability; participation and leadership in academic and extracurricular activities; citizenship and service to the College; and potential for future achievement.

ATTENDANCE POLICY

Absence

Absences from class are a serious deterrent to good scholarship. The College, therefore, stresses regular class attendance. The College recognizes that students should have an opportunity to develop personal responsibility and should have some discretion in attendance to meet the demands imposed by other responsibilities. Students anticipating absences should notify their instructor in advance. If prior notification is not possible, the student should contact the instructor immediately upon returning to the College to determine the next course of action.

Students are expected to be in attendance at least 90 percent of all scheduled class meetings. An absence is defined as missing one-third or more of any regularly scheduled class meeting. In the event that a student's absences in a class exceed 10 percent and the absences are not justified to the satisfaction of the instructor, the instructor will submit Student Course Withdrawal Form to the Registration and Student Records Services Division, or to the email drop box designated for withdrawals, to document the last date of attendance. An absence is defined as missing one-third or more of any regularly scheduled class meeting.

For information on grades associated with attendance policy violations, see section entitled "Assignment of Grades for Attendance Policy Violations and Withdrawal".

Tardiness and Early Departure

Students are also expected to arrive to class on time and stay for the entire class period; arriving late or leaving early disrupts the learning environment. Because even the most conscientious students occasionally experience extenuating circumstances, classroom doors will not be locked to enforce this policy, although doors may be locked for security or pedagogical reasons. Doors will be opened for tardy students.

A pattern of tardiness and/or early departure will have consequences. Tardies and early departures will be considered part of students' attendance violations. Tardies and early departures not justified to the satisfaction of the instructor will be equated to absences at a rate of one absence per two tardies and/or early departures. Students should see course syllabi or other course documentation for specific details.

Accommodating Absences Due To Religious Observances

Wake Tech recognizes its legal and ethical responsibilities to accommodate students who must miss classes to participate in religious observances. North Carolina law requires that students be permitted at least two excused absences per year for these purposes. Wake Tech students are allowed up to two class days of excused absences per academic year for religious observances.

It is the student's responsibility to contact the instructor for each course in which work will be missed. The student must provide written notification to the instructor within the first two weeks of the semester, identifying the religious observance and date of the planned absence.

ACADEMIC POLICIES

Faculty members must provide a suitable accommodation for affected students. Specific accommodations may vary, depending on course content, mode of instruction, and size of class.

Examples of suitable accommodations include but are not limited to:

- Establishing a class policy allowing all students to drop one exam or assignment grade;
- Providing an opportunity for a makeup exam or equivalent assignment;
- Allowing extra-credit assignments to substitute for missed class work; and
- Other reasonable accommodations determined by the course instructor.

Students are responsible for missed class content. Students must request and should be provided with any instructional materials given out during their absence.

ADD, AUDIT & WITHDRAWAL POLICIES

Adding a Course

A student may change his registration by adding a course through the last day to add, as published in the academic calendar. A student who finds it necessary to add a course should confer with his advisor. Adds may be completed via WebAdvisor until the end of the published registration period. Adds after the registration systems close must be submitted in person to the Registration and Student Records Services Division on a completed Request for Registration Override form signed by the dean.

Dropping a Course

A student may change his registration by dropping a course prior to the 10% (subject to change) date of the semester/term. A student who finds it necessary to drop a course should confer with his advisor. Drops may be completed via WebAdvisor until the end of the published registration period.

Drops after the 10% date of the semester/term and on or prior to the 60% point of terms are considered withdrawals. A drop during this time frame will result in a grade of "W."

A student who drops a class is advised that this may affect his financial aid. Financial aid students may contact the Financial Aid office to determine whether funds will be affected.

Audits

Registration (including tuition charges) for courses to be audited is the same as for courses to be taken for credit. Audit courses carry no credit hours and earn no grade points. The student must submit a Request to Audit form to the Registration and Student Records Services Division no later than the last day to add. Departmental approval to audit is not required to audit at this point.

Students who would like to be considered for audit after the last day to add must obtain the signature of the instructor and dean or dean's designee on the Request to Audit form before submitting it to the Registration and Student Records Services Division. Audit requests will not be accepted after the mid-point of the term.

Withdrawal Policy

A student who finds it necessary to withdraw from a course, courses, or the College must initiate the withdrawal process through one of the following ways:

1. Students may complete a Student Course Withdrawal Form. The form must be presented to the instructor of each course from which the student is withdrawing. The instructor must note the student's last date of attendance on the form. The student must also obtain signatures of Financial Aid staff or Veterans' Affairs staff if receiving financial aid or veterans' benefits. The student should then submit the completed form to the Registration and Student Records Services Division for grade processing.
2. Students may send an e-mail to the instructor of each course declaring the student's intent to withdraw. The instructor will then submit the necessary information to the Registration and Student Records Services Division.

Assignment of Grades for Attendance Policy Violations and Withdrawals

A part of faculty responsibility at Wake Technical Community College is the assignment of student grades according to methods which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

ACADEMIC POLICIES

Grade of W:

Students who withdraw or who are withdrawn for any reason, including attendance policy violations, on or before the 60% point are assigned a grade of W. No grade of W will be assigned after the 60% date. In accordance with the state refund policy for community colleges, there is no tuition refund allowable after the 10% date of the term, even for withdrawal for any reason other than military deployment or death of the student.

Grade of WP:

A grade of WP is given when a student withdraws after the 60% point for a legitimate, extenuating circumstance such as medical reasons, death in the family, change in job schedules (i.e., suddenly required to travel), changes in daycare, no transportation, etc. It is the student's responsibility to justify the extenuating circumstances to the satisfaction of the instructor. The grade of WP counts the same as a W in the determination of the student's GPA. In accordance with the state refund policy for community colleges, there is no tuition refund allowable after the 10% date of the term, even for withdrawal for any reason other than military deployment or death of the student.

Grade of WF:

Students who withdraw or who are withdrawn after the 60% point with no legitimate, extenuating circumstances will be assigned a grade of WF. If a student stops attending class before the last test, final project, and/or final exam and has violated the attendance policy, then that student will receive the grade of WF. The grade of WF counts the same as an F in the determination of the student's GPA. In accordance with the state refund policy for community colleges, there is no tuition refund allowable after the 10% date of the term, even for withdrawal for any reason other than military deployment or death of the student.

Grade of F:

A grade of F indicates that the student completed the class (continued to attend class without violation of the attendance policy) but earned the F (failing) grade. If a student stops attending class before the last test, final project, and/or final exam but has not violated the attendance policy, then that student will receive the grade earned, including zeroes for the work missed. In accordance with the state refund policy for community colleges, there is no tuition refund allowable after the 10% date of the term, even for withdrawal for any reason other than military deployment or death of the student.

Grade of I (Incomplete)

A grade of I may be given at the discretion of the instructor if the instructor decides that the student (who has contacted the instructor to request an incomplete) has a legitimate reason for missing the last test, or final project, or final exam, or other assignment. The instructor must make arrangements for the student to make up the work for the final grade(s) within the time allowed for completion of incompletes (by the fifth week of the following semester). A grade of I will automatically revert to a grade of F unless the work is made up and a Grade Change form is submitted by the instructor. In accordance with the state refund policy for community colleges, there is no tuition refund allowable after the 10% date of the term, even for withdrawal for any reason other than military deployment or death of the student.

Students enrolled in courses offered on schedules other than the standard sixteen-week semester and the regular summer term should consult the Wake Technical Community College Planning Calendar to determine the last day to withdraw and receive a grade of "W. "

In accordance with the state refund policy for community colleges, there is no tuition refund allowable after the 10% date of the term, even for withdrawal for any reason other than military deployment or death of the student. Students who need to withdraw due to medical reasons are advised to review the withdrawal policy.

ENROLLMENT STATUS

A **full-time student** is a person enrolled for twelve or more semester hours of credit in the fall or spring semesters and nine or more semester hours of credit in the summer term.

A **part-time student** is a person enrolled for less than twelve semester hours of credit pursuing a degree, diploma, or certificate program in the fall or spring semesters and less than nine semester hours of credit in the summer term.

A **special student** is any student who is enrolled in a credit course, but is not working toward a degree, diploma, or certificate.

For financial aid purposes only, full-time status is 12 hours credit or more each semester.

ACADEMIC POLICIES

GRADES

Students are graded according to the following grade-point system in all courses, **except** Pre-Curriculum.

GRADE POINTS

<u>Grade</u>	<u>Per Credit</u>	<u>Explanation</u>
A	4	Excellent
B	3	Very Good
C	2	Satisfactory
D	1	Poor

<u>Grade</u>	<u>Per Credit</u>	<u>Explanation</u>
F	0	Failing
W	0	Withdrawal (prior to 60%)
WF	0	Withdrawal – Failing (after 60%)
WP	0	Withdrawal – Passing (after 60%)

Students in **Pre-Curriculum Reading and English** courses are graded according to the following system.

<u>Grade</u>	<u>Explanation</u>
A	Excellent
B	Very Good
C	Satisfactory
F	Failing
W	Withdrawal (prior to 60%)
WF	Withdrawal – Failing (after 60%)
WP	Withdrawal – Passing (after 60%)

Students in **Pre-Curriculum Math** courses (DMA or DMS course prefixes) are graded according to the following system.

<u>Grade</u>	<u>Explanation</u>
P	Pass
R	Repeat (maps to a F grade)
W	Withdrawal (prior to 60%)
WF	Withdrawal – Failing (after 60%)
WP	Withdrawal – Passing (after 60%)

The following grades will **not** be used in computing the grade-point average.

<u>Grade</u>	<u>Explanation</u>
AU	Audit
FG	Forgiven
I	Incomplete
IP	In Progress (Pre-Curriculum and Multi-entry/multi-exit classes only)
NA	Never Attended
P	Pass (Developmental Mat and Cooperative Education Use Only)
R	Repeat (Developmental Math Use Only)
W	Withdrew
WP	Withdrew Passing (after 60%)
T	Transfer Credit
X	Credit by Examination

A grade of Incomplete (I) will be given only when circumstances justify additional time for the completion of a course. An Incomplete must be removed by the end of the fifth full academic week of the term immediately following that in which the Incomplete was incurred. If it is not removed by this date, the Incomplete will be recorded as an "F" in the student's permanent record.

The grade awarded for participation in Cooperative Education will be either "P" (Pass) or "F" (Fail). These grades are not used in computing the grade-point average. Grades are available online approximately two business days after the deadline for faculty to submit final grades. To view grades, access WebAdvisor. Click on Current Students and select Grades under Academic Profile. Grades are mailed at the end of the semester only to students who complete a Request for Official Grade Mailer. Information regarding grade appeals is listed within the Student Rights and Responsibility policy.

ACADEMIC POLICIES

Computation of Grade-Point Average

The following process is used to determine a student's grade-point average (GPA):

1. Multiply the number of semester hour credits assigned a course by the number of grade points for the grade received.
2. Add all the grade points together.
3. Divide the total grade points by the total number of semester hours attempted including grades of "F" and "WF."
4. Whenever a course is repeated, beginning Fall 2006, the best grade (except when the repeat results in a grade of I, IP, NA, AU, or X) will be used in the grade-point average computation.

Example of Grade-Point Average Computation

Subject	Hours Credit	Grade Received	Per Semester Hour	Grade Points
English	3	A	4	12
Physics	3	D	1	3
Economics	3	B	3	9
Chemistry	5	F	0	0
Psychology	3	C	2	6
Total	17			30

Thirty grade points divided by 17 hours attempted equals a 1.76 grade-point average for work attempted in this example. A GPA of 2.0 constitutes a "C" average. Hours attempted and grade points earned in previous terms should be included in the above procedures to determine the cumulative grade-point average.

Course Repetition

A student may enroll in the same course up to three times during his or her academic career. Each attempt will be recorded on the student's official academic record. Grades of NA (never attended) are recorded on the student's official academic record, but are not considered a course repetition. The best grade earned in all the attempts is calculated in the GPA. The dean responsible for the supervision of the course being taken may approve exceptions to this policy.

Beginning with registration for the fall 2013 semester, students will receive a **registration block** on their third attempt to repeat a course. The official course repetition policy is not changing, so students will not be prohibited from enrolling in the course. The registration block will serve as a tool to allow Curriculum Education Services to intervene before a student risks violating the repetition policy. Students who receive a registration block on a third attempt to repeat a course should contact the appropriate department for that course.

Grade Posting By Faculty

The Family Policy Compliance Office (FPCO), which is responsible for the administration of the Family Educational Rights and Privacy Act (FERPA) at schools and colleges, has issued a technical letter stating that grades may not be posted by Social Security Number (SSN), or part thereof, without the written consent of the student.

Wake Tech faculty are neither required to post grades nor prohibited from posting them; however, faculty may post grades only for those students who have given their written consent. Even with student consent, full social security numbers must never be used as identifiers.

Faculty should distribute **FERPA Consent to Post Grades** forms to students in classes for which they intend to post grades. The consent forms should be turned in to the faculty member's dean with the final grade report and maintained for no less than three years. After three years, grade report records may be destroyed provided no litigation, claim, audit, or other official action involving the records has been initiated. If any official action has been initiated, the records should be destroyed in office after the official action is complete and attendant issues resolved. (Item 45550, Records Retention and Disposition Schedule Amendment, as amended August 1, 2002).

For faculty posting grades electronically on Blackboard, written consent is **not** required provided a student's grade is posted where **only the student** can access it with a secure password (i.e., individual grade books). Faculty **may not** post grades on a Blackboard site to which all class members have access; such an action would constitute the disclosure of personally identifiable information without student consent.

ACADEMIC POLICIES

Faculty **may** send grades to individual students via email only when there is written authorization from the student on file. Authorization should be maintained by the instructor and College registrar; WebAdvisor will be the official means of final grade notification.

Grade Forgiveness

A student who has not been enrolled in curriculum courses in the College for 60 consecutive months (five years) or longer may submit a Grade Forgiveness request to the Registration and Student Records Services Division. Under this policy, the student may request that previous grades of "WF" or "F" not be used in calculating the cumulative grade point average. A grade of FG will replace the original grade on the transcript; however, the FG grade is not included in the GPA. This ruling has no bearing on any other institutions or how they calculate GPA.

Prior to re-evaluation for grade forgiveness, the student must be re-admitted to the college, register for courses, and complete at least 12 credit hours of course work at the 100 level or above, with a minimum quality point average of 2.0. Requests for re-evaluation are processed weekly, and the student will be notified in writing at the mailing address on file. A student may request grade forgiveness only once while at Wake Tech.

Satisfactory Academic Progress

At the end of each academic term, students' semester and cumulative grade point averages (GPAs) are calculated. Each student is expected to make satisfactory progress, defined as a cumulative GPA of at least 2.0, based on credit hours attempted. Students with the minimum cumulative GPA are considered to be in good standing.

Credit hours for pre-curriculum courses are not counted in credit hours attempted; thus, grades from pre-curriculum classes are not counted toward cumulative GPA. Likewise, courses with a grade of NA (never attended), AU (audit), X (challenged), W (withdrawn), or WP (withdrawal passing) are not considered in credit hours attempted and are not counted toward cumulative GPA.

Academic Standing Levels

Warning

If the cumulative GPA of a student is below 2.0 at the end of the spring semester, when final grades are submitted to the Registrar, the student will be placed on academic warning. Students who have been placed on academic warning will receive e-mail notification from Student Services at their college-issued address. Students on academic warning will be encouraged to consult with a Student Services advisor or faculty advisor within the first ten days of the semester to learn about available academic and counseling services.

Probation

If the cumulative GPA of a student who is already on academic warning remains below 2.0 at the end of the spring semester, when final grades are submitted to the Registrar, he or she will be placed on academic probation. Students who have been placed on academic probation will receive e-mail notification from the Curriculum Dean of Registration & Student Records at their college-issued address.

Students on academic probation will have a restriction placed on their record by the Registrar to prevent access or continued access to the registration system and will be required to meet with a Student Services advisor or counselor to develop an Academic Success Contract. Depending on the student's major, the advisor should release the restriction to restore the student's access to the registration system once the Academic Success Contract has been created and signed by the student.

Suspension

If the cumulative GPA of a student who is already on academic probation remains below 2.0 at the end of the spring semester, when final grades are submitted to the Registrar, he or she will be placed on academic suspension. Students who have been placed on academic suspension will receive e-mail notification from the Curriculum Dean of Registration & Student Records at their college-issued address.

Suspension means that students are blocked from registering for classes and may not remain in any classes for which they have pre-registered. The Registrar will drop registration for suspended students when the notifications are sent. The Registrar will authorize a refund of any tuition and fees paid. The Financial Aid Director will cancel financial aid for the term. Students on academic suspension are not allowed to participate in college functions, including but not limited to athletics, student activities, and clubs; or to use college facilities, such as the student lounge, etc. As non-enrolled students, they are considered visitors and must abide by college rules for visitors.

Appeal Process for Students on Academic Suspension

Students on academic suspension may request an appeal in order to continue their enrollment by submitting an Appeal of Academic Suspension form to the Registrar. The appeal will be considered by the Academic Standing Review Committee if the student's transcript shows that while the cumulative GPA of 2.0 has not been achieved, significant progress has been made. Significant progress would mean a minimum 2.0 GPA for the most current term and/or a grade of C or better in all pre-curriculum courses for the current term. Appeal decisions will be sent to the student's Wake Tech e-mail address.

ACADEMIC POLICIES

If the appeal is approved, the student must meet with a counselor or advisor to develop an Academic Success Contract; the registration hold will then be removed to restore the student's access to the registration system. Students should understand that course availability may be limited, and that there should be no expectation of availability of the courses from which they may have been dropped. A student who fails to adhere to the conditions specified on the Academic Success Contract, at any point during the semester, will have his registration deleted. Students who have been granted an appeal are not eligible to participate in intercollegiate athletics, as the primary goal is to improve academic performance.

If the appeal is denied, the student must sit out for one semester.

Reinstatement Process for Students Not Appealing Academic Suspension

Students who choose not to appeal their academic standing may request reinstatement for a future term (after sitting out one term of suspension) by submitting a Reinstatement Request to the Counseling Services Department.

In order for reinstatement to be considered, students must attend a required Student Success Workshop sponsored by the Counseling Services department. Requests for reinstatement must be received one month prior to the start date of the term for which the student wants to re-enroll.

Satisfactory Progress in Health Sciences Curricula

Certain policies pertaining to student progress in the Health Sciences curricula differ from general College policies. These policies will be given to each student enrolled in a Health Sciences curriculum.

Satisfactory Progress in Pre-Curriculum Courses

The objective of the pre-curriculum program is to assist students in obtaining the academic skills they need to succeed in a curriculum program. Therefore, a student taking required pre-curriculum courses must earn a grade of "C" or better to progress to a curriculum program or to the next level in a pre-curriculum course. A grade of "F" requires the student to repeat the course.

Graduation Requirements

To be eligible for graduation, a student must complete all prescribed courses for the curriculum in which he or she is enrolled. Students must have a cumulative GPA of 2.0 in their program of study. Grade-point average is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Wake Technical Community College and listed in the student's curriculum outline as "minimum requirements," along with any additional courses approved by the appropriate academic dean.

Students must complete a minimum of 25 percent of hours required for a degree, diploma, or certificate in residence at Wake Technical Community College. Final coursework must be completed in residence at Wake Technical Community College.

In order to graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees are to be paid during registration for the term in which the graduation requirements will be completed.

GRADUATION

Graduation exercises are held at the end of the fall and spring semesters for all students who have completed degree or diploma requirements since the last graduation. Prospective graduates must request a graduation clearance by submitting an "Application for Graduation" form to the Registration and Student Records Services Division. The deadline for submitting this application is the last day of registration of the term in which the student will complete the requirements for the degree, diploma, or certificate.

Potential Summer graduates who will enroll in their final coursework are allowed to participate in the May graduation ceremony. They must request a graduation clearance by submitting an "Application for Graduation" form to the Registration and Student Records Services Division by the last day of registration for the Spring term.

Persistence Toward Graduation

Information concerning the rate of persistence toward graduation for Wake Technical Community College may be obtained from a member of the counseling staff.

POLICY CHANGES

Any statement in the Wake Tech Catalog is subject to change by the College.

New policies and upcoming policy changes will be communicated to students on the official Updates Web page, located at <http://Updates.waketech.edu> and via their assigned my.waketech.edu.

Students are provided an email address upon acceptance and enrollment to the College. Should they choose not to receive communication via e-mail, they must refer to the official Updates Web page for information.

ACADEMIC POLICIES

PRE-CURRICULUM

The Pre-Curriculum program is designed to prepare students for college-level coursework by helping them develop the reading, English, and mathematics skills required for entry into curriculum courses. Any person who has a high school diploma or a GED may enroll in pre-curriculum courses. The number of courses and the time required to complete them will vary. Some students may need only one course, while others may take several semesters to complete a series of courses.

Students are placed in pre-curriculum courses on the basis of their admissions test scores, the recommendation of their advisor or instructor, or their own voluntary selection. Students who require pre-curriculum courses in more than one discipline will be required to take a study skills course, ACA 090. This course has been designed to improve pre-curriculum students' success in both pre-curriculum and curriculum courses. Depending on individual circumstances and pending advisor approval, students may take pre-curriculum and curriculum courses during the same term. Most pre-curriculum courses are offered every term, both day and evening. A student taking required pre-curriculum courses must earn a grade of "C" or better on a seven-point scale to progress to the curriculum program or next pre-curriculum course level. A grade of "F" requires the student to repeat the course.

Pre-Curriculum Courses:

ENG 070, ENG 080, ENG 090, RED 070, RED 080, RED 090, MAT 050, MAT 060, MAT 070, MAT 080, and ACA 090

PREREQUISITES

Some courses may have pre-requisite or co-requisite course requirements, which ensure that the student is ready to move on to a higher level course. All students are required to successfully complete the course prerequisites and co-requisites listed before enrolling. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites and co-requisites may be administratively dropped from the course. Course prerequisites and co-requisites may be found by clicking on the course number on WebAdvisor course schedules.

As this information is public and available, students who drop on their own or due to a faculty-requested drop after the first day of class and before the published 10% date, are only eligible for a 75% refund. Therefore, students are advised to review course prerequisites and co-requisites carefully before enrolling.

SECURITY OF STUDENT RECORDS

Annual Notice To Students Of Their Rights Under The Family Educational Rights And Privacy Act Of 1974

Wake Technical Community College complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) and informs students of their rights under FERPA three times per year (by the fifth day of the fall, spring, and summer terms) via their college-issued email accounts. FERPA, as amended, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. To the extent consistent with FERPA, students who seek the correction of inaccurate or misleading data or who have other complaints should follow the grievance procedure found in the college catalog. . Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the college to comply with FERPA.

Wake Tech's policy establishing its intent to comply with FERPA is published in the college catalog. Procedures implementing the provisions of FERPA are published in the college catalog. . Questions concerning FERPA and Wake Tech's policy should be directed to the Enrollment and Records Services Division.

Care of Records:

Policies and Procedures

Wake Technical Community College, in the execution of its responsibilities to students, maintains accurate and confidential student records. The college staff recognizes the rights of students to have access to their educational and personal records in accordance with college policy and the Family Educational Rights and Privacy Act of 1974.

Definition of "Educational Records"

The term "educational records" as defined under the provisions of FERPA includes files, documents, and other materials that contain information directly related to students and that are maintained by an educational institution or an authority on behalf of the institution.

The term "educational record," under the provision of the act, does not include the following:

1. Records of institutional, supervisory, and administrative personnel that are in the sole possession of the maker and that are not accessible or revealed to any other person except a substitute for the above-named personnel.
2. Records and documents of security officers of the institution that are kept apart from such educational records.
3. Records of students that are made or maintained by physicians, psychiatrists, psychologists, counselors, or other recognized professionals or paraprofessionals acting in their official capacity; and that are made, maintained, or used only in connection with a provision for treatment of the student and not available to anyone other than persons

ACADEMIC POLICIES

providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of a given student's choice.

4. Records of alumni or former students.

Students may not review or inspect:

1. Financial records of the parents of the students or other information therein contained.
2. Confidential recommendations, if the student has signed a waiver of his or her rights of access, provided that such a waiver may not be required of the student.

Control Provisions on Student Records and Student Information

The official student file shall not be sent outside the Wake Tech Admissions Office, Registration and Student Records Services Division, Financial Aid Office, Placement Office, or Cooperative Education Office except in circumstances specifically authorized in writing by the President or appropriate vice president.

Students have the right to inspect their own records as covered by FERPA, whether recorded in hard copy, electronic data processing media, or microfilm. The registrar has been designated by the college to coordinate the inspection and review of student records. Requests to review records must be made in writing, specifying the item or items of interest. Records will be made available for review within forty-five (45) days. Upon inspection, students are entitled to an explanation of any information contained in the record.

Students may have copies of their records except:

1. When a financial "hold" exists.
2. When the copy requested is a transcript of an original or source document that exists elsewhere.

A fee of \$.50 per page will be charged for copies of records other than the student's transcript(s) of academic records. Transcripts and other information, except as provided by FERPA, are released only with the written consent of the student. Such written consent must:

1. Specify the records or data to be released, to whom it is to be released, and the reason(s) for release.
2. Be signed and dated by the student.

Disclosure of Information without the Student's Consent

Educational records will be disclosed without written consent of students to properly identified and authorized representatives of the Comptroller General of the United States; the Secretary of Education; state educational officials; and the Department of Veterans Affairs, for audit and evaluation of federal and state-supported programs or in connection with enforcement of the federal or legal requirements that relate to such programs. Routine requests for student data from agencies such as the Department of Education, OEO, research agencies, and state-reporting agencies may be honored without prior approval of the student only in formats where students are not identified. In the course of fulfilling its contractual obligations with third party vendors, the college recognizes that the third party vendor is acting as a legal agent ("school official") of the college and will use the confidential information for the purposes stated in the agreement. Currently, the college has entered into agreements with vendors that include but are not limited to the following:

- Barnes and Noble Bookstores
- Higher One
- National Student Clearinghouse
- Maxient Student Conduct Manager
- College Foundation Incorporated (CFI) School Services
- Visual Zen
- Academic Works
- Hyland
- Informer
- Starfish
- MAP

Confidential information requested by anyone other than federal or state agencies as specified above will be released only under the following conditions:

1. An official order of a court of competent jurisdiction.
2. A subpoena: Students will be notified immediately by registered mail that their records are being subpoenaed.
3. At the request of the parents of a student, upon receipt of a certified copy of their most recent Federal Income Tax Form naming the student as a dependent.

Requests for confidential information will be honored without prior consent of the student in connection with an emergency, if the knowledge of such information by appropriate persons is deemed necessary (by a responsible person) to protect the health or safety of the student or others.

ACADEMIC POLICIES

Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student record of a particular student.

Directory Information

The College may make the following directory information available to the public unless the student notifies the registrar in writing by the end of the first week of the term that such information is not to be made available.

1. Student's name
2. Date of birth
3. Address
4. Major field of study or program
5. Dates of enrollment
6. Degrees, diplomas, or certificates received
7. College honors

The college designates the following categories of student information as "limited-use directory information":

1. Students' college-issued electronic mail addresses
2. Photographs, videos, or other media containing a student's image or likeness

As designated limited-use directory data, this information will not be provided to external parties not contractually affiliated with the college. Use and disclosure of this information shall be limited to (a) publication on websites hosted by, on behalf of, or for the benefit of the college; (b) college officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; and (c) external parties contractually affiliated with the college, including official third party vendors and partner institutions with a joint memorandum of understanding.

Any release of student information for public use or use by the media, except for the specified directory information and limited-use directory information detailed above, must have the prior written approval of the student(s) involved.

Record of Access

A record of access to the official student record will be maintained within the record itself. This record will show the name, address, date, and purpose of the person(s) who have been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

Student's Rights to Question Contents of Official Records

A student has the right to view his official records as maintained by the college; furthermore, a student may question any inaccurate or misleading information and request correction or deletion of that data from the official records.

All such requests will be sent to the registrar and will become a part of that student's record.

All requests for correction of a student record will be acted upon within 45 days of receipt of that request. If the custodian can verify that such data is, in fact, in error, appropriate corrections will be made and the student will be notified in writing. In the event that the registrar fails to resolve the request to the student's satisfaction, the student may continue the grievance through compliance with the grievance procedure found in the college catalog. If the outcome of the grievance is in agreement with the student's request, the student will be permitted to review his record to verify that the change has been made correctly. If the student's request is denied, he will be permitted to append a statement to the record in question, showing the basis for his disagreement with the denial. Such appendages will become a permanent part of the record.

WE ARE HERE TO HELP!

Location

Registration & Student Records Services
9101 Fayetteville Rd., Raleigh, NC 27603 (401 South - Main Campus)
Student Services Building, Room 243A
Monday-Thursday from 8:00 a.m. - 6:00 p.m.
Friday from 8:00 a.m. - 5:00 p.m.

Phone

919-866-5700

Website

<http://www.waketech.edu/student-services/registration-student-records>

STUDENT SERVICES

STUDENT SERVICES

VISION, VALUES, AND MISSION

Our **vision** is to eliminate barriers and create opportunities that enable all students to experience success. Our actions are guided by these **values**:

- The well-being of all students
- Innovation in problem solving
- The positive affirmation of student achievement
- Professionalism and ethical behavior
- Cooperative and collaborative efforts that include enthusiasm, respect, and humor

Our **mission** is to provide the resources to assist, enhance, support and sustain student enrollment, learning, and development in order for all students to experience success and complete their educational goals.

ACADEMIC SUPPORT & OPPORTUNITIES

Academic Advising

Wake Tech employs professional Academic Advisors, Student Success Counselors, and Faculty Advisors to provide students with the most effective guidance possible as they pursue academic and career goals.

Students are responsible for planning their programs of study, with the assistance of their assigned advisor or counselor, including

1. keeping up to date with college and division curriculum requirements;
2. keeping informed of academic deadlines and changes in academic policies; and
3. consulting with the appropriate advisor or counselor at pre-registration periods and other times as needed

College/University Transfer Students in the A.A., A.F.A., A.S., or A.S: Engineering programs are assigned to either an Academic Advisor or a Student Success Counselor. Academic Advisors and Student Success Counselors are available on a walk-in basis to assist students with program requirements, course planning, and career goals.

Associate in Applied Science (AAS) Students in degree, diploma, or certificate programs see an Academic Advisor or Student Success Counselor for assistance in their first semester; after that, each AAS student will see an assigned Faculty Advisor. Faculty Advisors are available during regularly-scheduled office hours.

Bookstore

Website: <http://bookstore.waketech.edu>

Students are encouraged to take advantage of online ordering and home delivery.

Students may purchase from the College Bookstore necessary books, software, computer and general supplies, and other items such as stationery, class rings, and pins. Book buy back available for all books with market value at any time during the semester regardless of the source of purchase.

Locations and Hours

Main Campus

8 a.m.-7 p.m., Monday-Thursday

8 a.m.-3 p.m., Friday

Special hours of operation are posted on the bookstore door as needed.

Northern Wake Campus

8 a.m. -2 p.m., Monday-Thursday

8 a.m. -12 p.m., Friday

In addition, both bookstores will open from 5:30 p.m. – 6:30 p.m. every Monday and Tuesday night. A temporary bookstore is located at the Health Sciences Campus at the beginning and end of each semester for approximately two weeks.

Students should be aware of the following operational policies of the Bookstore:

STUDENT SERVICES

1. Required textbooks for a particular term are available through the drop/add period. Immediately following the tenth academic day of a semester, most of the unsold books are returned to the publishers.
2. Cash refunds for returned books will only be authorized with presentation of the bookstore cash register receipt. Books returned for refund must be new and in undamaged condition containing no writing or marks. Requests for refund for books must be made during the first ten academic days of the semester.
3. A special order for a book may be placed through the bookstore by furnishing the title, author, edition, and publisher of the book. Students may purchase books online at <http://bookstore.waketech.edu>.

Student Success

The Student Success Department provides an array of resources and services to support students in setting and attaining academic and career goals.

- **First Year Experience:** Student Success Counselors provide a structured program of services for select first-time-in-college students. Services include academic advising, career exploration and goal-setting, and other activities targeted at engaging new students.
- **Academic Success Counseling:** Student Success Counselors help students address academic difficulties such as low grades, poor study habits, and test anxiety. They also assist students with general problem solving and with the challenges of balancing college, work, and family. Student Success Counselors may also refer students to other academic support services on campus as appropriate.
- **Workshops:** Workshops are offered on stress management, test anxiety, time management, improving academic success, practical college survival strategies, and many other topics.

Locations and Hours

Main Campus: Student Services Building, Room 137
8 a.m.-6 p.m., Monday-Thursday
8 a.m.-5 p.m., Friday

Northern Wake Campus: Building A, Room 223
8 a.m.-6 p.m., Monday-Thursday
8 a.m.-5 p.m., Friday

For More Information
919-866-5460

Individualized Learning Center (ILC)

Free services are available at Main Campus, Health Science Campus, Northern Wake Campus, Western Wake Campus, Public Safety Education Campus, and on-line for Distance Learning students.

The Individualized Learning Center (ILC) offers study opportunities geared to the academic needs of individual students through the Writing /Study Skills Center, the Foreign Language Help Center, the Math/Computer Center, and the Health Sciences Center:

- One-on-one tutoring
- Online support for distance learning students
- Computer-assisted instruction
- Videocassettes, CDs, DVDs
- Instructor-directed workshops

Any Wake Tech student or employee may use the ILC at his or her convenience. All users must present a valid Wake Tech ID to register and use the timekeeping system.

Admission test preparation (COMPASS, TEAS, and others) is available through independent study or by qualifying for services in the Basic Skills Center. Challenge exams for certain Wake Tech courses are available with proper identification

STUDENT SERVICES

and approval paperwork from the academic department. An independent study, self-paced tutorial program for proficiency in high school level Chemistry can be completed through independent study in the ILC.

ILC CAMPUS LOCATIONS

Main ILC, Room 112 9101 Fayetteville Rd. Raleigh, NC 27603 919-866-5276	Northern Wake Math and Science Bldg., Room 213 6600 Louisburg Rd. Raleigh, NC 27616 919-532-5548	Western Wake Learning Resource Center ILC, 200E 3434 Kildaire Farm Rd. Cary, NC 27518 919-335-1028	Public Safety Education Room 1611 321 Chapanoke Rd. Raleigh, NC 27603 919-866-6100	Health Sciences ILC, HEB 208 2901 Holston Lane Raleigh, NC 27610 919-747-0233
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Hours may vary within each skills center. Please call ahead to check availability or check the ILC website, <http://ilc.waketech.edu>.

English As A Foreign Language (EFL)

Website: <http://efl.waketech.edu>

The English as a Foreign Language (EFL) department offers academic English courses for individuals whose native language is not English and who wish to study at the college and university level in the United States. These courses comprise an intensive English language program that focuses on language for academic purposes; courses are offered on four proficiency levels in grammar, composition, reading, and listening/speaking. See the course descriptions listed as EFL in the course descriptions sections of this catalog for specific course information. This program meets the requirements for those students who have a student visa. Prospective students who wish to obtain a student visa should go to the International Student website at <http://efl.waketech.edu>. Tuition rates are the same as those for other curriculum classes offered at Wake Tech.

The EFL office is located on the Main campus in the Technical Education Building, Room 109. Prospective students can call 919-866-5325 for more information.

College ID Students

A college ID card (student photo identification card) will be provided to each registered student. The college ID card must be carried by the student at all times. Students on all campuses which includes, Main, Northern, Health Sciences, Western and Public Safety must obtain a current semester validation sticker that will be affixed to their card (effective Fall 2010). Semester validation stickers can be obtained at various locations on each campus.

The card is required for using campus services and attending campus functions and also serves as a library card. Campus security or any college official may ask a student for the college ID card at any time while on campus or at any off-campus activity sponsored by the college. Students without a valid college ID card will be asked to leave the campus unless their purpose can be substantiated by a college official. The initial college ID card will be free; a duplicate will cost the student \$5.00.

The College reserves the right to change days and times of availability as needed.

Main Campus

8 a.m.-5 p.m., Monday-Friday

Northern Wake Campus

8 a.m.-7 p.m., Monday-Thursday
8 a.m.-4 p.m., Friday

Health Sciences Campus

8 a.m.-5 p.m., Monday-Friday

Western Wake Campus

8 a.m.-1 p.m., Monday-Friday

Public Safety Education Campus

8 a.m.-4:30 p.m., Monday-Friday

STUDENT SERVICES

Employees and Volunteers

A college ID card will be provided to each employee and volunteer. The college ID card or another name badge must be worn by the employee or volunteer at all times while on any Wake Tech campus or when conducting official Wake Tech business off campus.

Career and Employment Resources

Website: <http://careers.waketech.edu>

The Career and Employment Resources division offers support to students, graduates, and alumni in the development of curriculum-related skills (through experiential education) and job search and success skills.

Cooperative Education (Co-op) is an academic program combining classroom instruction with practical work experience, paid or unpaid, that relates directly to students' curriculum studies. The combination of theory and practice allows students to explore career choices while earning academic credit and even income. Students may access the Co-op link above for additional information and eligibility requirements.

Because of the intrinsic value Cooperative Education has for students, it is a requirement in many technical and vocational curricula at Wake Tech. In some cases, Co-op credit can be applied to satisfy electives and other requirements. (The College reserves the right to add, remove, or alter the Co-op component in any curricula, as needed.)

Student eligibility for a Co-op work assignment is determined by the Coordinator of Cooperative Education, based on the student's prior work experience, academic performance, health/fitness for the assignment, attitude, appearance, and other select criteria, as well as position availability. Every effort is made to find Co-op work experiences for all students; however, placement cannot be guaranteed. If eligible, the student is interviewed by potential Co-op employers. Once a student accepts a Co-op employment position, he or she must satisfactorily complete all orientation sessions, seminars, and assignments in order to graduate; completion will be verified by the student's academic advisor or the Coordinator of Cooperative Education. Co-op courses completed for one program may not count toward the completion of another program.

The Cooperative Education program is designed to be as flexible as possible, to accommodate individual career plans. Students may choose part-time, full-time, or other work arrangements for their Co-op experience, depending on employers' needs.

As its name suggests, Cooperative Education involves the cooperation of Wake Technical Community College, Wake Tech students, and participating employers. The program, therefore, has guidelines and procedures to which all parties must adhere. The benefits of cooperative education are numerous:

Benefits to Student

- Relates theory to practice and helps improve students' academic motivation
- Creates an opportunity to learn and apply job skills (preparing a resume, networking, interview skills, etc.)
- Helps the student develop and enhance interpersonal skills
- Provides professional experience prior to graduation as well as post-graduation employment opportunities
- Paid Co-op positions provide income for students. (Note: some Co-op positions are unpaid.)

Benefits to Employer

- Provides a cost-effective resource for recruitment as well as access to a diverse pool of potential employees
- Results in lower training costs for those students who are later hired as regular employees
- Enhances college relations and provides employers with a unique opportunity to have input into the curriculum.

Wake Tech began offering its students the benefits of Cooperative Education in 1966 and was the first community college in North Carolina to do so. Students who participate in Co-op enter the highly-competitive job market with several months of work experience in addition to their diploma or degree. Experience may provide a decided advantage in the search for employment.

Employment Resources at Wake Tech (which include assistance with the development of important job search skills and access to information on employment opportunities) are for curriculum education students seeking full-time employment upon graduation and for those seeking part-time, temporary employment while enrolled at the college. Services are also available to alumni of curriculum education programs for five years following graduation. The Career Readiness and Employment Resources division coordinates all on-campus employer and military recruiting as well as managing job boards for part-time and full-time employment, internships, and Cooperative Education opportunities. Each curriculum program offered at Wake Tech is actively engaged in the development of relationships with employers and the creation of job opportunities for students and alumni.

STUDENT SERVICES

The College does not guarantee employment to any student or employees to any employer. Services are offered at no charge to employers or to students and alumni.

Libraries

Wake Technical Community College operates five libraries, as well as providing student resources through a library website at <http://library.waketech.edu>

Library services are free, and any Wake Tech student or employee may use any of the library services or resources at his or her convenience. All users must complete a library application form and have a valid Wake Tech photo ID, in order to establish a library account.

<u>Library Location</u>	<u>Hours of Operation</u>	<u>Library Location</u>	<u>Hours of Operation</u>
Main (Howell) 9101 Fayetteville Rd. Raleigh, NC 27603 919- 866-5644	Mon. –Thur.: 7:30 a.m. – 9 p.m. Friday: 7:30 a.m. – 5 p.m. Saturday: 9 a.m. – 1 p.m. Sunday: Closed	Northern Wake 6600 Louisburg Rd. Raleigh, NC 27616 919- 532-5550	Mon. – Thur.: 7:30 a.m. – 9 p.m. Friday: 7:30 a.m. – 5 p.m. Saturday: 9 a.m. – 1 p.m. Sunday: Closed
Health Sciences 2901 Holston Ln. Raleigh, NC 27610 919- 747-0002	Mon. –Thur.:7:30 a.m. – 9 p.m. Friday: 7:30 a.m. – 5 p.m. Saturday: Select dates each semester Sunday: Closed	Public Safety Education 321 Chapanoke Rd. Raleigh, NC 27603 919- 866-6107	Mon. – Friday: 9 a.m. – 3 p.m. Saturday: Closed Sunday: Closed
Western Wake Millpond Village Room #252 3434 Kildaire Farm Rd. Cary, NC 27518 919- 335-1029	Mon. –Thur.: 8 a.m. – 4 p.m. Friday: 8 a.m. – 3 p.m. Saturday: Closed Sunday: Closed		

Each library location offers the following services and resources:

1. Access to print (books, periodicals) and audiovisual materials (DVD, VHS, audio books)
2. Electronic databases (NC LIVE, SIRS, JSTOR, Cochrane Library, Science Direct, and more)
3. Interlibrary Loan
4. Online Renewals
5. Research Guides & Tutorials and Database Instruction
6. Ask-A-Librarian Services (Email, Instant Messaging, and NC KNOWS - Virtual Reference)

Overdue Materials & Fines

Books - \$0.10 per day, per item (max. \$10.00)

Audiovisual & Special Reserve Items - \$1.00 per day (max. \$10.00)

Fines should be paid in a timely manner to avoid registration blocks. Students with outstanding library fines of \$5.00 or more will not be allowed to register for the next semester or obtain their semester grades. At this time, the final notice is mailed and **student records will be blocked** until all materials are returned and fines are paid.

Student Government Association

The Student Government Association (SGA) is the campus organization that represents the interests of all Wake Tech students. Each curriculum student enrolled at Wake Technical Community College is required to pay the Student Administration Fee and shall be a member of the Wake Technical Community College Student Government Association and governed by its rules and regulations.

Visit <http://studentactivities.waketech.edu/clubs/sga> to learn more about Wake Tech's SGA.

Student Handbook

All regulations and policies pertaining to student conduct are listed in the student handbook. The handbook may be viewed online at <http://handbook.waketech.edu>. Students are responsible for reading the information in the student handbook. One of the conditions of enrollment is the student must follow the Student Code of Conduct, which is located in the Student Handbook.

STUDENT SERVICES

Student Publications

Wake Tech's Student Government Association sponsors a newspaper, titled The Student Voice, which is written, edited, and managed by students with the assistance of an advisor from the Art, Humanities, and Social Sciences Division.

Publications Policy

Publications are defined to include but are not limited to the following: newspapers, pamphlets, newsletters, brochures, flyers, books, posters, or magazines. Publications may not be printed or distributed without official approval of the Dean of Students. Approved campus organizations may post and distribute their publications if said publications have been approved by the president of the organization, the organization's advisor, and the Dean of Student Development.

All publications (print, electronic, or other) containing URLs or references to the Wake Tech web site must be sent to the webmaster (webmaster@waketech.edu) prior to finalization to ensure that URLs are listed correctly.

Publications containing profanity, language that is offensive to race, sex, or creed, grammatically incorrect statements, and misspelled words will not be approved for printing or distribution. All publications must represent the dignity, mission, and standards of the College. Organizational publications must also be consistent with the philosophy and mission of the organization.

The College reserves the right to rescind approval for on-campus activity for any organization that violates this policy. Individuals found guilty of not conforming to this Publications Policy will face disciplinary action, including suspension from the College.

From time to time, changes made to published, College policies will affect students. The College reserves the right to make such changes and holds students responsible for keeping themselves informed about these changes. Announcements of changes will be emailed to student's "my.waketech.edu" email address and can be found online at <http://updates.waketech.edu/> or distributed through the electronic newsletter, which is sent to all currently enrolled students.

This policy does not apply to off-campus groups and individuals. Off-campus groups and individuals are allowed to distribute their publications in the designated areas of the main campus and the north campus in accordance with the [College's Solicitation policy](#). See General Information, Solicitation.

Wake Tech Alumni Association

The College encourages its alumni to share information about personal and professional accomplishments through a link on the College website. Inquiries about alumni news should be directed to the College's Foundation Office. An online alumni magazine is in development.

ATHLETICS

The mission of Wake Tech's [athletics](#) program is to enhance the college experience for all students by promoting fitness, building awareness of the importance of lifelong physical activity, and developing character and leadership ability through athletic activities and events. Wake Tech encourages all students to participate in athletics, develop athletic skills and abilities, and strive to realize their full potential.

The program offers high-quality instruction and support services with the collaborative efforts of faculty, staff, administration, trustees, and the community. Wake Tech offers equal opportunity for all in compliance with the regulations of Title IX and adheres to an established code of conduct for all athletes and program participants.

Wake Tech is a proud member of the [National Junior College Athletic Association](#) (NJCAA), Region X.

Support Wake Tech athletics: Become an [Eagle Club](#) member! Learn more at athletics.waketech.edu.

STUDENT CHAPTERS OF PROFESSIONAL ORGANIZATIONS & CLUBS

The Office of Student Development supports and encourages professional organizations and clubs at Wake Technical Community College. Professional organizations and clubs give students a unique opportunity to develop leadership skills, network with professionals in a given field of study, and get involved. Students interested in joining a club should visit the Office of Student Activities in the Student Services Building on the Main Campus.

A complete listing of clubs is available online at <http://studentactivities.waketech.edu/clubs/>.

GUIDELINES FOR ORGANIZATION APPROVAL

All student organizations must be approved by the College through the Office of Student Development. The following are procedural guidelines for obtaining new student organization approval:

- Students wishing to create a new organization must request an application from the Director of Student Activities. The application period for establishing a new organization is spring semester; applications received during the fall

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semester will be considered for approval for the following academic year. The application must include the name of the organization, its purpose, objectives, recommendation for a faculty advisor, procedures for electing officers, means and methods for financing, and other information as requested by the Dean of Students.

- The organization must receive approval from the Director of Student Activities, the Dean of Students, the Senior Vice President of Student Services, and the President of the College before becoming an official college organization

DISABILITY SERVICES

The mission of Disability Support Services (DSS) is to adapt the College's general services to the specialized, individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs, facilities, and activities.

Students requesting disability accommodations from the College must self-identify to Disability Support Services. Students are required to submit current documentation of their disability to DSS to determine eligibility prior to the implementation of services. Students requesting accommodations from the College must have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time for accommodations to be implemented.

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

To obtain additional information or to read documentation guidelines and/or DSS Policies and Procedures, please go to the DSS website <http://disabilityservices.waketech.edu> or contact the DSS office at 919-866-5670 or by Sorensen Video Phone (919) 324-1508.

ONLINE / eLEARNING SUPPORT

Wake Technical Community College offers students two options for online/eLearning Support instruction: Internet courses, and hybrid courses. These alternatives to traditional seated classes allow students to take courses at times convenient to their schedules. Each course is facilitated by a qualified, competent instructor who develops the course so that the learning outcomes are comparable to a traditional seated class, who serves as a resource to the students, and who provides a syllabus and course guidelines. Costs and credits earned are the same as on-campus courses, and students have access to equivalent services and resources. Students interested in taking a distance education course should visit Wake Tech Online at <http://online.waketech.edu/>.

Internet Courses

Students registered for Internet courses may be offered the opportunity to attend an orientation or other meeting at the College, but generally the subject matter is presented online and distributed through the College's Blackboard server, <http://dist-ed.waketech.edu>. Students must have access to a personal computer with Internet connection and browser software. Wake Tech faculty develop and teach online courses.

Before enrolling in an Internet course, students should:

1. Preview the Internet course, <http://online.waketech.edu/students/previews.html>
2. Participate in the online student orientation, <http://online.waketech.edu/students/online.html>
3. Review the information posted on the online/eLearning Support website, <http://online.waketech.edu/>
4. Take the self-assessment entitled "Are You Prepared for an Online Course?"

Hybrid Courses

Hybrid courses combine regular classroom meetings with Internet instruction, reducing the number of hours a class meets on campus during the semester. The instructor determines the class schedule, which is published online. Students must have access to a personal computer with Internet connection and browser software.

Before enrolling in a hybrid course, students should:

1. Preview the hybrid course at <http://online.waketech.edu/students/previews.html>; and
2. Review the information posted on the online/eLearning Support website at <http://online.waketech.edu/>.

Testing Center

Online and hybrid course instructors may require students to take tests on campus. The Distance Education Testing Center is located in Room 265 on the Western Wake Campus. Hours are posted online at <http://online.waketech.edu/testcnt.html> or students may call 919-335-1071.

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Library Resources

To maintain a sound learning environment, students enrolled in eLearning Support courses have access to the libraries on the Main, Health Sciences, Northern Wake, Public Safety Education, and Western Wake campuses.

Although traditional library services are available to all students, the College has expanded its services to accommodate eLearning Support. The library's website, <http://library.waketech.edu>, is available to on-campus, off-campus, and eLearning Support students. The website provides information on interlibrary loans, loan periods, hours of operation, and electronic and print databases. The website has links that provide access to other libraries, resources, search engines, and services such as NC LIVE.

Please view the [Libraries](#) section in the Student Services chapter or their website for hours and locations.

PATHWAYS MINORITY MALE MENTORING PROGRAM

The mission of the **Pathways Minority Male Mentoring Program (Pathways 3MP)** is to increase the success of minority male students at Wake Tech in the areas of academic growth, retention, and graduation.

Pathways 3MP was developed in partnership with the NC Community College System office and Wake Tech students, faculty, and staff. The program is a support group of academic peers working together, along with program staff, to foster and nurture educational excellence and success among minority male students. Students are encouraged to embrace leadership and to serve as positive role models for each other through strong commitments to academic achievement, brotherhood, and service.

Pathways 3MP offers exceptional mentoring support – academic, social, and career-based. In addition, students are exposed to personal and educational enrichment opportunities that include inspirational seminars, academic workshops, statewide conferences, volunteer service at a local shelter for homeless men, and tours of four-year colleges.

Program staff are located in the Student Services Building, Room 128, on Main Campus, but they provide services at other Wake Tech campuses as well. Main office hours are Monday-Friday from 8:30 a.m. to 5:30 p.m.

For more information, visit <http://pathways.waketech.edu/index.php> or call 919-866-5507.

OFFICE OF VOLUNTEERISM AND [STUDENT] LEADERSHIP (O.V.A.L.)

The Office of Volunteerism and Leadership was established to assist students in becoming active local and global leaders. O.V.A.L. promotes Wake Tech's core values of accountability, responsibility and collaboration by providing opportunities for service and leadership training.

O.V.A.L. partners with various community agencies to provide service opportunities for the campus community and to engage students in service projects: Habitat for Humanity, the Wilmington Street Men's Center, Food Bank of Central & Eastern Carolina, Wake County Public Schools, United Way, STOP HUNGER NOW, and Interfaith Food Shuttle, to name a few.

O.V.A.L. offers leadership training for students in addition to service opportunities. Two training programs that help students develop leadership abilities are offered on campus: *The Student Leadership Challenge* and *Tuesday and Thursday @ 2pm*. Each year, O.V.A.L. also selects students to participate in leadership training programs off campus, including Leadership Triangle-College Edition, sponsored by AT&T; the Student Leadership Development Program, sponsored by NC Community College Presidents and the NC Community College System Office; and ADVANCE, sponsored by Campus Compact.

O.V.A.L. is located on Main Campus, in Room 137 of the Student Services Building. For more details about our programs, please visit our website at <http://www.waketech.edu/student-life/office-volunteerism-and-leadership>.

GENERAL INFORMATION FOR ALL CAMPUSES

Campus Security & Safety

Website: <http://securityservices.waketech.edu>

The Board of Trustees of Wake Technical Community College has adopted policy statements in compliance with the dictates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The College's Campus Police Chief is primarily responsible for developing rules and regulations to implement these policies. Crimes on all campuses are reported to the Campus Police Department, which investigates on-campus murder, criminal sexual assault, criminal sexual abuse, robbery, aggravated assault, aggravated battery, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possession, and other emergencies on campus considered to be a threat to safety. Timely reports of such occurrences are made to employees and students. In the event the perpetrator of a violent

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crime is subject to discipline by the College, the victim of the crime shall, at the discretion of the College's administration, be permitted to obtain results of the disciplinary proceeding.

The College's Campus Police Department prepares, publishes, and distributes statistical reports that identify the occurrence of campus crimes and the number of campus arrests involving liquor law violations, drug abuse violations, and weapons violations. The policy statements and statistical reports are available upon request to students and employees as well as prospective students and the higher education community at Student Services Building, room 233, Main Campus, 9101 Fayetteville road, Raleigh, NC 27603.

Some security patrol and traffic control matters are handled by a private security company under contract with the College. This company is responsible to the College's Campus Police Chief, whose office is on Main Campus, in Student Services, room 233 and whose telephone number is 919-866-5532. The Campus Police Chief also can be contacted by dialing the College's main switchboard number, 866-5000 (from off-campus or from a coin telephone). Students, employees, and visitors are encouraged to report criminal activity and other emergencies on any campus at the College's emergency number, **919-866-5911**.

Students and employees are prohibited from bringing onto campus or using alcohol or illegal drugs on campus or during any College activity. Limited exceptions to this policy may be granted by the College's President or designee. The College has a Drug and Substance Abuse Council, which offers help to students and employees in seeking counseling and/or assistance programs. From time to time workshops and seminars are conducted on campus relating to the following subjects:

- Crime and Safety
- Self-Defense
- Drugs and Alcohol
- Date Rape

Other information is periodically published in the Campus Connections at <http://connections.waketech.edu/> and the student newsletter, The Eagle's Eye. The student newspaper, The Student Voice discusses and debates health, safety, self-defense, etc., issues.

Campus safety means protecting people and property. People working together can make our campuses safe and secure working and learning environments. Report suspicious persons, vehicles, and activities to the Campus Police at **919-866-5911**. Students attending classes in the evenings should walk in well-lighted areas with someone or near other people. Extra precaution should be taken by using sidewalks and crosswalks and by avoiding isolated areas. Personal valuables should be marked and NOT left unattended. Vehicles should be parked in a well-lighted area and locked.

Presentations by Local Law Enforcement Personnel

Wake Tech Campus Police Officers can conduct presentations concerning robbery, motor vehicle theft, and drugs and alcohol.

Annual Report of Criminal Offenses

The Clery Act, requires publication of criminal activity in the following categories. The figures shown in the tables below encompass all campuses of Wake Technical Community College.

Main Campus Crime Statistics

Type of Offense		On Campus	*Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/Non-negligent Manslaughter	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Negligent Manslaughter	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Sex Offense				
Forcible Sex Offense	2009	0	0	0
	2010	0	0	0

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	2011	0	0	0
Non-forcible Sex Offense	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
	Robbery			
	2009	0	0	0
	2010	1	0	0
	2011	0	0	0
Aggravated Assault				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Burglary				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Motor Vehicle Theft				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Arson				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0

* Includes the following locations: Apex High School, Athens Drive High School, Enloe High School, Knightdale High School, Leesville Road High School, Martin Middle School, Millbrook High School, Reedy Creek Middle School, Sanderson High School, Southeast High School, and Wake Forest-Rolesville High School.

Main Campus Hate Crime Statistics

Type of Offense		On Campus	*Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/Non-negligent Manslaughter	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Negligent Manslaughter	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Sex Offense				
Forcible Sex Offense	2009	0	0	0
	2010	0	0	0
	2011	0	0	0

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Main Campus Hate Crime Statistics (continued)				
Non-forcible Sex Offense	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Robbery				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Aggravated Assault				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Burglary				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Motor Vehicle Theft				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Arson				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Larceny-Theft				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Simple Assault				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Intimidation				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Destruction/Damage/Vandalism of Property				
	2009	0	0	0
	2010	0	0	0
	2011	0	0	0

* Includes the following locations: Apex High School, Athens Drive High School, Enloe High School, Knightdale High School, Leesville Road High School, Martin Middle School, Millbrook High School, Reedy Creek Middle School, Sanderson High School, Southeast High School, and

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Wake Forest-Rolesville High School.

Main Campus Arrests and Judicial Referrals

Other Offenses		On Campus	*Non-Campus Building or Property	Public Property
Arrests				
Liquor Law Violations	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Drug Abuse Violations	2009	3	0	0
	2010	0	0	0
	2011	0	0	0
Illegal Weapons Possession	2009	0	0	0
	2010	0	0	0
	2011	4	0	0
Judicial Referrals				
Liquor Law Violations	2009	0	0	0
	2010	0	0	0
	2011	0	0	0
Drug Abuse Violations	2009	3	0	0
	2010	0	0	0
	2011	0	0	0
Illegal Weapons Possession	2009	0	0	0
	2010	0	0	0
	2011	1	0	0

* Includes the following locations: Apex High School, Athens Drive High School, Enloe High School, Knightdale High School, Leesville Road High School, Martin Middle School, Millbrook High School, Reedy Creek Middle School, Sanderson High School, Southeast High School, and Wake Forest-Rolesville High School.

Health Science Campus Crime Statistics

Type of Offense		On Campus	Public Property
Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Non-forcible Sex Offense	2009	0	0
	2010	0	0

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2011 0 0

Health Science Campus Crime Statistics (Continued)

Robbery			
	2009	0	0
	2010	0	0
	2011	0	0
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Arson			
	2009	0	0
	2010	0	0
	2011	0	0

Health Sciences Campus Hate Crime Statistics

Type of Offense		On Campus	Public Property
Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Robbery			
	2009	0	0
	2010	0	0
	2011	0	0

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Health Sciences Campus Hate Crime Statistics (Continued)

Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Arson			
	2009	0	0
	2010	0	0
	2011	0	0
Larceny-Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Simple Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Intimidation			
	2009	0	0
	2010	0	0
	2011	0	0
Destruction/Damage/Vandalism of Property			
	2009	0	0
	2010	0	0
	2011	0	0

Health Sciences Campus Arrests and Judicial Referrals

Other Offenses		On Campus	Public Property
Arrests			
	2009	0	0
Liquor Law Violations	2010	0	0
	2011	0	0
	2009	0	0
Drug Abuse Violations	2010	0	0

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	2011	0	0
Illegal Weapons Possession	2009	0	0
	2010	0	0
	2011	0	0

Health Sciences Campus Arrests and Judicial Referrals

Judicial Referrals			
Liquor Law Violations	2009	0	0
	2010	0	0
	2011	0	0
Drug Abuse Violations	2009	0	0
	2010	0	0
	2011	0	0
Illegal Weapons Possession	2009	0	0
	2010	0	0
	2011	0	0

Northern Wake Campus Crime Statistics

Type of Offense		On Campus	Public Property
Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Robbery			
	2009	1	0
	2010	0	0
	2011	0	0
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0

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	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	1	0
Arson			
	2009	0	0
	2010	0	0
	2011	0	0

Northern Wake Campus Hate Crime Statistics

Type of Offense		On Campus	Public Property
Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Robbery			
	2009	0	0
	2010	0	0
	2011	0	0
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Arson			

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2009	0	0
2010	0	0
2011	0	0

Northern Wake Campus Hate Crime Statistics (continued)

Type of Offense	On Campus	Public Property
Larceny-Theft		
2009	0	0
2010	0	0
2011	0	0
Simple Assault		
2009	0	0
2010	0	0
2011	0	0
Intimidation		
2009	0	0
2010	0	0
2011	0	0
Destruction/Damage/Vandalism of Property		
2009	0	0
2010	0	0
2011	0	0

Northern Wake Campus Arrests and Judicial Referrals

Other Offenses	On Campus	Public Property
Arrests		
Liquor Law Violations	2009	0
	2010	0
	2011	0
Drug Abuse Violations	2009	1
	2010	0
	2011	2
Illegal Weapons Possession	2009	0
	2010	0
	2011	0
Judicial Referrals		
Liquor Law Violations	2009	0
	2010	0
	2011	0
Drug Abuse Violations	2009	0
	2010	0
	2011	2
Illegal Weapons Possession	2009	0
	2010	0

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2011 0 0

Western Wake Campus Crime Statistics

Type of Offense		On Campus	Public Property
Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Robbery			
	2009	0	0
	2010	0	0
	2011	0	0
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Arson			
	2009	0	0
	2010	0	0
	2011	0	0

Western Wake Campus Hate Crime Statistics

Type of Offense		On Campus	Public Property
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Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
Robbery			
	2009	0	0
	2010	0	0
	2011	0	0
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Arson			
	2009	0	0
	2010	0	0
	2011	0	0

Western Wake Campus Hate Crime Statistics (continued)

Type of Offense		On Campus	Public Property
Larceny-Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Simple Assault			
	2009	0	0

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2010	0	0
2011	0	0

Intimidation

2009	0	0
2010	0	0
2011	0	0

Destruction/Damage/Vandalism of Property

2009	0	0
2010	0	0
2011	0	0

Western Wake Campus Arrests and Judicial Referrals

Other Offenses	On Campus	Public Property
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Arrests

Liquor Law Violations	2009	0	0
	2010	0	0
	2011	0	0

Drug Abuse Violations	2009	0	0
	2010	0	0
	2011	0	0

Illegal Weapons Possession	2009	0	0
	2010	0	0
	2011	0	0

Judicial Referrals

Liquor Law Violations	2009	0	0
	2010	0	0
	2011	0	0

Drug Abuse Violations	2009	0	0
	2010	0	0
	2011	0	0

Illegal Weapons Possession	2009	0	0
	2010	0	0
	2011	0	0

Public Safety Education Campus Crime Statistics

Type of Offense	On Campus	Public Property
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Criminal Homicide

Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0

Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0

Sex Offense

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Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Robbery			
	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Arson			
	2009	0	0
	2010	0	0
	2011	0	0

N/A – Statistics for 2008 reported in Main Campus Stats prior to designation of Public Safety Training Center as a campus in 2009.

Public Safety Education Campus Hate Crime Statistics

Type of Offense		On Campus	Public Property
Criminal Homicide			
Murder/Non-negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Negligent Manslaughter	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Sex Offense			
Forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0
<hr/>			
Non-forcible Sex Offense	2009	0	0
	2010	0	0
	2011	0	0

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Robbery			
	2009	0	0
	2010	0	0
	2011	0	0
Aggravated Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Burglary			
	2009	0	0
	2010	0	0
	2011	0	0
Motor Vehicle Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Arson			
	2009	0	0
	2010	0	0
	2011	0	0

N/A – Statistics reported in Main Campus Stats prior to designation of Public Safety Training Center as a campus in 2009.

Public Safety Education Campus Hate Crime Statistics (continued)

Type of Offense		On Campus	Public Property
Larceny-Theft			
	2009	0	0
	2010	0	0
	2011	0	0
Simple Assault			
	2009	0	0
	2010	0	0
	2011	0	0
Intimidation			
	2009	0	0
	2010	0	0
	2011	0	0
Destruction/Damage/Vandalism of Property			
	2009	0	0
	2010	0	0
	2011	0	0

N/A – Statistics for 2008 reported in Main Campus Stats prior to designation of Public Safety Training Center as a campus in 2009.

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Public Safety Education Campus Arrests and Judicial Referrals

Other Offenses		On Campus	Public Property
Arrests			
Liquor Law Violations	2009	0	0
	2010	0	0
	2011	0	0
Drug Abuse Violations	2009	0	0
	2010	0	0
	2011	0	0
Illegal Weapons Possession	2009	0	0
	2010	0	0
	2011	0	0
Judicial Referrals			
Liquor Law Violations	2009	0	0
	2010	0	0
	2011	0	0
Drug Abuse Violations	2009	0	0
	2010	0	0
	2011	0	0
Illegal Weapons Possession	2009	0	0
	2010	0	0
	2011	0	0

N/A – Statistics for 2007 and 2008 reported in Main Campus Stats prior to designation of Public Safety Training Center as a campus in 2009.

Threat Assessment & Violence Prevention

To create an atmosphere that encourages learning and productivity, Wake Tech will consider the following behaviors unacceptable:

- Injuring another person physically;
- Engaging in behavior causing concern that creates a reasonable fear of injury to another person;
- Engaging in behavior causing concern that subjects another individual to undue emotional distress;
- Possessing, brandishing, or using a weapon that is not required by the individual's position while on College premises or engaged in College business;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- Retaliating against any person who, in good faith, reports a violation of this policy and,
- Any other behavior or activity that creates a threat or danger to a person or the campus environment.

This policy will be enforceable at any property, building, or other facility that is owned, leased, or used by Wake Technical Community College for any College activity. Violators will be subject to the College's disciplinary policies and/or State statutes as appropriate.

Drug and Alcohol Policy

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor; or unlawfully manufacture, distribute, dispense, possess, or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. Section

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812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or Article 5 of Chapter 90 of the North Carolina General Statutes, as amended from time to time, in any college location as defined below.

“College location” means in any college building or on any college premises; in any college-owned vehicle or in any other college-approved vehicle used to transport students to and from college or college activities; off college property at any college-sponsored or college-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the college.

Any student who violates the terms of this policy may be suspended or expelled from the college in accordance with the [Student Code of Conduct, Rights, and Responsibilities](#) policy, found in the Student Handbook, or may be required to or requested to participate in a drug abuse assistance and rehabilitation program approved by the Board of Trustees. If such student fails to satisfactorily participate in such program, the student shall be suspended or expelled from the college in accordance with the Student Rights, Responsibilities, and Procedures Policy.

Drug Abuse Prevention Program

The College has materials relating to drug abuse prevention available to all students, faculty, and staff. Interested individuals are encouraged to make use of these materials, which are located in the libraries on the Main, Health Sciences, Western Wake, Public Safety Education, and Northern Wake campuses.

Title IX Policy (Sexual Misconduct)

Procedures:

Title IX of the Education Amendments of 1972 states: “*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*”

Wake Technical Community College is committed to providing a learning, working and living environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual’s fundamental rights and personal dignity.

Wake Technical Community College considers sexual discrimination in all its forms to be a serious offense. This plan refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Wake Technical Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions.

If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. Please review the **Sexual or Gender Misconduct Plan** and the related **Plan Explanations** listed below. Benita Clark, Chief Human Resource Officer, is the college’s Title IX Coordinator. The Senior Vice President for Student Services, Rita Jerman and the Associate Vice President, Public Safety Education Campus, Anthony Caison, serve as deputy coordinators. They are responsible for implementing and monitoring Wake Technical Community College’s Title IX compliance. Investigators are also trained to assist in carrying out Title IX duties.

Mrs. Rita Jerman
919-866-5701
whjerman@waketech.edu

Ms. Benita Clark
919-866-7894
biClark@waketech.edu

Mr. Anthony Caison
919-866-6101
amcaison@waketech.edu

When concerns are brought to their attention or when they suspect that sexual or gender discrimination may be present, they are bound to initiate and oversee timely investigations and provide updates to the accuser and the accused. Initial complaints must be completed within 30 days from the date of the report; therefore all faculty and staff are required to cooperate fully, truthfully, and expediently with investigations

More information about Title IX

Retaliation is Prohibited

You have the right to raise concerns, to ask questions about our policies prohibiting sex or gender discrimination, and to participate in investigations without fear of retaliation. You also have the right to submit a complaint about retaliatory acts under Title IX.

How Can We Help

Our plan helps to insure the Wake Technical Community College’s community is free from discrimination based on sex or gender behavior. We are here to help assist you in an effective and efficient manner. If you feel you are experiencing sexual discrimination, the **most** important thing you can do is to get help. The contacts listed below will be able to guide you and provide important resources.

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Who Should I Contact

If you think you have been a victim of sex or gender discrimination, or if you are aware of its existence in any of our education programs or activities, or you have any questions about the sexual or gender misconduct policy, you can get help from any of the offices/individuals below:

Faculty or Staff: Contact the Chief Human Resource Officer and Title IX Coordinator, your supervisor, or Campus Security;

Students: Contact the Senior Vice President for Student Services, any Student Services Dean, Counseling Staff, Athletic Director, or Campus Security; and

Visitors, Applicants for employment: Contact Chief Human Resource Officer or Campus Security.

Sexual/Gender Misconduct Plan & Plan Expectations

I. PLAN STATEMENT

Members of the Wake Technical Community College's community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Wake Technical Community College believes in zero tolerance sexual or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this plan, serious sanctions will be imposed to reasonably ensure that such actions are never repeated.

This plan has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This plan is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

II. EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this plan in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction ("who, what, when, where, why, or how") because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this plan, "No" always means "No," and "Yes" may not always mean "Yes." Anything less than a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No."

III. EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical.

Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor; this will likely result in removing the employee from the

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supervisory or evaluative responsibilities, or shifting the student from being taught or evaluated by someone with whom they have established a consensual relationship. While no relationships are prohibited by this plan, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

IV. SEXUAL VIOLENCE -- RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Set out below are suggestions to avoid committing a non-consensual sexual act:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to one form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the College never assumes a student is in violation of College policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of class schedule, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

V. SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment;
2. Non-Consensual Sexual Contact (or attempts to commit same);
3. Non-Consensual Sexual Intercourse (or attempts to commit same); and
4. Sexual Exploitation.

1. SEXUAL HARASSMENT:

Sexual Harassment is

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is

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- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. NON-CONSENSUAL SEXUAL CONTACT:

Non-Consensual Sexual Contact is

- any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/or/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is

- any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION:

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

VI. ADDITIONAL APPLICABLE DEFINITIONS

- **Consent:** Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- **NOTE:** There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this plan.

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- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This plan also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this plan. More information on these drugs can be found at: <http://www.911rape.org/>.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this plan.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this plan. For reference to the pertinent state statutes on sex offenses, please see Article 7A of Chapter 14 of the North Carolina General Statutes.

VII. STATEMENT

- Any student found responsible for violating the plan on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
- Any student found responsible for violating the plan on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the plan on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

***The conduct body** reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Housing

The College does not have housing facilities, but students should have no difficulty in locating satisfactory housing.

Inclement Weather Schedule

Information regarding the closing of the College because of inclement weather will be announced on local radio and television stations and is posted on Wake Tech's website. In the event that bad weather occurs after the opening of the College, announcement of the dismissal of classes will come from the administrative officer in charge at that time.

When Inclement Weather Hits:

- If the College is closed, all classes at all sites are cancelled.
- If evening classes are cancelled, all classes at all sites are cancelled.
- If the College is open but Wake County Public Schools (WCPSS) are closed, Wake Tech classes scheduled at Wake County Public School sites are cancelled.

You can determine if your classes are cancelled by:

1. Checking the Wake Tech website www.waketech.edu
2. Calling the college switchboard at 919-866-5000, or
3. Checking local media stations (radio or television) for the latest information.

Computer & Internet Acceptable Use Policy

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include, but are not limited to, all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, network and communications facilities, telephone systems, and cellular telephone devices.. **Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.**

The College monitors access to these computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. **Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College.** Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, **may be subject to inspection under the Public Records Law of the State of North Carolina.**

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The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. **College computing resources** are to be used only for educational, research, or instructional purposes for which access is provided, and **are not to be used for any unauthorized purpose**, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
2. **An access account assigned to a user must not be used by any other individual.** Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, work-study students, student workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.
3. **Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users.** Remember - the College's policies against discrimination and harassment apply to communications through the College's computing resources.
4. **All computer software is protected by federal copyright law.** In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for knowledge of the licensing restrictions for any software used on the College's computing resources. Unless specifically granted permission, a user may not copy software, or use College-software software on anything but College-owned equipment.
5. **Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator.** Additionally, users shall not publish information, messages, graphics, or photographs on any web page, without the express permission of the author or creator.
6. **Users shall not engage in activities to damage or disrupt the hardware, software, or any communication** associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
7. **Users shall not waste, monopolize, interfere or misuse the College's computing resources** by, for example, requesting an excessive number of copies from a printer, playing games, or participating in chain letters or Ponzi schemes.
8. **Users shall not access or damage any portion of the College's computing resources** or other College property, such as College records, or use the College's computing resources for illegal activities.
9. **Users may not connect personal or non-College-owned equipment to the campus network unless given specific authorization** prior to the event. Users MAY connect laptops to smart classroom lecterns which were specifically designed for this purpose.
10. **Students may not use employee computers.** Most employee computers have access to the faculty/staff networks, colleague, and other sensitive data. For this reason, students may not use employee computers.
11. **Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy should notify the Chief Information Officer or any employee of ITS immediately.**

Enforcement

Failure to follow the Acceptable Use Policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts. Employees violating the policy are subject to disciplinary action as deemed appropriate by their immediate supervisor. Students violating the policy are subject to an immediate grade penalty of "F" and will not be allowed to further participate in the class. All College policies and procedures are applicable to users of the College's computing resources.

Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities. Wake Technical Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial or otherwise, for their actions.

Website Policy

Official Public Web Site

WWW.WAKETECH.EDU (<http://www.waketech.edu/>) is the only official website of the college and as such must be administered by college officials and the college webmaster on servers maintained, or external services approved, by Wake Tech's Information Technology Services area.

Student Portal

All information that pertains to current curriculum students only should be posted in the student portal.

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Blogs

Blogs may be provided to certain entities upon request. All blog websites must reside on Wake Tech's servers and must be the official responsibility of an employee with a key account. (Key accounts are used for login.) Blogs must be moderated by a faculty or staff member, although students may be permitted to edit blogs.

The Student Activities Department may request blogs for college clubs and organizations.

Social Networking/Supplemental Online Services

Wake Tech faculty and staff at department head level or higher may, with approval from the appropriate dean, use supplemental online services such as YouTube, Twitter, Facebook, MySpace, and others. Use of such services must be arranged through the webmaster, who will register an account with the social networking service requested, record the username and password, and notify the employee. (Username and password may not be changed.) The employee will be responsible for maintaining the service and may contact the webmaster for assistance as needed.

External Web Sites

Students, faculty, and staff are not permitted to use Wake Tech's name or official logos, graphics, or information or to state or imply any official association with the college in websites they create outside of Wake Tech's servers.

Violation of any of the above provisions will result in disciplinary action up to and including termination or expulsion.

Lost and Found

The purpose of this policy is to provide a standard procedure for the storage and disposal of lost or unclaimed items on the premises of Wake Technical Community College. Whenever possible, the owner of such items will be contacted first..

The following guidelines apply:

- Any lost or unclaimed item deemed unsafe or unsanitary will be discarded immediately.
- Food and other perishable items, lunch bags, and thermoses will be discarded after 24 hours.
- ID cards and credit or debit cards will be shredded and discarded after 48 hours.
- No lost or unclaimed items will be held longer than 30 days. After 30 days:
 - Clothing, backpacks, and other personal items will be donated to charity.
 - Cell phones and other personal electric devices will be recycled.
 - Cash will be returned to the person who turned it in or deposited in the student activities account.

Items valued at more than \$200 (laptops, purses, jewelry, tec.) will be recorded in a log and locked in a secure storage area accessible only to an authorized WTCC employee. Items may be reclaimed only by someone providing identification and proof of ownership.

"Lost and Found" repositories are located in the reception areas on most campuses, with these exceptions: Main Campus repository is in the Student Services Building room 137; the Northern Wake Campus repository is located in Building D, room 206-B.

Transportation

Wake Technical Community College provides bus service for students between downtown Raleigh and the Main Campus. The bus stop on Main Campus is located in front of the Pucher Lemay Building. A schedule can be obtained in Holding Hall, Student Services, or the Individualized Learning Center.

Solicitation

Notice: No amendments, changes, or modifications may be made to this policy (Solicitation – RefID#1427) until August 1, 2014 prior to consultation with WTCC General Counsel 7/28/09

Solicitations occur in numerous forms, formats, and techniques. For the purposes of this handbook, solicitations are deemed to include, among other activities, attempts to address all or portions of the College community to express social, political, religious or other views; to disseminate written materials; or to request, accept, or collect donations or contributions.

Any individual, organization, agency, or group that desires to solicit on any property which is owned, leased, or operated under the jurisdiction of the College is required to comply with the procedures listed below.

A. Expressive Activities

1. On-Campus Groups and Individuals

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On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with campus reservation procedures and WTCC protocols.

2. Off-Campus Groups and Individuals

a. General provisions

Speakers will be granted access to designated areas so long as notice has been provided consistent with this policy, granting access will not conflict with any previously-scheduled events, and the designated area is not temporarily inaccessible or unsafe due to construction, act of God or similar cause.

Access will not be denied because of a speaker's viewpoint or the content of his or her speech.

Access will be granted on a first-come, first-served, space-available basis.

Gross, multiple, or continued violation of this solicitation policy will result in the soliciting party's loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.

b. Notice Requirement

Speakers must provide written notice to the Office of the President three business days in advance of an intent to speak. Click here for required form, [Solicitation Request Form](#)

Upon arriving on campus, speakers must check in with Wake Tech's Campus Police & Security Services office.

c. Information Requirement

Speakers must provide the names of the persons who intend to speak on campus, the anticipated size of the group that will visit campus with the speaker, and the name, address and phone number of a responsible contact person who will be present on campus during the event.

Disclosure of this information is required to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.

d. Designated Areas

The following areas are designated for expressive activities by off-campus groups and individuals:

i. Main Campus: the paved area directly outside and adjacent to the north corner of the Pucher-LeMay building

ii. Northern Wake Campus: the flagpole circle

e. Scheduling Limitations

At the beginning of the academic year, the President shall establish a schedule of two days per week for expressive activities by off-campus groups and individuals. These areas will be made available to any off-campus group or individual for up to three hours per day between 10:00 a.m. and 4:00 p.m.

In order to promote opportunities for a diversity of speakers, a speaker may not reserve the forum more than two weeks in advance.

3. Noise Restrictions

No sound amplification is permitted. Also noise levels that are reasonably likely to or do cause a material disruption to the learning environment or the normal administration or operation of the College are prohibited.

4. Grounds for Denial of Access or Removal from WTCC Property

Speakers will be denied access or removed from WTCC property for the following:

a. Failing to comply with this policy.

b. Communicating "fighting words" as defined in case law.

c. Advocating illegal conduct that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

d. Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.

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- e. Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped.
- f. Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College.
- g. Damaging, destroying or stealing College or private property on campus.
- h. Possessing or using firearms, explosives, or dangerous weapons or substances.
- i. Obstructing the free flow of pedestrian or vehicular traffic.

B. Distribution of Written Materials

Pamphlets, publications, advertisements, and any other such materials may not be distributed through any form of the College's internal mail system. Such materials may, however, be distributed by hand at such time(s) and at such location(s) as may be designated in writing by the College President, so long as the group or individual has complied with the requirements of Section A above. Distribution of written materials will not be denied based solely on the content or the viewpoints expressed in the materials

Any individual, organization, agency, or group that distributes written materials on any property which is owned, leased, or operated under the jurisdiction of the College shall reimburse the College for any of the College's internal or external clean-up costs associated with the distribution of such materials.

C. Posting of Messages or Materials

It is expressly prohibited for any individual, agency, organization, or group not officially affiliated with the College to use any surface such as walls, bulletin boards, trees, or the like located on any property owned, leased, or operated under the jurisdiction of the College to display any written or otherwise visual materials.

D. Commercial Use of Bulletin Boards

The College provides some bulletin board space for its students and employees to advertise or request goods and services. Other than such limited use by the College's students and employees, bulletin boards located on any property that is owned, leased, or operated under the jurisdiction of the College may not be used for commercial purposes.

E. Donations and Contributions

On-campus individuals, organizations, and groups may solicit, accept, or collect donations or contributions on property which is owned, leased, or operated under the jurisdiction of the College for not-for-profit activities only. Prior to engaging in any such activities, individuals, organizations, and groups who desire to solicit, accept, or collect donations or contributions shall request permission in writing from the Office of the College President.

F. Goods and Services

Students who desire to solicit on any property that is owned, leased, or operated under the jurisdiction of the College to provide goods or services must make their request in writing to the Dean of Students. The request must contain a full description of the activity as to time, benefit, etc., in order to be considered. The decision as to whether such request will be allowed or denied and any conditions attached thereto shall be within the Dean's discretion. The Dean shall respond to all such requests in writing within five (5) working days from the date the request is received. All other individuals, organizations, agencies, or causes are prohibited from canvassing, selling, offering for sale, soliciting, or promoting the sale or advancement of any goods or services on any property which is owned, leased, or operated under the jurisdiction of the College.

Click here for required form, [Solicitation Request Form](#)

END SOLICITATION POLICY –

CAMPUS USE POLICIES

Students have a right to use all resources and facilities of the College during normal operating hours with the proper authorization. Students may not utilize resources and facilities of the College after hours without prior official approval and without faculty supervision. The security personnel must be notified under these unusual circumstances.

Cell Phones

Students may not engage in any activity that is disruptive to orderly classroom instruction, without limitations to the use of cell phone or pager calls; students are therefore required to disengage all such devices when in a classroom.

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Student Dress and Hygiene

Students are not allowed in any campus facility without shoes and shirts. Caps and hats should not be worn in any classroom. Underclothing must not be visible.

In addition, students must meet the specific dress requirements of their programs of study, including uniforms or personal protective equipment such as goggles, shields, etc., required in laboratory and shop settings. Students in violation of dress policies may be subject to corrective action, including removal from the setting.

Students' overall personal appearance must reflect cleanliness and good grooming. If a student's dress or hygiene interferes with the learning process, the student's instructor will counsel the student. Repeat offenses will result in referral to the Dean of Students.

Emergency Exit Procedures

If the need should arise to evacuate a building because of fire or other impending danger, a general alarm will be sounded. When such an alarm is sounded, individuals should leave the building by way of the nearest exit. Individuals should become familiar with posted evacuation routes.

Food and Beverages

Food and beverages are not permitted in classrooms, laboratories, shops, learning centers, libraries, or in any instructional area. This policy applies at all Wake Tech campuses, community school locations, and other facilities.

Health and Safety

Insurance and Accidents

The College cannot assume responsibility for injuries or losses sustained on or off campus by any student. Accident insurance is included in the Student Administration fee for all curriculum students.

All students covered by the insurance policy are responsible for reading the Student Accident Insurance Brochure (Policy) and following the claim procedures. After the accident has been reported and logged with campus security, the student may present a copy of any itemized medical bills to the Office of the Registrar, to receive an Accident Insurance Claim form. The Office of the Registrar will not release an Accident Insurance Claim form until receipt of the accident report from campus security. The accident claim must be filed within 90 days of treatment for any injury.

The College requires each person enrolling in a Health Sciences curriculum to have student malpractice liability insurance coverage in the amount of \$2,000,000/ \$5,000,000. This professional liability insurance may be purchased from most local insurance agencies or through a blanket liability insurance program at the College. Proof of coverage must be presented at the time of registration by providing the policy or certification of insurance. In the absence of proof of coverage, students enrolled in a Health Sciences curriculum are required to purchase professional liability insurance through the College's blanket liability insurance program at the time of registration. Students participating in sports activities are required to have accident insurance. Additional personal injury insurance may be required for the athletics program.

Health and Safety Program Responsibility

The responsibility for the organization, supervision, personnel training, and evaluation of an institutional program of health and safety has been assigned to the Facilities Engineer or a designee.

Notification of Accidents

Notification procedures for all accidents involving students and visitors are as follows:

- Students and visitors should notify campus security at 919-866-5911 of all accidents that occur on any Wake Technical Community College campus facility.
- Campus security will complete an incident report for all accidents and forward documentation to the appropriate service areas for accident insurance, facility maintenance, etc.

Administering of First Aid

From time to time students, employees, or visitors could be injured during the course of regular College activities. In the event of minor scratches and abrasions, first aid may be administered by College employees who are responsible for areas in which first aid kits are located. Only the supplies in the kits should be used, and in no circumstances should any medication be provided for oral consumption. Security Officers on any campus will assist and administer first aid and can be contacted at the College emergency number, 919-866-5911.

In the case of more severe injuries, employees on the scene should call 911 and then contact campus security at 919-866-5911. Security will assist the injured party and arrange for the arrival of emergency medical personnel. Security will fill out an incident report and forward to the Director of Security Services for appropriate action.

The decision to call Emergency Medical Services or other medical personnel rests with the Director of Security Services or his/her designee and the injured party. The College will make appropriate efforts to secure transportation for the sick or

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injured student, employee, or visitor. The College will not transport nor assume responsibility for the transport of other sick or injured persons.

Media Coverage of College Activities

As a public, tax-supported community college, Wake Technical Community College complies with public information law and works with news media to provide coverage of news about the College. Occasionally, media representatives may visit College classrooms to interview and photograph students. The College welcomes these opportunities and respects the rights of students who may not wish to be interviewed or photographed. Students may be excused from classroom activities, without question, while photographs or video images are recorded.

Off-Campus Sites

Many credit and non-credit courses are scheduled at community schools and other locations county-wide. All rules and regulations of Wake Technical Community College apply at off-campus sites in addition to any rules and regulations specified by those sites.

Pets

Pets, including but not limited to dogs and cats, create several conditions the College is not equipped to handle. Pets may carry and spread parasites. Pets of any type may not be brought on campus. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities.

Skate Boarding/Rollerblading

Skate boarding and rollerblading are not allowed on any Wake Technical Community College campus or site.

Smoking/Tobacco-Free Campus

Wake Technical Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities. The College believes that the use of tobacco products on college grounds, in college buildings and facilities, on college property, and at college-sponsored events is detrimental to the health and safety of students, employees, and visitors. The College takes seriously its obligation to provide a healthy learning and working environment, free from unwanted smoke and tobacco use, for students, employees, and visitors on the Wake Tech campus.

Policy

No student, employee, or college visitor is permitted to use any tobacco product at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by Wake Technical Community College;
- on any college grounds or property – including athletic fields and parking lots – owned or leased by Wake Technical Community College; or
- at any College-sponsored or college-related event, on campus or off campus.

In addition, college employees, college volunteers, contractors, or other persons performing services on behalf of the College also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off college grounds.

Further, no student is permitted to possess a tobacco product while in any college building, on college grounds or property, at a college-sponsored or college-related event, or at any other time during which students are under the authority of college personnel.

Tobacco products may be included in instructional or research activities in college buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and if the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Definitions

For the purposes of this policy, “tobacco products” are defined as cigarettes, cigars, blunts, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

Signage

Signs shall be posted in a manner and location to provide sufficient notification to students, employees, and visitors of the 100 percent tobacco-free college policy.

Policy Implementation

Wake Tech shall communicate the tobacco-free policy through a comprehensive campaign that shall include printed information in student and employee handbooks, announcements at college-related events, and appropriate signage in

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buildings and around campus. Likewise, an enforcement protocol, identifying consequences for students, employees, and visitors who violate the policy, shall be created and communicated to all.

Policy Implementation Dates

Northern Wake Campus: August 15, 2007
Health Sciences Campus: January 1, 2008
Plastics Center in Zebulon: January 1, 2008
Public Safety Education Campus: January 1, 2008
Main Campus: August 1, 2008

Tobacco Use Prevention and Cessation

Wake Tech shall encourage students and employees to abstain from and/or cease smoking and the use of tobacco products. In consultation with health agencies, the administration shall offer students and employees information about tobacco and its impact on health and safety as well as access to appropriate support programs and services.

Enforcement

Students: Any student who violates the terms of this policy will receive a reprimand upon his or her first offense. If a second offense occurs, the student will be placed on general probation and required to meet with the Dean of Students. A third offense by the student will incur suspension from the College for three calendar days (weekends and holidays excluded). The student will be suspended for a semester if he or she subsequently violates the terms of the Tobacco-Free Policy.

Employees: Any employee who violates the terms of this policy will receive a written warning upon his or her first offense. If a second offense occurs, the employee will be placed on probation. Any employee who subsequently violates the terms of the Smoking/Tobacco-Free Policy will be terminated..

Student Centers

Student Centers have been established on all Wake Tech campuses to allow students to study, relax, and get refreshments between classes. The centers provide TV, a lounge area, a cafeteria, and other services, depending on the needs of each campus location. Student Centers are located on the Main Campus (Student Services Building), the Northern Wake Campus (Administration Building), the Health Sciences Campus (Health Education Building), Western Wake Campus (2nd floor) and the Public Safety Education Campus.

When using the Wake Tech Student Centers:

Keep noise of all kinds to a minimum.

- Talk quietly
- Use earphones for electronic devices
- Do not play musical instruments unless authorized for a special event

Help to keep centers clean and accessible for all.

- Place trash and recyclables in appropriate receptacles
- Do not move furniture or tamper with equipment not designated for student use

Respect yourself and others.

- Wear appropriate clothing, including shirts and shoes
- Refrain from profane or obscene language and behavior
- Do not engage in violent or aggressive behavior of any kind, including hitting, wrestling, play fighting, or throwing objects

Failure to comply with the guidelines above will result in the loss of student center privileges for one week. A second offense will result in loss of privileges for one semester.

Telephone Calls

Public telephones are conveniently located on all campuses for students desiring to make telephone calls. A courtesy phone for student use is located on the Main Campus in the Student Services building, in the Student Development Office, 128. On the Northern campus a courtesy phone is located at the front desk in the lobby of Building A.

Students are not permitted to use any other office telephones for personal calls. Since the College does not have access to an intercom system or a messenger service, staff members will not deliver a message to a student unless it is determined to be an emergency. In an emergency, an individual who calls for a student must state the nature of the emergency; someone in Security Services will look up the student's schedule and attempt to contact him/her immediately.

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Traffic Rules and Regulations

Ordinance Governing Traffic, Parking, and Registration of Motor Vehicles

Be it resolved that, pursuant to the authority vested in it by Chapter 115D-21 of the General Statutes of North Carolina, the Board of Trustees of Wake Technical Community College adopts and records in its proceedings the following rules governing parking, traffic, and registration of motor vehicles on the campuses of Wake Technical Community College. These regulations are intended only to supplement the Motor Vehicle Laws of North Carolina, all provisions of which, under the terms of the above statute, now apply to the campuses of Wake Technical Community College. From the date of filing of these regulations in the Office of the Secretary of State, they shall apply to and be in effect on the streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots on all parts of the campuses of Wake Technical Community College.

Revised June 2011

<http://facilities.waketech.edu/parkingtraffic.php>

Article I. General Provisions

Section 1. Definitions

Abandoned vehicle: a motor vehicle that has remained parked for more than 10 days, which is determined to be "derelict" under North Carolina General Statute 20-137.7.

Employees: faculty members, administrative staff, clerical personnel, and all other non-student personnel employed by the college (including temporary, permanent, part-time, and full-time employment).

No parking area: any area not specifically marked, striped, or designated for parking.

Parking area: any area specifically set aside, marked, or assigned by Facility Services for the parking of vehicles, either permanently or temporarily.

Repeat offender: any person committing three (3) or more traffic or parking violations within an academic year.

Student: anyone registered or enrolled in full- or part-time academic study who is not an employee.

Visitor: anyone not identified as an employee or student according to the definitions above.

Section 2. Authority

As approved by North Carolina General Statutes, Chapter 115D-21, the Board of Trustees of Wake Technical Community College through their designee, Facility Services, shall be responsible for the registration, flow, and parking of vehicles on property owned or leased in whole or in part by the State of North Carolina and under control of the Board of Trustees of Wake Technical Community College. Notwithstanding the above, the Registrar shall be responsible for the registration of student vehicles. The provisions of the regulations shall apply to the operators of all vehicles operated on any Wake Tech campus and shall be in effect 24 hours a day, except as herein provided.

Wake Tech's **Facility Services Office**, as authorized by this Ordinance and the Board of Trustees, shall exercise discretion and authority in ensuring that the necessary business of the college is conducted properly; and that parking areas and facilities on Wake Tech campuses are used for the benefit and convenience of students, faculty, staff, and visitors.

Liability: Wake Technical Community College assumes no liability or responsibility for damage to or theft of personal property or of any vehicle parked or in operation on the properties leased by or under the control of the Board of Trustees of the College.

Section 3. Violation of Ordinance

In addition to the criminal penalties set out by the North Carolina General Statutes, any person violating this or any regulation issued hereunder is subject to a civil penalty as set forth in this Ordinance.

Rules of Evidence: When a vehicle is found to be in violation of this Ordinance, it shall be considered prima facie evidence that the vehicle was parked:

1. by the person holding the College parking permit for that vehicle, or
2. by the person on file as owner of said vehicle with the North Carolina Division of Motor Vehicles or corresponding agency of another state.

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Article II. Vehicle Registration and Parking Permits

Section 1. Permit Eligibility

General Provision: All faculty, staff, and students in good standing with the college are eligible for and may obtain a parking permit. Motor vehicles parked on campus by students, faculty, or staff must be registered with the college and must display a valid, official (Wake Tech-issued) vehicle parking permit.

Handicapped Parking Permits: All faculty, staff, and students in good standing with the college who possess a valid "handicapped placard" or "distinguishing license plate" issued to them pursuant to North Carolina General Statute 20-37.5 are eligible for and must obtain a distinguishable Handicapped Parking Permit from the college, as follows:

1. Complete a Wake Tech **Vehicle Registration** card; and
2. Present the registration card for the handicapped parking placard or distinguishing license plate that has been issued pursuant to North Carolina General Statute 20-37.5

Parking permits become invalid under the following conditions:

- Ownership of the vehicle is transferred to another person or entity.
- The permit holder's association with the college ends.
- The time period for which the permit is issued expires.
- The permit holder is issued another permit relating to the same vehicle.
- The permit holder's parking privileges are forfeited as a result of disciplinary sanctions.
- The permit holder commits three (3) or more traffic or parking violations in an academic year.

Section 2. Registration of Motor Vehicles.

Faculty/Staff vehicles must be registered through the Personnel Records Office. There is no cost to employees for vehicle registration and no limit on the number of vehicles that can be registered.

- **Faculty/Staff parking permits** are for the exclusive use of employees and do not entitle friends or relatives of employees to park in staff spaces, even with the permit. Faculty/Staff parking permits need not be renewed unless worn or illegible.

Student vehicles must be registered as part of the routine college registration process. In order to obtain a parking permit, you will be required to provide your vehicle license plate number and the state in which the vehicle is registered. Vehicles brought onto campus after the college registration period has ended must be registered promptly. Students registered for classes at the Health Sciences Campus must obtain an entry key card for the parking deck.

- **Student parking permits** will be issued in conjunction with student identification badges..

Faculty, staff, and students who have been issued a vehicle registration permit are responsible for parking violations involving the vehicle for which that permit has been issued.

Temporary parking permits must be obtained when a permit holder's vehicle is unavailable and he/she drives and parks another vehicle on campus.

Parking permits must be properly displayed on the vehicles for which they have been issued. Four-wheel vehicles must display permits on the left side of the rear window; two-wheel vehicle permits must be displayed on the rear of the vehicle.

Visitors (as defined in Article I) to any campus must obtain a temporary parking permit from the reception desk and may park in spaces designated for visitor or general parking only.

Article III. Parking and Traffic Rules and Regulations

Section 1. General Provision

Faculty, staff, and students are subject to discipline in accordance with the provisions of this Ordinance and Wake Tech policy and procedure.

Section 2. Rules and Regulations

- No vehicle shall be driven in a careless or reckless manner or in a direction opposite to that indicated by appropriate signs or markings on roadways that are designated as one-way streets.
- Wake Tech campuses shall be deemed business districts, with a speed limit of 20 miles per hour.

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- Vehicles parking in non-parallel parking spaces shall be parked with the front end of the vehicle at the angle to the curb indicated by marking or signs, and no vehicle shall be parked in such a manner as to occupy more than one space.
- All vehicles must park in the direction of the flow of the traffic pattern.
- Vehicles parking in a designated handicapped parking space must display a valid handicapped placard or distinguishable license plate issued to the operator or passenger (pursuant to North Carolina General Statute 20-37.5) and a valid college handicap decal. Any person parking in a designated handicapped parking space must comply with the requirements of North Carolina General Statute 20-37.6, "Parking privileges for handicapped drivers and passengers."
- Parking is prohibited as follows: on a sidewalk or walkway; along the main driveway entering the college; in the driving lanes of parking areas; in loading or unloading areas; in fire lanes; on grass or landscaped areas; in approaches or other portions of parking areas that are not clearly marked for parking.
- No faculty, staff, or student vehicle may be parked in spaces specifically reserved for certain persons or functions.
- Agents authorized by Wake Tech administration have authority to remove to a place of storage or boot any vehicle illegally stopped, parked, or abandoned, at the vehicle owner's expense.

Section 3. Enforcement

The College shall reserve the right to revoke any parking privileges and to remove a repeat offender's valid parking permit for flagrant violation of the Traffic Rules and Regulations, including failure to pay fines.

Fines

The Accounting Office is hereby authorized to collect a \$5 fine for any of the following violations:

- Back-in parking in parking space
- Driving in a hazardous manner
- Driving wrong way in drive lanes
- Failure to display current parking decal
- Failure to register vehicle
- Failure to heed stop or yield sign
- Improper display of parking decal
- Parking in manner creating a hazard
- Parking in more than one parking space
- Parking in non-parking space
- Parking in unauthorized space
- Parking incorrectly in space

The Accounting Office is hereby authorized to collect a **\$250.00** fine for violation of handicap parking rules and regulations.

The Accounting Office is hereby authorized to collect a **\$50.00** administrative fee for removal of a boot from any vehicle.

Towing

The Director of Security Services is hereby authorized to have towed or place a boot on (or other lawful means of enforcement) any vehicle in violation of rules and regulations, as follows:

- unauthorized parking in a handicapped space
- unauthorized parking in reserved space
- parking in area not designated for parking
- repeated violation of the parking rules
- parking in a manner that creates a hazard
- abandoned vehicles

In addition to any fine assessed for a violation of this Ordinance, the owner of a vehicle that is towed from the College is responsible for payment of any towing and/or storage fee charged for such towing.

Notice of North Carolina State Law Concerning Towed Vehicles

Wake Tech provides a petition/appeal procedure for towing and parking violations.

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Additionally, North Carolina G.S. 20-219.11 provides the following:

Whenever a vehicle with a valid registration plate or registration is towed as provided in G.S. 20-219.11, the authorizing person shall immediately notify the last known registered owner of the vehicle of the following:

- a description of the vehicle;
- the place where the vehicle is stored;
- the violation with which the owner is charged, if any;
- the procedure the owner must follow to have the vehicle returned to him; and
- the procedure the owner must follow to request a probable cause hearing on the towing.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request shall be filed with the magistrate in the county where the vehicle was towed. The magistrate shall set the hearing within 72 hours of his receiving the request.

The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower's lien continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished. Any aggrieved party may appeal the magistrate's decision to district court.

For a more complete explanation of the above procedure, refer to North Carolina General Statutes, Chapter 20-219.11.

Section 4. Suspension of Parking Privileges

The Director of Security Services may, in addition to any other penalty, suspend for up to one year the parking privileges of any individual found to be a repeat offender in flagrant violation of this Ordinance.

Section 5. Failure to Settle Fines, Fees, and Charges

Failure to settle outstanding traffic and parking fines, fees, and charges within fourteen days after issuance of a citation may result in the collection of fees in the following manner.

- Penalties owed by faculty members and other employees of the college may be deducted from payroll checks.
- Penalties owed by students will be forwarded to the Registrar and a hold will be placed on the student's records until the penalties are paid.

Section 6. Petition/Appeal Procedure

Individuals issued a parking or traffic citation may appeal by returning a Traffic Violation Appeal form to the Traffic Appeals Review Board within seven (7) calendar days, excluding official college holidays, of the date of the citation. The right to appeal a citation is waived upon expiration of the 7-day period; no untimely appeals will be accepted for review.

Appeal forms are available at the reception desk on all Wake Tech campuses.

Unless otherwise specified in this section, the appeal and all arguments in support of the appeal will be submitted in writing. The Traffic Appeals Review Board Administrator shall review the appeal, considering the written statement of the appellant and relevant documents submitted by the Director of Security Services, and respond by mail to the address provided on the appeal form.

Appeal Hearings

Individuals whose driving or parking privileges are suspended or revoked or whose vehicle is towed will be allowed to appear before the Traffic Appeals Review Board and provide relevant information in addition to the information provided in writing. A written request for an appeal hearing must be submitted directly to the Director of Security Services and received within 14 days of the date of the decision giving rise to the appeal. The individual will be notified in writing of the hearing date, time, and location. Each person is permitted one continuance of the hearing if he/she is unable to attend on a specified date.

The Traffic Appeals Review Board

The Board will consist of a Traffic Appeals Review Board Administrator, one faculty member, one staff member, and two student members. The President of the Faculty Association will appoint the faculty member. The President of the Staff Council will appoint the staff member. The Student Government Association President will appoint student members. The term of office will be for one year, September to August, with no limit to the number of terms served. Members will serve until successors are appointed. The Director of Security Services or his designee may attend each hearing to clarify any operational questions that may arise.

The Board Administrator will chair the hearing: bring the hearing to order and introduce the appellant, provide written or oral summation of the ruling, disperse completed appeal forms to each member of the board, maintain time restrictions with regard to testimony, dismiss the appellant, and call for a vote from each member of the Board. The Board

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Administrator will make note of the decision regarding the appeal. The Administrator is a non-voting member of the Board, except when it is necessary to break a tie vote.

The Board will meet as necessary. The Board Administrator is responsible for notifying the appellant and Board members of the time, date, and location of the hearing. In emergency situations (such as a student not being allowed to register for classes or an employee not receiving an employment contract due to pending traffic appeals) and between regularly scheduled meetings of the Traffic Appeals Review Board, the Board Administrator may render decisions on traffic appeals.

Decisions of the Traffic Appeals Review Board are final, except as otherwise provided by college policy and procedure. If an appeal is denied, payment of the fine is due immediately.

Section 7. Judgment Factors

- All facts stated on the appeal form and presented by the appellant.
- Any information provided by the Director of Security Services to include previous violations records.
- Information noted on the parking violation notice.
- The issuing officer's testimony.
- The rules and regulations of this Ordinance.



Remember to check the online College Catalog for the most up-to-date information at <http://catalog.waketech.edu>

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

I. GENERAL

This section covers student conduct, rights, and responsibilities while pursuing an education at Wake Technical Community College. Wake Tech has specific expectations regarding student conduct. The college is a learning community with the goal of providing a safe and healthy environment that facilitates the Wake Tech mission and promotes the core values of respect, responsibility, communication, collaboration, critical thinking, and accountability.

When a student's conduct adversely affects the learning environment or the pursuit of Wake Tech's educational objectives, action will be taken to first resolve the problem and secondly to assist students in learning from mistakes. Discipline issues will be resolved informally whenever possible.

II. RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to Wake Technical Community College represents a voluntary decision on each student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College acceptance of the application represents the extension of a privilege to join the college community and to remain a part of it, as long as the required academic and conduct standards are met.

Each student has the privilege of exercising the following rights without fear or prejudice, as long as respect is given to federal and state laws, policies of the college, and the rights of others on campus.

- A. Students are free to pursue educational goals through appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated on an academic basis, not on opinions or conduct matters unrelated to academic standards.
- B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- C. Students have the right to inquire about and to propose improvements to policies, regulations, and procedures affecting their welfare through established student government procedures, campus committees, and college offices.
- D. Students have the right to expect that their official college records will be safeguarded. The Family Educational Rights and Privacy Act of 1974 (as amended) provides safeguards regarding 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. Other than directory information, no records shall be made available to unauthorized personnel or groups inside or outside the college without the consent of the student involved, except under legal compulsion.
- E. Students have the right to expect a safe environment that ensures the continuity of the educational process.
- F. Students have the right to appeal academic integrity policy penalties – See Section III.D.
- G. Students have the right to appeal course grades – See Section III.E.
- H. Students have the right to grieve student code of conduct sanctions - See Section IV.C.2
- I. Students have the right to a fair hearing of grievances – See Section VI.

Likewise, as part of our community, students have certain responsibilities. These include, but are not limited to:

- A. Respecting the rights of others.
- B. Respecting the highest standards of academic integrity and reporting any violations of those standards to the Dean of Student Development or any other college official for appropriate investigation and disposition.
- C. Respecting the property of others, and the property, equipment, facilities, and programs of the college.
- D. Refraining from actions that endanger the health, safety, or welfare of any member of the college community or its guests.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

- E. Complying with the normative standards, rules, and regulations of the college as well as with federal, state, and local laws.

III. ACADEMIC INTEGRITY POLICY

A. Expectations

When college officials award course credits, degrees, diplomas, and certificates, they assume integrity on the part of the student who has completed the work. Wake Technical Community College expects students to demonstrate the highest personal integrity in all academic work and behavior. Effective education depends on an atmosphere that is conducive to learning, based on a commitment to honesty, trust, fairness, respect, and individual responsibility. Creating such an atmosphere is the responsibility of students and instructors and requires integrity on the part of both. Students may be asked to sign a statement of academic integrity upon entering Wake Tech classes.

Cheating and plagiarism, as defined below are forms of academic dishonesty that violate the integrity of the academic process.

B. Violations of the Academic Integrity Policy

1. Cheating, including:

- a. receiving, giving, or helping another student receive or give any information during a quiz, test, examination, or individual assignment;
- b. using unauthorized materials or equipment during a quiz, test, or examination, e.g., notes or books;
- c. communicating the subject matter or contents of a quiz, test, or examination to another student unless specifically authorized by the instructor to share it;
- d. taking a quiz, test, or examination for another student;
- e. obtaining quiz, test, or examination questions beforehand;
- f. tampering with the grading of a quiz, test, or examination; or
- g. working with others in completing take-home quizzes, tests, examinations, or individual assignments unless the instructor specifically authorizes collaborative work.

2. Plagiarism

Plagiarism is stealing, or passing off as one's own, the ideas or words of another person. When students present others' words or ideas in a written assignment, they must document the source(s), as described in the MLA Handbook or as directed by the instructor of the course. Plagiarism also includes:

- a. having another person write a paper and submitting it as one's own;
- b. copying all or part of a paper from another student or another source, such as the internet; or
- c. allowing another person to copy one's work.

- 3. Buying, selling, stealing, or soliciting any materials purported to be unreleased contents of a forthcoming examination, quiz, test, or project/assignment or the use of such material.
- 4. Substituting for another person in any of the above-mentioned situations or allowing another person to substitute for oneself.
- 5. Collusion with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
- 6. Knowingly furnishing false information to the college; forgery, alteration and or use of college documents or instruments of identification with the intent to defraud.

C. Academic Penalties

The following academic penalties may be imposed by an instructor, a department head, or a division dean for violation of the Academic Integrity Policy.

- 1. **Loss of Grade:** A zero for the assignment
- 2. **Loss of Credit:** An "F" for the course and loss of rights to attend the remaining class sessions.

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Written notice of any academic penalty must be submitted on form 1069 to a student conduct officer for appropriate recordkeeping.

D. Academic Penalty Appeal Procedures

1. A student who wishes to appeal an Academic Integrity Violation penalty must initiate the appeal process with the instructor **within 3 business days** of the communication of the penalty to seek resolution. To initiate the appeal, the student must use the Academic Appeal Form. The instructor will review the matter and contact the student within 5 business days with a decision.
2. If the student wishes to appeal the instructor's resolution, the student must submit an Academic Appeal Form to the department head **within 2 business days** of receiving the instructor's response. The department head will review the matter and contact the student **within 5 business days** with a decision.
3. If the student wishes to appeal the department head's resolution, the student must submit the Academic Appeal Form to the division dean **within 2 business days** of receiving the department head's response. The division dean will review the matter and contact the student **within 5 business days** with a decision.
4. If the student wishes to appeal the division dean's resolution, the student must notify a student conduct officer **within 2 business days** of receiving the division dean's decision that he or she would like the matter reviewed by the Disciplinary Review and Grievance Committee (DRGC).
5. The conduct officer will forward all documents to the DRGC Chair and contact the student **within 5 days** to schedule the DRGC committee hearing. The decision of the DRGC will be final and not subject to appeal.
6. At whatever stage the grievance is concluded, either due to amicable resolution or time limitations, all documentation should be maintained by a student conduct officer in accordance with the state records and retention policies.

The College recognizes that under certain circumstances, students may be justified in initiating their appeal at the department head level. Students who choose to communicate their appeal to the department head first, instead of to the instructor, must include the justification for doing so.

E. Course Grade Appeal Policy

1. Faculty Responsibility for Grades

A part of faculty responsibility at Wake Technical Community College is the assignment of student grades according to methods that are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

A student who has a disagreement with an instructor's professional judgment in grading should attempt to resolve the matter through dialogue with the instructor who issued the grade. The college believes that the preservation of the institution's academic integrity requires that the college ordinarily refrain from review of or participation in an instructor's evaluation of student performance in cases where the instructor is merely using his or her professional judgment.

However, the college acknowledges that, on occasion, exceptional circumstances may arise in which a student should have the opportunity to appeal the grade for a course. When circumstances warrant, a student may make use of the following appeals process.

In the event the student is contending that the disputed grade was rendered on account of or was influenced by the student's age, race, sex, national origin, religion, or disability, the student must utilize the grievance procedure in lieu of the procedure described below.

2. Course Grade Appeals Process

- a. A student who wishes to contest a course grade must initiate the appeals process with the instructor of the course within **fifteen (15) business days** of the posting of that semester's final course grades.
- b. Within **five (5) business days** of the appeal, a student who is unable to resolve the disagreement with the instructor, and who wishes to appeal the grade beyond the authority of the instructor,

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must complete a Grade Appeal Form, which then becomes the document of record. This form is available from the department head.

- c. Within **five (5) business days**, the department head will decide whether a review of student work is required, and if necessary, the manner by which any such reviews of student work will be performed. The department head will also decide on an appropriate action.
- d. A student who is unable to resolve the disagreement through dialogue with the department head may appeal, within **five (5) business days**, to the academic dean of the division. The academic dean will investigate, and within approximately **five (5) business days**, decide on an appropriate action. The academic dean's assessment will be considered final.

IV. STUDENT CODE

Students are expected to conduct themselves in accordance with generally-accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct (the Student Code) is not to restrict student freedom but to protect the rights of all students in their academic pursuits.

A. Prohibited Conduct

Students are prohibited from engaging in any conduct which materially and adversely affects the educational process, including the following:

1. Violation of the Academic Integrity Policy.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities.
3. Theft of, misuse of, or intentional 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.
4. Trespassing, including unauthorized entry or presence on the property of the college or in a college facility or any portion thereof to which entry or presence has been restricted.
5. Violation of the [Drug and Alcohol Policy](#).
6. Lewd or indecent conduct on college premises or at college-sponsored or college-supervised functions.
7. The use of profane, lewd, or obscene speech or like expressive behavior (including the wearing of clothing displaying such language, pictures, or symbols); the use of defamatory or racist speech or like expressive behavior; or the use of any speech or behavior implying a physical threat or likely to provoke violence or retaliation in person or via electronic means, including but not limited to texting, email, and social networking sites.
8. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger an individual's health or safety.
9. Violation of the [Sexual Harassment Policy](#).
10. Intentional obstruction or disruption of teaching, administration, or disciplinary proceedings or other college activities, including public service functions and other duly-authorized activities, on college premises.
11. Occupation, refusal to depart, seizure, commandeering or threatening to do so in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
12. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, ingress, or egress of college facilities; which is harmful, obstructive, or disruptive to the functions of the college; remaining at the scene of such an assembly after being asked to leave by a college official.
13. Possession of firearms, fireworks, explosives, incendiaries, knives of any kind, and other types of weapons on college property or at any college function (except in connection with a college-approved activity).
14. Setting off a fire alarm or using or tampering with 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

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equipment.

15. Gambling or unauthorized raffles on college premises or at college-sponsored or college-supervised functions.
16. Smoking and/or use of any forms of tobacco products and e-cigarettes on all properties owned or rented by the college.
17. Violation of college regulations regarding the operation and parking of motor vehicles.
18. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
19. Failure to comply with instructions of college officials acting in performance of their duties.
20. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
21. 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.
22. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
23. The unauthorized access or attempt to access, manipulation, or retrieval of files, programs, or data from any college computer system.
24. Disruption, disturbance, or interference with any classroom activity or staff operation by the playing of loud, threatening, or obscene music.
25. Engaging in any action that is disruptive to orderly classroom instruction without limitations to the use of cell phones or pager calls; students are therefore required to disengage all such devices when present in a classroom.
26. Engaging in any action that is disruptive or in violation of established rules and regulations regarding use of college areas, including but not limited to computer labs, library, ILC, student lounges, and cafeteria.
27. Willfully encouraging others to commit any of the acts that have been herein prohibited.

B. **Disciplinary Penalties for Violations of the Student Code**

The following disciplinary actions may be imposed by an instructor or college official for violation of the Student Code. A copy of any written warnings or reprimands must be forwarded to a student conduct officer for appropriate recordkeeping.

1. **Admonition:** A warning to the student that the behavior is unacceptable and that if the pattern of behavior continues, the student will face disciplinary action up to and including suspension from the college. Verbal warnings will be documented by the instructor or college official and included as evidence in the event of subsequent violations.
2. **Reprimand:** A written communication which gives official notice to the student that a violation of the Student Code has occurred and that any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.
3. **Emergency (Interim) Suspension:** Instructors or college officials may impose interim suspension for conduct that poses a threat to the health or well-being of any member of the academic community or the activities of the college.
 - a. Interim suspension will not exceed more than two class periods. Instructors must notify their department head or next ranking available supervisor immediately upon suspending a student.
 - b. A completed form 1069 must be submitted to a student conduct officer within 24 hours of the suspension.
 - c. Any student who receives an interim suspension must meet with a student conduct officer or designee prior to returning to class.

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- d. If class readmission is approved, the student conduct officer will give the student a class readmission notice. Instructors who have not received notification of a suspended student's return to class may deny entry until such notification is received.

The following disciplinary actions may be imposed only by the Disciplinary Review and Grievance Committee (DRGC), Vice President of Student Services, Student Conduct Officer, or Registrar when applicable:

4. **General Probation:** An individual may be placed on general probation when involved in a substantive disciplinary offense. General probation has two (2) important implications: 1) the individual is given a chance to show capability and willingness to observe the Student Code without further penalty; and 2) if the student errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) terms.
5. **Restrictive Probation:** Restrictive probation results in loss of good standing, and notation of such is made in the individual's conduct record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. The individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of restrictive probation may result in immediate suspension.
6. **Restitution:** Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
7. **Withholding:** Transcript, diploma, or right to register will be withheld (denied) when financial obligations are not met.
8. **Suspension:** Exclusion from a class, program of the college, or all college activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from a student conduct officer before returning.
9. **Expulsion:** Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the Vice President of Student Services.
10. **Group Probation:** This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the probationary period, the group's charter may be revoked or activities restricted.
11. **Group Restriction:** Removing college recognition during the term or semester in which the offense occurred or for a longer period (usually not more than one additional term). 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.
12. **Group Charter Revocation:** Removal of college recognition from a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the Vice President of Student Services.

C. Disciplinary Procedures for Violations of Student Code

1. Instructor or College Official

When an incident takes place in which a student is alleged to have violated any portion of the Student Code, these steps must be followed by the reporting instructor or other college official:

- a. The instructor or official will give the student a verbal warning for a minor infraction.
- b. If the violation is not minor or for a subsequent violation, the instructor or college official will give the student a written reprimand and forward the report on a form 1069 to a student conduct officer. Form 1069 is available online at <http://eaglesnest.waketech.edu>. The student should be referred to a student conduct officer or designee.
- c. After referring the student to the Student Conduct Officer or designee and depending upon the severity of the incident, the instructor or official may impose an interim suspension. Instructors

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must notify the department head, division dean, or college official immediately upon giving the student an interim suspension. An interim suspension should be given if the behavior is violent or the disruption creates an atmosphere in which classroom instruction cannot continue. Interim suspensions can also be given after verbal and written warnings have been issued to the student. The suspension should not exceed more than two class periods.

- d. The student should be referred to the Student Conduct Officer or designee and may not return to class until he or she has met with the officer or designee. Once the student meets with the Student Conduct Officer or designee a form will be given to the student, indicating that he or she can return to class when applicable.
- e. The instructor or college official must send a Student Code Violation Report, Form 1069, within two (2) business days of the incident to the Student Conduct Officer or designee and department head indicating action taken. Form 1069 is available online at <http://eaglesnest.waketech.edu>.
- f. The Student Conduct Officer will notify the student, instructor, and department head in writing of any disciplinary action taken.

2. Student Code of Conduct Sanction Grievance Procedures

If the student wishes to grieve the Student Code of Conduct Sanction of a Student Conduct Officer or instructor, the student may request a hearing with the Disciplinary Review and Grievance Committee (DRGC). Request for a hearing must be made using Student Conduct Grievance Request within fifteen (15) business days after the sanction is issued.

- a. The Disciplinary Review and Grievance Committee is a judicial body designed to provide due process and participatory justice to students for college incidents which resulted in sanctions or penalties. Whenever possible, a student conduct officer will attempt to resolve the problem informally.
- b. Composition of the DRGC: The committee is composed of three members, each of whom may serve up to one year – a student in good standing academically and otherwise, a staff member, and a faculty member – plus a Presiding Chairperson, who will serve a two-year term.
- c. Powers and functions of the DRGC: The committee may confirm, deny, or modify the student code violation sanction. The decision of the Committee is final except in cases of alleged discrimination or denial of due process.
- d. Role of the DRGC Committee Chair:
 - i. The Chair will not be a voting member of the Committee and will intervene in proceedings only to advise on points of order and procedure.
 - ii. The Chair is expected to make electronic recordings of the hearing, which will be maintained in the office of the Student Conduct Officer.
 - iii. The Chair will be responsible for delivering the recommendations of the DRGC to the office of the Senior Vice-President of Student Services within two (2) business days.
- e. In DRGC hearings, the Student Conduct Officer's only role is to inform students of their rights and responsibilities in seeking to resolve differences and disputes.
- f. Meeting date and time: The DRGC will meet on Thursday afternoons or as announced to hear scheduled cases. DRGC members will be notified 24 hours in advance if there are cases to be heard.

V. OTHER COMPLAINTS

Concerns involving harassment or discrimination by a college faculty member or staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the college's affirmative action officer and or Title IX officer.

Currently-enrolled students may wish to complain about an issue related to the mission of the college for which there is no formal or established grievance or appeals process, including but not limited to curriculum, class scheduling, registration, financial aid, facilities, or faculty. In accordance with federal consumer information and accreditation requirements, all units that receive and resolve such complaints will maintain a log of the complaints and their resolution. In such cases, the student should follow the procedures below:

1. The student should submit a [Student Complaint Form](#).
2. The complaint form will be routed to the Senior Vice President for Student Services and assigned to the appropriate administrator, based on the nature of the complaint.
3. The assigned administrator will follow up with resolution to the complaint within 5 business days.

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VI. DISCRIMINATION AND DUE PROCESS

A. Definition of Discrimination

Discrimination is the unlawful and intentional act of unfair treatment of a person based on race, ethnicity, sex (gender), sexual orientation, religion, national origin, physical or mental disability, or age.

B. Definition of Due Process

A Disciplinary Review and Grievance Committee shall guarantee the student the following basic due process procedural rights:

1. The right to present relevant evidence and witnesses in his or her defense.
2. The right to a hearing before an impartial Disciplinary Review and Grievance Committee.
3. The right to know the identity of the person(s) bringing the charge(s) against him or her.
4. The right to hear the evidence against him or her and the right to cross-examine witnesses against him or her.

C. Avenues of Action

1. The instructor or college official meets with the student to discuss charges and may issue a warning depending upon the severity of the infraction within five (5) business days of the violation.
2. If a subsequent incident takes place or if the infraction threatens the safety of the instructor or other students, the instructor may impose an interim suspension from the class and submit a Student Code Violation Report to the Student Conduct Officer or designee within two (2) business days. The instructor must also notify his or her department head and dean immediately of an interim suspension. The interim suspension should not last longer than two class periods.
3. The Student Conduct Officer or designee will meet with student within three (3) business days to discuss charges and make a determination to impose a sanction if warranted. The sanctions are as follows:
 - a. General probation
 - b. Restrictive probation
 - c. Restitution
 - d. Withholding Academic Records
 - e. Suspension
 - f. Expulsion
 - g. Group Probation
 - h. Group Restriction
 - i. Group Charter Revocation
4. If student is not satisfied with the sanctions imposed, the student is to file an appeal by completing a Student Conduct Grievance Request within fifteen (15) business days after the sanction is imposed.
5. A hearing with the DRGC will be scheduled within five (5) business days of the submission of the Grievance Request. Student notification will be given in person or by phone, through college-issued email account, or through certified mail to the last address provided, at least five (5) business days before a scheduled hearing.
6. Decision of the DRGC is final except for cases of discrimination on the basis of age, sex, race, national origin, religion, or disability; and for cases in which student contends that procedural due process was denied. Notification of the decision will be forwarded to the student within five (5) business days of the DRGC decision. Official notification will be sent from the Senior Vice President to the student regarding the decision rendered. Grievances may not be heard by the President or the Board of Trustees if related to individual grades or the result of reported disciplinary action.
7. A grievance based upon alleged discrimination (on the basis of age, sex, race, national origin, religion, or disability) or denial of due process may be further directed to the appropriate Senior Vice President (SVP of Curriculum for academic violations, and SVP of Student Services for violations of the Student Code). The senior vice president will review the grievance to determine if discrimination occurred or due process was denied. If the senior vice president agrees that it qualifies under the above-mentioned definitions, the student shall follow the steps outlined below:

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

a. **Appeal to the President**

A student may appeal a decision of the DRGC by submitting a written request for such appeal to the President within three (3) business days of receipt of the Senior Vice President's decision.

The request should describe in detail all reasons or bases upon which the student contends that the decision of the DRGC is erroneous. After an appeal has been made to the President, the college will, within approximately twenty (20) business days of receipt of the appeal, cause the recording of the evidentiary hearing before the DRGC to be transcribed and copies of such transcript to be distributed to the President. The President may affirm, remand, modify, or reverse the decision or the findings of the committee. Within approximately twenty (20) business days of receiving the transcript, the President shall send the student his decision by certified mail, return receipt requested.

b. **Appeal to the Board of Trustees**

A student who disagrees with the decision of the President may appeal the ruling to a committee of trustees appointed by the Chairman of the Board of Trustees. This committee will serve as the final administrative authority.

To initiate this final step of the grievance process the appeal must be made in writing within fifteen (15) business days after the date the President's determination is mailed to the student and must be addressed to the Secretary, Board of Trustees of Wake Technical Community College, 9101 Fayetteville Road, Raleigh, North Carolina 27603.

After an appeal has been made to the full Board of Trustees, the College will, within ten (10) business days of receipt of the appeal, cause copies of the recording of the evidentiary hearing before the Disciplinary Review and Grievance Committee to be distributed to the student or to his or her legal counsel and to each member of the Board of Trustees. At a time designated by the Chairman of the Board, within approximately fifteen (15) business days after the notice to the parties, the full Board of Trustees will endeavor to meet in closed session to consider the appeal. At such meeting, the student or his or her attorney, the President, and the President's legal counsel or delegate will be permitted to appear before the full Board of Trustees in Executive Session and to present a summary argument of not more than fifteen (15) minutes in length relating to the merits of the appeal. At the conclusion of these arguments, the full Board of Trustees will excuse the parties and those who presented the summary arguments (except the Board's legal counsel), and continuing in closed session, the Board will then act to sustain, reverse, or modify the actions of the President. The Board may postpone, adjourn, and reconvene the meeting as often as it deems desirable to discuss and consider the evidence and to accommodate the schedules of the members. Within approximately ten (10) business days after the full Board of Trustees has concluded its deliberations on the appeal, the Board will notify the parties by mail of its determination. The decision of the full Board of Trustees is final, except as otherwise expressly provided by law.

VII. ATTORNEY INVOLVEMENT IN PROCEEDINGS

A. **Student Initiation**

A student may engage legal counsel, for advising only, at any point in his or her disciplinary, academic appeal, or grievance proceeding. The student must give advance notice (24 hours) of his or her decision to engage counsel.

B. **College Initiation**

The DRGC or a college official may elect to be advised by legal counsel at any time in any disciplinary, academic appeal, or grievance proceeding.

C. **Staff/Faculty Initiation**

Any staff or faculty member involved in any disciplinary, academic appeal, or grievance proceeding may avail themselves of legal counsel, at their expense, as they see fit. The college attorney is not automatically bound to represent any individual staff or faculty member.



Remember to check the online College Catalog for the most up-to-date information at <http://catalog.waketech.edu>

CONTINUING EDUCATION (NON-CREDIT)

CONTINUING EDUCATION

Website: <http://continue.waketech.edu>

<p>COLLEGE & CAREER READINESS PROGRAM Website: http://basicskills.waketech.edu Dean: Monica Gemperlein Phone: 919-334-1520 Email: mpgemperlein@waketech.edu</p> <ol style="list-style-type: none"> 1. Adult Basic Education 2. GED/High School Diploma Equivalency 3. Adult High School Diploma 4. ABE TOPS 5. English as a Second Language 	<p>BIONETWORK CAPSTONE CENTER AT (BTEC) Website: http://www.ncbionetwork.org Dean: Ana McClanahan Phone: 919-513-2311 Email: ammccclanahan@waketech.edu</p> <ol style="list-style-type: none"> 1. Bionetwork Capstone Center Short Courses 2. Validation Academy
<p>BUSINESS AND INDUSTRY SERVICES Website: http://bic.waketech.edu Dean: Timothy Lucas Phone: 919-335-1001 Email: tlucas1@waketech.edu</p> <ol style="list-style-type: none"> 1. Apprenticeship Training 2. Industry Training 3. Customized Training Program 4. Professional Development and Corporate Training 5. Small Business Center 6. Wake Tech/Wells Fargo Center for Entrepreneurship 	<p>EDUCATION SERVICES & TECHNOLOGY Dean: Ray Tims Phone: 919-532-5523 Email: rtims@waketech.edu</p> <ol style="list-style-type: none"> 1. Non-Credit Computer Education 2. Human Resources Development 3. International Learning & Vocational Education 4. Distance Learning Programs 5. Special Projects & Educational Programs
<p>EVENING AND WEEKEND PROGRAMS Dean: Pamela Little Phone: 919-866-5805 Email: pmlittle@waketech.edu</p> <ol style="list-style-type: none"> 1. Occupational Training and Upgrading 2. Wake County Community Schools Program 	<p>PUBLIC SAFETY TRAINING Website: http://publicsafety.waketech.edu Dean: Angela Mizelle Phone: 919-866-5825 Email: ajmizelle@waketech.edu</p> <ol style="list-style-type: none"> 1. Fire Service Training 2. Emergency Medical Services 3. Law Enforcement In-Service Training 4. Correction and Detention Training 5. Basic Law Enforcement Training
<p>RECORDS AND REGISTRATION Dean: Karen Holding-Jordan Phone: 919-866-5838 Email: khjordan@waketech.edu</p> <ol style="list-style-type: none"> 1. Records 2. Registration 3. Scheduling 	<p>OCCUPATIONAL SERVICES Dean: Lonette Mims Phone: 919-866-5829 Email: lemims@waketech.edu</p> <ol style="list-style-type: none"> 1. Corrections Education 2. Nurse Aide 3. Hospitality Programs 4. Biowork Program
<p>CORPORATE SOLUTIONS Website: http://corporatesolutions.waketech.edu Dean: Associate Vice President Jamie Glass Phone: 919-532-5587 Email: jglass@waketech.edu</p> <ol style="list-style-type: none"> 1. Industry Specific Solutions 2. Online Solutions 3. Training & Corporate Solutions 	

CONTINUING EDUCATION (NON-CREDIT)

CONTINUING EDUCATION PURPOSE

Wake Technical Community College plays an active role in the continuing education of the citizens of the Capital area. The College's Continuing Education programs provide courses for those who need to train, retrain, and update themselves in a vocational or professional area. Programs include customized workforce training, small business support, public safety officer training, and instruction enabling participants to grow in basic knowledge, improve in home and community life, and develop or improve leisure time activities, and for those individuals whose education stopped short of high school graduation.

CONTINUING EDUCATION UNITS

Wake Technical Community College awards Continuing Education Units (CEU's) for specific non-credit courses and special activities. A permanent transcript will be established for each non-credit student. The transcript will be updated each time the student completes a non-credit course. CEU's will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each ten hours of instruction. Fractions of CEU's will be awarded. Thus, a 66-hour course will earn 6.6 CEU's. CEU's will not be awarded to students who fail to complete a course satisfactorily.

The Southern Association of Colleges and Schools became the first regional accrediting agency to require that all member institutions use the CEU to document non-credit special activities.

Continuing Education Transcripts

Students who have taken non-credit classes may request copies of their **official transcripts** by going to <http://www.waketech.edu/student-services/registration-student-records/transcripts>.

Unofficial transcripts may be obtained by logging into [WebAdvisor](#), using your Wake Tech username and password, and clicking on "Transcript" in the Academic Profile area. If you do not have a Wake Tech username and password, then complete and submit an electronic [Student Record Inquiry](#) form.

GRADING POLICY

All classes except Adult High School classes use the S-U system.

<u>Grade</u>	<u>Explanation</u>
S	Satisfactory (attended at least 80% of scheduled class hours)
*U	Unsatisfactory
*NG	No grade
*W	Withdrew

*Individual courses may vary in attendance policy and requirements to attain "Satisfactory" status. Contact appropriate Continuing Education staff to establish specific requirements.

*CEU's are not awarded with these grades.

Adult High School

Adult High School classes use the A-F system.

<u>Grade</u>	<u>Explanation</u>
A (93-100)	Excellent
B (85-92)	Above average
C (78-84)	Average
D (70-77)	Below average
F (0-69)	Unsatisfactory
W	Withdrew
NG	No Grade

ADMISSION & REGISTRATION

Continuing Education Registrar

This department ensures accuracy and quality in all Continuing Education programs to comply with the NC General Statutes, Title 23 of the NC Administrative Code, Continuing Education Guidelines, Numbered Memoranda and the Colleges' Accountability and Credibility Plan in all of Continuing Education registration and reporting processes.

Admissions

Any adult 18 years of age or older, or emancipated minor not enrolled in public school, may be admitted to an adult education class. A person 16-18 years of age may enroll in certain courses upon the approval of the appropriate public school principal or superintendent. For more detailed information regarding the admissions and registration process of minors, please [click here](#).

CONTINUING EDUCATION (NON-CREDIT)

A course schedule is available in an interactive online format at <http://ceregistration.waketech.edu>. Information about all continuing education classes may be obtained by calling the college at 919-866-5800.

CLASS LOCATIONS

All Wake Tech campuses provide numerous continuing education courses and services. Other classes are conducted in surrounding communities or within a particular business or industry in Wake County. Almost any course can and will be organized in other areas of the county when a sufficient number of citizens indicate an interest in having a class brought to a particular location, provided that there's an instructor and suitable facility.

Site locations and abbreviations can be found at <http://www.waketech.edu/about-wake-tech/locations/directions>.

OCCUPATIONAL EXTENSION COURSE REPETITION

Legislative requirements state that "students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour of occupational extension multiplied by the number of actual hours the class is to be taught."

Students may repeat occupational extension course more than once if the repetitions are required for certifications, licensure or recertification. Contact the Continuing Education Associate Registrar's office for more information at 919-335-1044.

COURSE DESCRIPTIONS

Although course descriptions for continuing education courses are not provided in this publication, examples of the types of courses that are offered are listed. Course descriptions are furnished upon request, while descriptions for classes currently open for registration are listed in the [interactive online schedule](#). Courses may be offered to meet expressed needs of the community when evidence of these needs is presented to the College.

FEES

A registration fee is charged for Community Service and Occupational Continuing Education courses:

Number of Hours	Registration Fee*
1-24	\$70
25-50	\$125
51+	\$180

***Note:** Rate is set by NC Legislation and is subject to change without notice.

Specific classes may require additional fees including: facility, technology, and/or lab fees.

Self-supporting classes have a pro-rated cost per individual or group and are not waiver eligible.

The registration fee may be waived for students enrolling in specific classes for fire service, rescue, and law enforcement personnel.

A registration fee is not charged for Adult Basic Education programs, for preparatory instructional programs for the High School Diploma Equivalency Certificate, for the Adult High School Diploma program, or for English as a Second Language program.

GED Fees

Effective January 1, 2013, there will be a one-time fee of \$35.00 for all GED **paper-based** tests. Students taking the GED **computer-based** test will be required to pay a fee through the Pearson VUE GED Testing Center. For more information regarding GED fees contact 919-334-1527.

WITHDRAWALS & REFUNDS

Refund requests and withdrawals **must** be made in writing by the student (**no exceptions**). Refund request forms are available at each class site. A request for refund may be made by letter.

- A **100% refund** shall be made if the student officially withdraws from the class before the first class meeting by submitting a written request.
- A **75% refund** shall be made if the student officially withdraws from the class prior to or on the 10% date of scheduled hours. Community school, facility, and lab fees are not refundable.

A full refund shall be made for classes canceled by the College. You do not have to request a refund.

CONTINUING EDUCATION (NON-CREDIT)

CONTINUING EDUCATION TRANSFER POLICY

Transfers to a different course in the same semester are allowed under the following conditions:

1. Neither course has surpassed the census point; and
2. The request does not cross semesters.

Transfer requests must be in writing. Requests received after the 10% deadline will not be considered and a refund will not be processed.

COLLEGE & CAREER READINESS ADMISSION & PLACEMENT POLICY

Wake Tech admits all adults into the College and makes every effort to place students in programs where they can experience success and meet their goals. College & Career Readiness offers educational opportunities in several areas, including Adult Basic Education (ABE), General Educational Development (GED), Adult High School (AHS), and English as a Second Language (ESL). Placement into these programs is determined by standardized assessment tools. If students do not demonstrate progress within one year of attendance, they will be dropped from the program, however, referred to other college programs or a more appropriate agency.

College & Career Readiness Ability to Benefit Policy

Adults wishing to enroll in College & Career Readiness programs must demonstrate the ability to benefit from the programs by taking the TABE, CASAS, or the BEST pre-tests approved by the United States Department of Education. Students unable to complete a pre-test may be admitted to the program at a later date, once they have completed it.

Wake Technical Community College offers Adult Basic Education (ABE), General Educational Development (GED), Adult High School (AHS), and English as Second Language (ESL) programs for adults, 16 or older, who are out of school but do not have a high school diploma; or who have a high school diploma (or its equivalent) but are functioning below high school level.

According to performance measures outlined in the Workforce Investment Act of 1998, students in College & Career Readiness programs must demonstrate "improvements in literacy skills levels in reading, writing, and speaking the English language, numeracy, problem solving, English language acquisition, and other literacy skills." Improvements should be sufficient to move students to higher levels of educational functioning. Students who do not demonstrate sufficient improvement to move to higher placement levels on the TABE or BEST tests after one year will be dropped from the program and/or referred to more appropriate agencies. Students with intellectual disabilities who enroll in our College & Career Readiness programs must also demonstrate sufficient improvement on the CASAS test within two years.

Admission of Minors and Non-High School Graduates

This policy applies to Wake Technical Community College and is in addition to State Board of Community College policies as published in North Carolina Administrative Code, 23 NCAC 2C.0301, Admission to Colleges and 23 NCAC 2C.0305, Education Services for Minors. This policy specifically addresses non-high school graduates' admission into the College & Career Readiness Program:

- Non-high school graduates who are 16 or 17 years of age will not be allowed to enroll in the College & Career Readiness Program before a minimum of six months from the official date of withdrawal from a public or private high school or from a home school program.
- The student must exhaust any suspension period given the student by a public or private high school or a home school program in addition to the College's six-month waiting period before being eligible for enrollment in the College & Career Readiness Program.

The Administration of Wake Technical Community College has the express authority of the Board of Trustees to implement necessary procedures for enforcement and regulation of this policy.

COLLEGE & CAREER READINESS PROGRAMS

College & Career Readiness programs include Adult Basic Education, General Educational Development (GED), Adult High School, ABE TOPS, English as a Second Language (ESL), and the High School Equivalency Program (HEP). These programs are offered throughout Wake County for the primary purposes of helping adults:

- Learn to read;
- Improve math, reading, and writing skills;
- Earn a high school diploma or GED high school diploma equivalency;
- Learn English as a second language; and
- Develop basic skills needed in the work place.
- Develop academic skills needed to pursue postsecondary education.

CONTINUING EDUCATION (NON-CREDIT)

Adult Basic Education

Adult Basic Education is designed to assist individuals who need to improve their skills in reading, writing, and/or mathematics. Instruction covers the fundamentals of mathematics, reading, and oral and written communications.

There are no fees or charges of any kind. All materials have been especially prepared for adults, and instructional plans emphasize individual needs and interests. Students enroll in Adult Basic Education to improve skills for the workplace, achieve personal goals, or prepare for enrollment in one of the College's high school completion programs. Classes are offered on the main campus, at the Adult Education Center, and at community sites throughout Wake County.

General Educational Development (GED)

The General Educational Development program offers instruction for adults who are preparing for the GED exam. Instruction covers high school level reading, writing, mathematics, science, and social studies skills. Students may prepare for the exam on the main campus, at the Adult Education Center, at a community site, or by enrolling in Wake Tech's online GED program. Tuition is free, and course materials are provided for students.

Those achieving a passing score on all sections of the GED exam receive a high school equivalency diploma from the North Carolina State Board of Community Colleges. The GED is generally recognized as a high school equivalency for purposes of college admission and employment.

Adult High School Diploma

The Adult High School Diploma is offered through a cooperative agreement between Wake Tech and the Wake County Board of Education, with the College serving as the administering agency. Adult High School provides academic courses in a lab setting or online setting. Students are placed in English, mathematics, social studies, science, and elective courses based on their high school transcripts and scores on a standard battery of tests.

The Adult High School diploma is offered at the Adult Education Center. Upon completion of "job connecting activities" (activities designed specifically for the students to complete, which are related to exploring work, school, or military opportunities) and the required credits, students are awarded an adult high school diploma.

ABE TOPS (Transitional Opportunities for Post-Secondary Success)

ABE TOPS is designed for adults with intellectual disabilities or Traumatic Brain Injury (TBI) who want to achieve a higher level of independence by building academic, social, vocational, and life skills. ABE TOPS is specifically for adults 17 years of age and older who may not have attended public school, attended on a limited basis, or simply need additional educational opportunities after leaving public school. This is a year-round program, and documentation of an intellectual disability or TBI is required to enroll. All interested participants must demonstrate the ability to benefit from the program by taking the CASAS pre-test. Students unable to complete the pre-test may be admitted to the program at a future date after successfully completing it.

For more information or to make an appointment for orientation and testing, call 919-334-1507.

English as a Second Language

English as a Second Language (ESL) classes are designed for people whose native language is not English. The program focuses on four skill areas – speaking, listening, reading, and writing – and prepares students to live, work, and continue their post-secondary education in the United States. Instructors assist students with pre-employment preparation, community interaction, cultural enrichment, and professional and academic advancement. Citizenship classes are also offered.

High School Equivalency Program

The High School Equivalency Program (HEP) is funded by a grant from the U.S. Department of Education, Migrant Education Division, for the purpose of providing migrant and seasonal farm workers and their families the instruction needed to obtain a GED (high school equivalency certificate). The program is administered by Wake Tech in collaboration with other service organizations in the community.

BIONETWORK CAPSTONE CENTER AT BTEC

The BioNetwork Capstone Center provides affordable, high-quality, hands-on training in biotechnology, biomanufacturing, and biopharmaceutical/pharmaceutical operations in a simulated industrial (cGMP) environment. The Capstone Center is situated in the **Golden LEAF Biomanufacturing Training and Education Center (BTEC)** on the Centennial Campus of North Carolina State University. It provides a training environment that mirrors a biomanufacturing plant facility with state-of-the-art classrooms, industrial-grade equipment laboratories, and a certified cleanroom suite.

The Capstone Center serves:

- Incumbent workers
- New hires
- Workers in job transition

CONTINUING EDUCATION (NON-CREDIT)

- Community college and college students enrolled in the life sciences, especially those in biotechnology-related degree and certificate programs, providing an invaluable extended hands-on learning experience
- College/university and community college faculty

Five certificates are offered by the Capstone Center. Courses can be taken individually and focus on a variety of critical skill sets within areas important to biomanufacturing: good manufacturing practices (GMP), aseptic manufacturing, operations in biotechnology processes, industrial microbiology, good laboratory practices (GLP), HPLC, and validation.

- The BioNetwork Capstone Certificate in Biomanufacturing
- The BioNetwork Capstone Certificate in Analytical Lab Skills
- The BioNetwork Capstone Certificate for Instrumentation/Calibration Technicians in Support of Biomanufacturing
- The BioNetwork Capstone Certificate for Maintenance Technicians in Support of Biomanufacturing
- The BioNetwork Capstone Certificate in Computer Validation

BUSINESS & INDUSTRY SERVICES

Wake Tech's Business and Industry Services Division focuses on the lifelong learning needs of the business community. To thrive in today's fast-paced, digital economy; businesses must continue to learn and to leverage new technologies.

The Business and Industry Center (BIC) at Wake Tech's Western Wake Campus provides classes and seminars and offers customized employee training at employer sites and other locations, including our Northern Wake Campus in north Raleigh.

APPRENTICESHIP TRAINING

Wake Tech has been designated by the North Carolina Community College System as a center for formal apprenticeship training. We assist companies' customized apprenticeship training programs by providing the instructional component of the apprenticeship experience.

INDUSTRY TRAINING

Wake Tech assists area industries in training and retraining employees to keep them competitive and up-to-date with industry standards. Courses range from fundamental skills to more sophisticated technical skills; specialized skills in PLC, CNC, Six Sigma, Lean Manufacturing, welding, electricity, and more; and leadership skills for management and supervision.

CUSTOMIZED TRAINING PROGRAM (CIT)

Wake Tech's customized training programs support North Carolina's economic development initiatives by providing training assistance for eligible business and industries. The programs enhance the workforce with the skills required for successful employment in emerging industries.

PROFESSIONAL DEVELOPMENT AND CORPORATE TRAINING

To meet the supervisory and managerial needs of business and industry, Wake Tech offers management development programs in sales training, computer skills, problem solving, office occupations, project management, import logistics, and international marketing.

WAKE TECH/WELLS FARGO CENTER FOR ENTREPRENEURSHIP

The center was established to contribute to local workforce and economic development by supporting small business owners and entrepreneurs – increasing the number of new businesses and improving the success rates of both new and existing businesses.

Learn more at <http://entrepreneurship.waketech.edu>.

SMALL BUSINESS CENTER (SBC)

Wake Tech's small business center works to increase the number and success rate of small businesses in North Carolina by providing high quality, readily-accessible assistance to current and prospective business owners and their employees. The SBC provides education, training, information, and referrals.

The center maintains a resource library of print materials and videos to assist business owners with research and problem solving. The SBC provides these resources, along with confidential counseling services, seminars, and workshops, free of charge.

Learn more at <http://sbc.waketech.edu>.

CONTINUING EDUCATION (NON-CREDIT)

EDUCATION SERVICES & TECHNOLOGY

HUMAN RESOURCES DEVELOPMENT (HRD)

Human Resources Development (HRD) provides assessment services, employability training, and career development counseling to unemployed and underemployed individuals, age 18 and older, to prepare them for success in the workplace. Training focuses on helping students obtain and perform successfully in entry-level jobs; it is based on national skills standards, assessments, and certifications that enhance participants' ability to compete effectively in the high-tech, high-performance, global economy. Courses are designed to enhance skills and improve employment prospects. Class times and total contact hours vary.

Employability Skills Training is the centerpiece of HRD training, the core training component around which the other four revolve. Employability Skills Training includes job preparation, job-seeking skills, job-keeping skills, lifelong learning, and life skills. Learn more at <http://hrd.waketech.edu>.

NONCREDIT COMPUTER EDUCATION

The goals of the Noncredit Computer Education Department are to enrich personal and workplace computer skills and to enhance opportunities for employment and job advancement.

The department consists of continuing education classes taught at various campus sites, including the State Personnel Development Center (SPDC), and online, through Education-to-Go (ed2go) and other platforms. Learn more at <http://computertechnology.waketech.edu>.

INTERNATIONAL LEARNING & VOCATIONAL EDUCATION

The International Learning and Vocational Education Department provides language instruction for all levels, beginner to advanced. Classes focus on helping students build language skills for personal enrichment and enhanced employment opportunities and allow them to learn about the world.

Command Spanish is non-grammar-based training designed to help employees use limited amounts of everyday Spanish to meet the needs of their employers and the community. The training gives employers a practical way to offer professional development to their employees.

Vocational training classes provide development in programs such as electrical wiring, HVAC, and many others. Basic computer classes help students build skills in keyboarding and operating systems and gain confidence to proceed with further computer training.

DISTANCE LEARNING PROGRAMS

Wake Tech's Distance Learning programs enhance the learning experience and increase student success overall. The programs succeed by 1) partnering with leading educational organizations to deliver instruction online, and 2) providing relevant courses and quality instruction. Wake Tech has a reputation for quality and for the strength of its faculty; online courses make these resources available to a greater number of students.

SPECIAL PROJECTS & EDUCATIONAL PROGRAMS

Wake Tech's PLUS 50 initiative offers classes and events to help adults zero in on a new career, plan for retirement, or simply enjoy this stage of life. Although these classes are designed for those 50 and older, everyone is welcome. Participants can learn new skills, enhance their resumes, maintain health and wellness, or start new hobbies!

Substitute Effective Teacher Training

This program helps prospective substitute teachers develop instructional preparation; learn time management and presentation skills, discipline strategies, and hands-on activities for the classroom; and become familiar with NC school laws and all levels of administrative expectations.

Note: Effective November 2012, an applicant must have completed a minimum of 48 semester hours from an accredited college or university to be considered for substitute teaching. Substitute Effective Teacher Training will no longer be sufficient for meeting minimum requirements.

The **Nonprofit Management Certificate** provides the skills to build and manage a successful nonprofit organization.

CORPORATE SOLUTIONS

Wake Tech's Corporate Solutions Division provides state-of-the-art training, customized to meet the individual needs of a wide variety of corporate clients and enhance quality, efficiency, productivity, and profitability.

CONTINUING EDUCATION (NON-CREDIT)

Training options are virtually limitless and completely customizable, no matter the industry or field. Corporate Solutions works with clients one-on-one to determine their specific training needs and help them reach optimal workplace performance. The division offers high-quality, affordable training and consultative services, on site and online, to ensure that corporate clients maximize productivity.

Sample program offerings:

- Industry-Specific Solutions
- Online Solutions
- Training and Consultation Solutions

Military Spouse MyCAA Program

Military spouses may qualify for up to \$4,000 for education in a variety of in-demand and portable career fields. This program is available to spouses of active duty service members in pay grades E1-E5, W01-CW2, and O1-O2.

Learn more: <http://corporatesolutions.waketech.edu>.

EVENING & WEEKEND PROGRAMS

Occupational Training and Upgrading

An ongoing priority of Wake Technical Community College is to offer evening and weekend programs that provide non-credit courses appropriate to the needs of the working adult. These programs focus on assisting adult students, who attend primarily part-time, in developing new skills to obtain employment or to change career paths, and on helping students upgrade their skills to maintain employment. Programs for personal development are also offered in the evening.

Occupational training and upgrading courses provide training for specific job skills essential to successful employment.

New skills are taught and present skills are updated in order to make an employee more efficient on the job, to improve the chances for advancement to a new job, or to meet legislated requirements. The following are examples of the large variety of courses offered for this purpose:

- Automotive Repair
- Automotive Safety
- Building Trades
- Business Management
- Computer Skills
- Electrical-Electronics Trade
- Foreign Languages
- Green Technology
- Internet-based Instruction
- Machine Trades & Welding
- Medical Terminology, Coding, and Transcription
- On-Board Diagnostic Emission Certification
- Plumbing
- Real Estate Updates

WAKE COUNTY COMMUNITY SCHOOL PROGRAM

The goal of Community Schools is to make quality educational and recreational experiences available in convenient locations at reasonable costs. Through interagency cooperation a variety of offerings are provided for the general public. Wake Technical Community College actively supports and participates in this program by offering credit and continuing education courses at local schools four evenings per week.

Assorted courses from other curricula are also offered evenings and Saturdays.

PUBLIC SAFETY TRAINING

The following program areas provide training for public safety personnel and others who wish to increase competencies in specialized occupational areas.

EMERGENCY MEDICAL SERVICES (EMS)

These courses are designed to meet the needs of local emergency services agencies, healthcare providers, and the public,

CONTINUING EDUCATION (NON-CREDIT)

with an emphasis on emergency patient care in pre-clinical settings. EMS training also includes health education courses for those interested in healthcare and related institutions or retraining.

FIRE SERVICE TRAINING

Fire Service Training is delivered directly to local fire departments, allowing personnel to learn with the actual equipment they will use in controlling fires. Classes include those listed below along with related classes in industrial brigade training, home fire safety, and search and rescue:

- CPR & First Aid
- Ropes
- USAR
- Fire Hoses / Extinguishers
- Ladders
- Fire Officer I & II
- Instructor I & II
- Rescue Techniques
- EMR courses

LAW ENFORCEMENT IN-SERVICE TRAINING

In-service training for law enforcement personnel is provided at the request of law enforcement agencies. Training emphasizes legal and technological law enforcement advancements. Programs include Criminal Investigation and the Police Law Institute, as well as those listed below:

- Radar / SMI
- Simunitions / Force on Force
- General Instructor
- Personal Protective Services
- Criminal Investigation
- Police Law Institute
- Legal Update (Arrest, Search & Seizure)
- Narcotics Detection / Investigations
- Accident Reconstruction

BASIC LAW ENFORCEMENT TRAINING (BLET)

This program is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments or with private enterprise. The program covers topics and uses instructional methods mandated by the North Carolina Criminal Justice Education and Training Standards Commission. Topics include but are not limited to criminal, juvenile, civil, motor vehicle, and alcohol beverage laws; investigative, patrol, custody and court procedures; emergency responses; and community relations. The course is filled with practical exercises, and an extensive ethics section is woven throughout the training experience.

The Wake Tech BLET Academy offers the state commission-mandated 620 hour program along with an additional 124 hours of training, for a total of 744 hours. The additional hours include officer survival, public speaking, and other law enforcement-related training.

To qualify for the program, students must meet the Minimum Standards for the Certification of Law Enforcement Officers [Administrative Code 12 NCAC 9B .0101/9B .0111](#) and Admission of trainees [12 NCAC 09B .0203 ADMISSION OF](#)

CONTINUING EDUCATION (NON-CREDIT)

TRAINEES.

Cadets completing the Academy are eligible to take the state comprehensive written exam and skills testing. Upon successful completion of the BLET State Comprehensive Written Examination, the Cadet has one year to be duly appointed and sworn as a law enforcement officer in North Carolina.

CORRECTIONS AND DETENTION TRAINING

In-service corrections and detention training is provided for Department of Correction personnel at the request of the department. Training emphasizes officer safety and inmate security and includes courses such as the following:

- Supervisory / Leadership and Mentoring
- Gang Awareness & Identification
- Teamwork
- Report Writing
- Promotional Examination Preparation
- Investigative & Interviewing Techniques
- Spanish For Corrections / Detention Personnel

OCCUPATIONAL SERVICES

Nurse Aide I Program (NA I)

NA I introduces students to basic nursing skills needed in a health care setting and is approved by the [NC Division of Health Service Regulation](#). Topics include communication, safety, patient rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students will be able to demonstrate the skills necessary to perform as a nurse aide.

Additional classes offered to current Nurse Aides:

- Nurse Aide I Refresher Class
- Nurse Aide II
- Home Care Nurse Aide Specialty

Hospitality Programs

These programs train individuals in food service, lodging, and travel information. Primary objectives are to provide hospitality industry employers with well-trained personnel and to help individuals develop skills that will qualify them for greater employment opportunities. Hospitality training is arranged and scheduled in accordance with the needs of the industry. Programs and courses include:

- **START** (Skills, Tasks and Results Training) Hospitality Certification Program
- Servsafe
- Human Resources for Hospitality
- Night Auditors
- Housekeeping
- Certified Pool Operator
- Activity Coordinator for Long term Care Facility

CORRECTIONS EDUCATION

Corrections Education is delivered to immured individuals who have been assigned to Wake County facilities by the NC Department of Public Safety. The primary purpose of the program is to increase the safety of the general public by reducing recidivism via educational and vocational training.

CONTINUING EDUCATION (NON-CREDIT)

BIOWORK

BioWork is a 128-hour certificate course. Students who complete the course are equipped with entry-level skills required for becoming a **process technician** for a biotechnology, pharmaceutical, or chemical-manufacturing company. BioWork is intended for high school graduates, for those in manufacturing industries who have lost their jobs, and for those interested in starting new careers.

WE ARE HERE TO HELP!

Location

Main Campus (401 South) in Holding Hall, Room 131

Phone

919- 866-5800

Website

<http://continue.waketech.edu/>



Remember to check the online College Catalog for the most up-to-date information at <http://catalog.waketech.edu>

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Degrees, Diplomas, and Certificates

Wake Technical Community College awards degrees, diplomas, and certificates in a variety of fields shown below. The highest credential given in each area is listed first, in bold type.

1. Click on the "**Program Name**" to go to the program's web page
2. Click on the "**Program of Study**" to see specific course requirements for that program

Programs may be offered during the day, evening, online, or a combination. Students should refer to [WebAdvisor](#) for the availability of classes. Click to see a list of Wake Tech's programs that can be completed fully [online](#).

Program Name	Division To Contact	Program Code
Accounting – AAS Degree Accounting – <i>Diploma</i> Accounting: Core – <i>Certificate</i> Income Tax Preparer – <i>Certificate</i> Payroll Accounting Clerk - <i>Certificate</i>	Business & Public Services Technologies	A25100 D25100 C25100C C25100B C25100A
Advertising and Graphic Design – AAS Degree Graphics Design – <i>Certificate</i> Web and Graphic Design - <i>Certificate</i> Advanced Graphic Design - <i>Certificate</i> Design Basic - <i>Certificate</i> Design Portfolio - <i>Certificate</i>	Computer Technologies	A30100 C30100A C30100B C30100D C30100E C30100F
Agricultural Systems Technology – AAS Degree Agricultural Systems Technology – <i>Diploma</i>	Applied Engineering & Technologies	A60410 D60410
Air Conditioning, Heating, and Refrigeration Technology – AAS Degree Air Conditioning, Heating, and Refrigeration Technology - <i>Diploma</i> Air Conditioning, Heating, and Refrigeration Technology - <i>Certificate</i> Commercial - <i>Certificate</i> Design - <i>Certificate</i>	Applied Engineering & Technologies	A35100 D35100A C35100B C35100C C35100D
Architectural Technology – AAS Degree Architectural CAD - <i>Certificate</i>	Applied Engineering & Technologies	A40100 C40100A
Associate Degree Nursing – AAS Degree Associate Degree Nursing (LPN to RN Advanced Placement Option) – AAS Degree	Health Sciences	A45110 A45110
Associate in Arts – AA Degree Diploma in Arts	College Transfer	A10100 D10100
Associate in Fine Arts (Pre-Major: Art) – AFA Degree Associate in Fine Arts (Pre-Major: Music) – AFA Degree	College Transfer	A1020A A1020D
Associate in General Education – A.G.E. Degree	General Education	A10300
Associate in Science – AAS Degree Diploma in Science	College Transfer	A10400 D10400
Associate in Science (Pre-Major: Engineering) – AS Degree	Computer Technologies	A1040D
Automotive Systems Technology – AAS Degree	Applied Engineering & Technologies	A60160
Baking and Pastry Arts – AAS Degree Baking and Pastry Arts – <i>Diploma</i> Baking and Pastry Arts - <i>Certificate</i>	Business & Public Services Technologies	A55130 D55130 C55130A
BioPharmaceutical Technology – AAS Degree Applied Biotechnology - <i>Certificate</i> Biopharmaceutical Regulations - <i>Certificate</i> Biopharmaceutical Manufacturing and Quality - <i>Certificate</i> Advanced Biopharmaceutical Practices - <i>Certificate</i> Pharmaceutical Basics - <i>Certificate</i>	Applied Engineering & Technologies	A20180 C20180A C20180B C20180C C20180D C20180E
Business Administration – AAS Degree Business Core – <i>Certificate</i> Career Success – <i>Certificate</i> Customer Service – <i>Certificate</i> Entrepreneurship – <i>Certificate</i> International Marketing - <i>Certificate</i> Leadership - <i>Certificate</i> Sales Development - <i>Certificate</i>	Business & Public Services Technologies	A25120 C25120D C25120G C25120B C25120C C25120M C25120F C25120A

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division To Contact	Program Code
Business Administration/Human Resources Management – AAS Degree Business Administration/Human Resources Administration - <i>Certificate</i> Business Administration/Human Resources Management: Core - <i>Certificate</i>	Business & Public Services Technologies	A2512C C2512CB C2512CA
Business Analytics – AAS Degree Business Intelligence - <i>Certificate</i> Business Analytics – <i>Certificate</i>	Business & Public Services Technologies	A25350 C25350A C25350B
Civil Engineering Technology – AAS Degree Civil Design - <i>Certificate</i>	Applied Engineering & Technologies	A40140 C40140A
Computed Tomography Technology - Certificate	Health Sciences	C45200
Computer Engineering Technology – AAS Degree	Applied Engineering & Technologies	A40160
Computer Information Technology – AAS Degree Hardware Troubleshooting (A+) - <i>Certificate</i> IT Foundations - <i>Certificate</i> IT Support Management - <i>Certificate</i> IT Support Technician - <i>Certificate</i> Open Source IT - <i>Certificate</i>	Computer Technologies	A25260 C25260G C25260M C25260L C25260K C25260O
Computer Programming – AAS Degree C++ Programming – <i>Certificate</i> JAVA Programming – <i>Certificate</i> Visual BASIC Programming – <i>Certificate</i> Visual C# Programming - <i>Certificate</i> Advanced Computer Programming – <i>Certificate</i> Fundamentals of Computer Programming - <i>Certificate</i>	Computer Technologies	A25130 C25130C C25130A C25130B C25130D C25130G C25130H
Computer Technology Integration – Data Storage & Virtualization – AAS Degree	Computer Technologies	A25500D
Construction Equipment Systems Technology – AAS Degree Construction Equipment Systems Technology – <i>Diploma</i> Hydraulics, Engines, and Transmission – <i>Certificate</i> Fuel Injection, Electrics, and Electronics – <i>Certificate</i>	Applied Engineering & Technologies	A60450 D60450 C60450BB C60450BC
Construction Management Technology – AAS Degree Construction Management Technology: Basic - <i>Certificate</i>	Applied Engineering & Technologies	A35190 C35190C
Cosmetology – AAS Degree Cosmetology - <i>Diploma</i>	Business & Public Services Technologies	A55140 D55140A
Criminal Justice Technology – AAS Degree Principles of Correction - <i>Certificate</i>	Business & Public Services Technologies	A55180 C55180A
Criminal Justice Technology/Latent Evidence – AAS Degree Principles of Identification and Information - <i>Certificate</i>	Business & Public Services Technologies	A5518A C5518A
Culinary Arts – AAS Degree Culinary Arts – <i>Diploma</i> Culinary Arts - <i>Certificate</i>	Business & Public Services Technologies	A55150 D55150 C55150A
Database Management : Administrator – AAS Degree Database Management : Developer – AAS Degree Database Developer - Oracle – <i>Certificate</i> Database Administration - <i>Certificate</i>	Computer Technologies	A25150 A25150B C25150B C25150A
Dental Assisting - Diploma	Health Sciences	D45240
Dental Hygiene – AAS Degree	Health Sciences	A45260
Diesel and Heavy Equipment Technology – AAS Degree Diesel and Heavy Equipment Technology - <i>Diploma</i>	Applied Engineering & Technologies	A60460 D60460
Early Childhood Education – AAS Degree Early Childhood Education – <i>Diploma</i> ECE – <i>Certificate</i> Infant/Toddler Care and CDA - <i>Certificate</i> School Age – <i>Certificate</i>	Business & Public Services Technologies	A55220 D55220A C55220D C55290 C55220E
Electrical Systems Technology – AAS Degree Electrical Systems Technology – <i>Diploma</i> Electrical Systems Technology - <i>Certificate</i>	Applied Engineering & Technologies	A35130 D35130 C35130
Electronics Engineering Technology – AAS Degree Basic Electronics – <i>Certificate</i> PLC Programming – <i>Certificate</i> Microcomputer Programming - <i>Certificate</i>	Applied Engineering & Technologies	A40200 C40200A C40200B C40200D
Emergency Medical Science – AAS Degree	Health Sciences	A45340

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division To Contact	Program Code
Environmental Science Technology – AAS Degree Environmental Education - <i>Certificate</i>	Applied Engineering & Technologies	A20140 C20140A
Esthetics Technology - Certificate	Business & Public Services Technologies	C55230
Fire Protection Technology – AAS Degree Fire Protection Technology: Basic – <i>Certificate</i> Loss Control/Investigation – <i>Certificate</i> Fire Management – <i>Certificate</i>	Business & Public Services Technologies	A55240 C55240A C55240B C55240C
Food Service Technology – Diploma Food Service Technology - <i>Certificate</i>	Business & Public Services Technologies	D55250 C55250
General Occupational Technology – AAS Degree	Health Sciences	A55280
Geomatics Technology – AAS Degree	Applied Engineering & Technologies	A40420
Global Logistics Technology – AAS Degree Global Logistics Technology: Basic – <i>Certificate</i> Distribution Management - <i>Certificate</i>	Business & Public Services Technologies	A25170 C25170A C25170B
Health and Fitness Science – AAS Degree	Health Sciences	A45630
Hospitality Management – AAS Degree Hospitality Management – <i>Diploma</i> Entrepreneur – <i>Certificate</i> Event Management – <i>Certificate</i> Hotel Management – <i>Certificate</i> Restaurant Management - <i>Certificate</i>	Business & Public Services Technologies	A25110 D25110 C25110C C25110A C25110B C25110D
Human Services Technology – AAS Degree Human Services Technology: Basic – <i>Certificate</i>	Health Sciences	A45380 C45380
Human Services Technology/Substance Abuse – AAS Degree Substance Abuse - <i>Certificate</i>	Health Sciences	A4538E C4538E
Industrial Engineering Technology – AAS Degree Advanced Quality – <i>Certificate</i> Industrial Management – <i>Certificate</i> Quality Assurance - <i>Certificate</i>	Applied Engineering & Technologies	A40240 C40240C C40240A C40240B
Information Systems Security – AAS Degree Cisco Security - <i>Certificate</i> Red Hat Security Specialist - <i>Certificate</i>	Computer Technologies	A25270 C25270C C25270R
Interior Design – AAS Degree	Applied Engineering & Technologies	A30220
Landscape Architecture Technology – AAS Degree Landscape Architecture - <i>Certificate</i>	Applied Engineering & Technologies	A40260 C40260A
Lateral Entry - Certificate	Business & Public Services Technologies	C55430
Magnetic Resonance Imaging - Diploma	Health Sciences	D45800
Mechanical Drafting Technology – AAS Degree Mechanical Drafting Technology – <i>Diploma</i> Mechanical Drafting Technology - <i>Certificate</i>	Applied Engineering & Technologies	A50340 D50340A C50340B
Mechanical Engineering Technology – AAS Degree Engineering Management – <i>Certificate</i> Materials Engineering – <i>Certificate</i> Mechanical Design – <i>Certificate</i> Thermal Mechanics - <i>Certificate</i>	Applied Engineering & Technologies	A40320 C40320E C40320D C40320B C40320C
Medical Assisting – AAS Degree Medical Assisting - <i>Diploma</i>	Health Sciences	A45400 D45400
Medical Laboratory Technology – AAS Degree	Health Sciences	A45420
Medical Office Administration – AAS Degree Medical Office Administration – <i>Diploma</i> Medical Document Specialist – <i>Certificate</i> Medical Office Specialist - <i>Certificate</i>	Computer Technologies	A25310 D25310 C25310C C25310A
Networking Technology – AAS Degree Cisco Certified Network Associate (CCNA) - <i>Certificate</i> Cisco Certified Network Professional (CCNP) - <i>Certificate</i> Data Storage and Virtualization - <i>Certificate</i> Linux/Red Hat Administration - <i>Certificate</i> Microsoft Certified Systems Administrator (MCSA) - <i>Certificate</i>	Computer Technologies	A25340 C25340C C25340I C25340L C25340K C25340J

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division To Contact	Program Code
Office Administration – AAS Degree Office Administration – <i>Diploma</i> Office Specialist – <i>Certificate</i> Office Documents - <i>Certificate</i> Microsoft Office Specialist - <i>Certificate</i>	Computer Technologies	A25370 D25370 C25370A C25370B C253770C
Office Administration/Legal – Certificate	Computer Technologies	C2537AA
Pharmacy Technology – AAS Degree* Pharmacy Technology – <i>Diploma*</i>	Health Sciences	A45580 D45580
Phlebotomy - Certificate	Health Sciences	C45600
Plumbing - Diploma Introduction to Plumbing – <i>Certificate</i> Plumbing Concepts I – <i>Certificate</i> Plumbing Concepts II – <i>Certificate</i>	Applied Engineering & Technologies	D35300 C35300C C35300D C35300E
Radiography – AAS Degree	Health Sciences	A45700
Simulation and Game Development – AAS Degree* Game Programming and Design – <i>Diploma</i> Modeling and Animation – <i>Diploma</i> Modeling and Animation – <i>Certificate</i> Production - <i>Certificate</i> Mobile Game Development – <i>Certificate</i> Fundamentals I for Simulation and Game Development – <i>Certificate</i> Fundamentals II for Simulation and Game Development – <i>Certificate</i> Quality Assurance for Simulation and Game Development – <i>Certificate</i> Business for Simulation and Game Development – <i>Certificate</i> Programming for Simulation and Game Development - <i>Certificate</i>	Computer Technologies	A25450 D25450A D25450B C25450A C25450B C25450C C25450D C25450E C25450F C25450G C25450H
Surgical Technology - Diploma	Health Sciences	D45740
Therapeutic Massage - Diploma	Health Sciences	D45750
Web Technologies – AAS Degree Mobile Content Development - <i>Diploma</i> Advanced Web Developer - <i>Certificate</i> Android Application Developer - <i>Certificate</i> iOS Application Developer - <i>Certificate</i> Web Designer - <i>Certificate</i> Web Developer - <i>Certificate</i>	Computer Technologies	A25290 D25290 C25290F C25290E C25290D C25290C C25290A
Welding Technology – Diploma Welding Technology - <i>Certificate</i>	Applied Engineering & Technologies	D50420 C50420B

*Collaborative Agreements

Simulation and Game Development AAS degree – Level III instruction Service Agreement with Pitt Community College, Nash Community College, and Vance-Granville Community College

Pharmacy Technology AAS Degree and Pharmacy Technology Diploma with Johnston Community College

Geospatial Technology AAS Degree with Edgecombe Community College

Special Notes

Students should contact their advisors for updates to program offerings. Students admitted to programs that require a clinical or co-op component may be required to provide the college with an official criminal background check in order to meet the requirements of the clinical or co-op site. Convictions for certain crimes and/or evidence of drug use may disqualify students for participating in clinical or co-op experiences, which would limit their progress toward graduation.

The length of our programs is set by the North Carolina Community College System and published in their North Carolina Community College System Curriculum Procedures Reference Manual. Program length (degrees, diplomas, certificates) is the same regardless of the mode (traditional-seated, online, or hybrid) of instructional delivery and must follow the standards established by the North Carolina Community College System. Website:

<http://curred.waketech.edu/>

APPLIED ENGINEERING & TECHNOLOGIES

Applied Engineering & Technologies Division

Dean Patti Godin

Phone: 919-866-5170

Email: pagodin@waketech.edu

Wake Technical Community College awards degrees, diplomas, and certificates in a variety of fields shown below. The highest credential given in each area is listed first, in bold type.

1. Click on the "**Program Name**" to go to the program's web page
2. Click on the "**Program of Study**" to see specific course requirements for that program

Programs may be offered during the day, evening, online, or a combination. Students should refer to [WebAdvisor](#) for the availability of classes. Click to see a list of Wake Tech's programs that can be completed fully [online](#).

Program Name	Program Code
Agricultural Systems Technology – AAS Degree	A60410
Agricultural Systems Technology – Diploma	D60410
Air Conditioning, Heating, and Refrigeration Technology – AAS Degree	A35100
Air Conditioning, Heating, and Refrigeration Technology – Diploma	D35100A
Air Conditioning, Heating, and Refrigeration Technology – Certificate	C35100B
Commercial – Certificate	C35100C
Design – Certificate	C35100D
Architectural Technology – AAS Degree	A40100
Architectural CAD – Certificate	C40100A
Automotive Systems Technology – AAS Degree	A60160
BioPharmaceutical Technology – AAS Degree	A20180
Applied Biotechnology – Certificate	C20180A
Biopharmaceutical Regulations – Certificate	C20180B
Biopharmaceutical Manufacturing and Quality – Certificate	C20180C
Advanced Biopharmaceutical Practices – Certificate	C20180D
Pharmaceutical Basics – Certificate	C20180E
Civil Engineering Technology – AAS Degree	A40140
Civil Design – Certificate	C40140A
Computer Engineering Technology – AAS Degree	A40160
Construction Equipment Systems Technology – AAS Degree	A60450
Construction Equipment Systems Technology – Diploma	D60450
Hydraulics, Engines, and Transmission – Certificate	C60450BB
Fuel Injection, Electrics, and Electronics – Certificate	C60450BC
Construction Management Technology – AAS Degree	A35190
Construction Management Technology: Basic – Certificate	C35190C
Diesel and Heavy Equipment Technology – AAS Degree	A60460
Diesel and Heavy Equipment Technology – Diploma	D60460
Electrical Systems Technology – AAS Degree	A35130
Electrical Systems Technology – Diploma	D35130
Electrical Systems Technology – Certificate	C35130
Electronics Engineering Technology – AAS Degree	A40200
Basic Electronics – Certificate	C40200A
PLC Programming – Certificate	C40200B
Microcomputer Programming – Certificate	C40200D
Environmental Science Technology – AAS Degree	A20140
Environmental Education – Certificate	C20140A
Geomatics Technology – AAS Degree	A40420
Industrial Engineering Technology – AAS Degree	A40240
Advanced Quality – Certificate	C40240C
Industrial Management – Certificate	C40240A
Manufacturing Process Control – Certificate	C40240D
Quality Assurance – Certificate	C40240B

APPLIED ENGINEERING & TECHNOLOGIES

Interior Design – AAS Degree	A30220
Landscape Architecture Technology – AAS Degree	A40260
Landscape Architecture - <i>Certificate</i>	C40260A
Mechanical Drafting Technology – AAS Degree	A50340
Mechanical Drafting Technology – <i>Diploma</i>	D50340A
Mechanical Drafting Technology - <i>Certificate</i>	C50340B
Mechanical Engineering Technology – AAS Degree	A40320
Engineering Management – <i>Certificate</i>	C40320E
Materials Engineering – <i>Certificate</i>	C40320D
Mechanical Design – <i>Certificate</i>	C40320B
Thermal Mechanics - <i>Certificate</i>	C40320C
Plumbing - Diploma	D35300
Introduction to Plumbing – Certificate	C35300A
Plumbing Concepts I – Certificate	C35300B
Plumbing Concepts II – Certificate	C35300E
Welding Technology – Diploma	D50420
Welding Technology - <i>Certificate</i>	C50420B

***Collaborative Agreements**

None at this time

APPLIED ENGINEERING & TECHNOLOGIES

AGRICULTURAL SYSTEMS TECHNOLOGY

Agricultural Systems Technology is designed to provide individuals with the knowledge and skills needed to repair agricultural equipment.

The course work includes diesel engines, power trains, hydraulics, electrical systems, and fuel systems. Other topics include time management, inventory, and parts control.

Graduated of the curriculum should qualify for entry-level employment opportunities in a dealership as technicians qualified to be contributing members of the work team.

Agricultural Systems Technology Degree - A60410

General Education Courses

COM	120	Intro Interpersonal Com.....	3
ENG	110	Freshman Composition.....	3
HUM	121	The Nature of America.....	3
PHY	121	Applied Physics I.....	4
PSY	118	Interpersonal Psychology.....	3

Major Courses

ELN	112	DC/AC Electricity.....	4
HET	110	Diesel Engines.....	6
HET	114	Power Trains.....	5
HET	134	Mechanical Fuel Injection.....	3
HYD	134	Hyd/Hydrostatic Const.....	4
PME	111	Planters and Sprayers.....	4
PME	112	Consumer Products.....	2
PME	121	Component Controls.....	2
PME	122	Agricultural Telematics.....	3
TRN	110	Intro to Transportation Tech.....	2
TRN	120	Basic Transportation Electricity.....	5
TRN	120A	Basic Transportation Electricity Lab.....	1
TRN	140	Transportation Climate Control.....	2
TRN	170	PC Skills for Transportation.....	2

Major Electives 1

Select 6 hours from the following courses

ELN	110	Survey of Electronics.....	3
ELN	113	Electronic Fuel Injection.....	2
HET	115	Electronic Engines.....	3
HET	128	Med/Heavy Duty Tune-up.....	2
HET	192	Selected Topics.....	2
PME	211	Adv Equipment Repair.....	4

Major Electives 2

Select 2 hours from the following courses

HYD	110	Hydraulics/Pneumatics I.....	3
HYD	111	Mobile Hydraulic Systems.....	3
HYD	112	Hydraulics/Med/Heavy Duty.....	2

Major Electives 3

Select 2 hours from the following courses

COE	111	Co-op Work Experience I.....	1
COE	112	Co-op Work Experience I.....	2
WLD	110	Cutting Processes.....	2

Graduation Requirements..... 71 Credit Hours

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems. Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety.

AAS degree graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems and. should be able to demonstrate an understanding of system selection and balance and advanced systems.

Air Conditioning, Heating, and Refrigeration Technology Degree - A35100

General Education Courses

ENG	110	Freshman Composition.....	3
COM	120	Interpersonal Communication.....	3
HUM	121	The Nature of America.....	3
PHY	121	Applied Physics I.....	4
PSY	118	Interpersonal Psychology.....	3

Major Courses

AHR	110	Introduction to Refrigeration.....	5
AHR	111	HVACR Electricity.....	3
AHR	112	Heating Technology.....	4
AHR	113	Comfort Cooling.....	4
AHR	114	Heat Pump Technology.....	4
AHR	115	Refrigeration Systems.....	2
AHR	130	HVAC Controls.....	3
AHR	133	HVAC Servicing.....	4
AHR	151	HVAC Duct Systems I.....	2
AHR	160	Refrigerant Certification.....	1
AHR	180	HVAC Customer Relations.....	1
AHR	211	Residential System Design.....	3
AHR	212	Advanced Comfort Systems.....	4
AHR	213	HVACR Building Code.....	2
AHR	215	Commercial HVAC Controls.....	2
AHR	225	Commercial System Design.....	3
AHR	240	Hydronic Heating.....	2
AHR	245	Chiller Systems.....	2
AHR	250	HVAC System Diagnostics.....	2
AHR	263	Energy Management.....	2

Graduation Requirements..... 71 Credit Hours

Air Conditioning, Heating, and Refrigeration Technology Diploma - D35100A

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

General Education Courses

ENG	110	Freshman Composition.....	3
PSY	118	Interpersonal Psychology.....	3

APPLIED ENGINEERING & TECHNOLOGIES

Major Courses

AHR 110	Introduction to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 115	Refrigeration Systems	2
AHR 130	HVAC Controls	3
AHR 133	HVAC Servicing	4
AHR 151	HVAC Duct Systems I	2
AHR 160	Refrigerant Certification	1
AHR 213	HVACR Building Code	2
Graduation Requirements		40 Credit Hours

Air Conditioning, Heating, and Refrigeration Technology Certificate - C35100B

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The certificate program covers air conditioning, furnaces, tools, and instruments.

Certificate graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential systems.

AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 130	HVAC Controls	3
AHR 133	HVAC Servicing	4
Completion Requirements		18 Credit Hours

Commercial Certificate - C35100C

The Air Conditioning, Heating, and Refrigeration Technology Commercial Certificate is designed for individuals wishing to learn about commercial AHR systems. Topics covered in this certificate program include basic refrigeration processes used in mechanical refrigeration and air conditioning systems, electricity, the fundamentals of heating, hydronic heating systems, and the fundamentals of liquid chilling equipment. Certificate graduates should be able to assist in the start up, preventive maintenance, service, repair, and installation of commercial systems.

AHR 110	Introduction to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 160	Refrigeration Certification	1
AHR 180	HVAC Customer Relations	1
AHR 240	Hydronic Heating	2
AHR 245	Chiller Systems	2
Completion Requirements		18 Credit Hours

Design Certificate - C35100D

The Air Conditioning, Heating, and Refrigeration Technology Design Certificate is designed for individuals interested in the basics of how to design residential and commercial AHR systems. Topics include building codes, principles and concepts of conventional residential heating and cooling system design, principles of designing heating and cooling systems for commercial buildings, and common business and customer relation practices. Certificate graduates should be able to assist in the design of residential and commercial AHR systems, and the mechanical codes that apply toward system installation.

AHR 112	Heating Technology	4
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AHR 113	Comfort Cooling	4
AHR 160	Refrigeration Certification	1
AHR 180	HVAC Customer Relations	1
AHR 211	Residential System Design	3
AHR 213	HVACR Building Code	2
AHR 225	Commercial System Design	3
Completion Requirements		18 Credit Hours

ARCHITECTURAL TECHNOLOGY

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Architectural Technology Degree - A40100

General Education Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
HUM 115	Critical Thinking	3
MAT 121	Algebra and Trigonometry	3
PSY 150	General Psychology	3

Major Courses

ARC 111	Introduction to Architectural Technology	3
ARC 112	Construction Materials and Methods	4
ARC 113	Residential Architectural Technology	3
ARC 114	Architectural CAD	2
ARC 114A	Architectural CAD Lab	1
ARC 131	Building Codes	3
ARC 132	Specifications and Contracts	2
ARC 141	Elementary Structures for Architecture	4
ARC 211	Light Construction Technology	3
ARC 212	Commercial Construction Technology	3
ARC 213	Design Project	4
ARC 220	Advanced Architectural CAD	2
ARC 221	Architectural 3-D CAD	3
ARC 230	Environmental Systems	4
ARC 240	Site Planning	3
ARC 250	Survey of Architecture	3
ARC 264	Digital Architecture	2
BPR 130	Blueprint Reading/Constr	3
SST 140	Green Building and Design Concepts	3

Major Electives

Select 2 credit hours from the following courses

ARC 235	Architectural Portfolio	3
ARC 261	Solar Technology	2
CIV 125	Civil/Surveying CAD	3
CIV 230	Construction Estimating	3
COE 112	Co-op Work Experience I	2
LAR 230	Principles of Exterior Planting	4
LAR 231	Principles of Interior Planting	3
LAR 250	Survey of LAR	3

Graduation Requirements **72 Credit Hours**

APPLIED ENGINEERING & TECHNOLOGIES

Architectural CAD Certificate - C40100A

-Day and Evening

The evening Architectural CAD certificate is designed for students employed full-time in architectural engineering or construction positions that require microcomputer knowledge. Courses include basic hands-on architectural drafting in residential construction and computer courses in different types of computer-aided drafting software from basic to advanced levels.

Opportunities for employment exist as junior technicians within architectural practices and engineering and contracting companies.

Courses in this program can be transferred directly into the Architectural Technology associate degree program.

ARC 111	Introduction to Architectural Technology.....	3
ARC 114	Architectural CAD	2
ARC 114A	Architectural CAD Lab	1
ARC 220	Advanced Architectural CAD	2
ARC 221	Architectural 3-D CAD.....	3
CIV 125	Civil/Surveying CAD.....	3
Completion Requirements		14 Credit Hours

AUTOMOTIVE SYSTEMS TECHNOLOGY

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Automotive Systems Technology Degree - A60160

General Education Courses

COM 120	Interpersonal Communication	3
ENG 110	Freshman Composition	3
HUM 121	The Nature of America.....	3
PHY 121	Applied Physics I.....	4
PSY 118	Interpersonal Psychology.....	3

Major Courses

AUT 116	Engine Repair.....	3
AUT 116A	Engine Repair Lab	1
AUT 123	Powertrain Diagn & Serv.....	2
AUT 141	Suspension & Steering Sys.....	3
AUT 141A	Suspension & Steering Lab.....	1
AUT 151	Brake Systems.....	3
AUT 151A	Brake Systems Lab.....	1
AUT 161	Basic Auto Electricity.....	5
AUT 163	Adv Auto Electricity	3
AUT 163A	Adv Auto Electricity Lab	1
AUT 171	Auto Climate Control.....	4
AUT 181	Engine Performance 1	3
AUT 183	Engine Performance 2	4

AUT 213	Automotive Servicing 2	2
AUT 221	Auto Transm/Transaxles.....	3
AUT 221A	Auto Transm/Transax Lab	1
AUT 231	Man Trans/Axles/Drtrains	3
AUT 231A	Man Trans/Ax/Drtrains Lab	1
AUT 281	Adv Engine Performance	3

Major Electives

Select 2 hours from the following courses

AUT 114	Safety and Emissions	2
COE 111	Co-op Work Experience I.....	1
COE 112	Co-op Work Experience II.....	2
COE 121	Co-op Work Experience I.....	1

Graduation Requirements..... 65 Credit Hours

BIOPHARMACEUTICAL TECHNOLOGY

The Biopharmaceutical Technology curriculum is designed to prepare graduates for employment in pharmaceutical manufacturing and related industries, including chemical quality assurance, microbiological quality assurance, product inspection, documentation review, manufacturing, and product/process validation.

Biopharmaceutical Technology Degree - A20180

General Education Courses

ENG 111	Expository Writing.....	3
ENG 114	Professional Research and Reporting.....	3
HUM 110	Technology and Society	3
MAT 121	Algebra/Trigonometry	3
PSY 118	Interpersonal Psychology	3

Major Electives

Select 3 hours from the following courses

ACA 220	Professional Transition.....	1
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 113	Co-op Work Experience I	3
COE 121	Co-op Work Experience II	1
COE 122	Co-op Work Experience II	2
ENV 110	Environmental Science.....	3
ENV 110A	Environmental Science Lab.....	1
ENV 232	Site Assessment and Remediation	3
MAT 151	Statistics I.....	3
MAT 151A	Statistics I Lab.....	1

Major Courses

BIO 110	Principles of Biology	4
BPM 110	Bioprocess Practices.....	5
CHM 131	Introduction to Chemistry.....	3
CHM 131A	Introduction to Chemistry Lab.....	1
CHM 132	Organic and Biochemistry	4
ENV 212	Instrumentation.....	4
ISC 112	Industrial Safety	2
PTC 110	Industrial Environment.....	3
PTC 120	Pharmaceutical Quality Control	4
PTC 210	Pharmaceutical Industrial Processes	4
PTC 212	Applied Microbiology	4
PTC 214	Parenteral Processes	4
PTC 222	Pharmaceutical Process Control	3
PTC 226	Validation.....	3
PTC 228	Pharmaceutical Issues	1

Graduation Requirements 67 Credit Hours

APPLIED ENGINEERING & TECHNOLOGIES

Applied Biotechnology Certificate - C20180A

The Biopharmaceutical Technology Certificate shows the student how biotechnology is applied to solving problems and how it has been used to develop test methods, treat wastes, formulate pharmaceuticals or develop alternatives to current harmful chemical uses. This certificate program will show the student how biotechnology is being used and look to the future of biotechnological applications. Students will also be exposed to how the regulatory authorities evaluate new processes and products developed by biotechnology.

BPM 110	Bioprocess Practices.....	5
ENV 110	Environmental Science	3
ENV 110A	Environmental Science Lab	1
ENV 232	Site Assessment and Remediation	3
PTC 110	Industrial Environment	3
Completion Requirements		15 Credit Hours

Biopharmaceutical Regulations Certificate - C20180B

BPM 110	Bioprocess Practices.....	5
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
PTC 110	Industrial Environment	3
Completion Requirements		12 Credit Hours

Biopharmaceutical Manufacturing and Quality Certificate - C20180C

CHM 132	Organic and Biochemistry.....	4
PTC 120	Pharmaceutical Quality Control.....	4
PTC 210	Pharmaceutical Industrial Processes.....	4
PTC 222	Pharmaceutical Process Control.....	3
Completion Requirements		15 Credit Hours

Advanced Biopharmaceutical Practices Certificate - C20180D

PTC 212	Applied Microbiology.....	4
PTC 214	Parenteral Processes.....	4
PTC 226	Validation	3
PTC 228	Pharmaceutical Issues.....	1
Completion Requirements		12 Credit Hours

Pharmaceutical Basics Certificate - C20180E

BPM 110	Bioprocess Practices.....	5
ISC 112	Industrial Safety.....	2
PTC 110	Industrial Environment	3
PTC 120	Pharmaceutical Quality Control.....	4
PTC 228	Pharmaceutical Issues.....	1
Completion Requirements		15 Credit Hours

CONSTRUCTION EQUIPMENT SYSTEMS TECHNOLOGY

Construction Equipment Systems curriculum is designed to provide individuals with the knowledge and skills needed to troubleshoot and repair construction equipment systems. Construction equipment includes dozers, scrapers, loaders, and forklifts.

The core course work includes the theory of operations, troubleshooting techniques, and repair procedures for engines and electrical and hydraulics systems. The concentration courses will include transmissions, brakes, undercarriage, and equipment repair. Other related courses will be required.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses that repair construction equipment. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Construction Equipment Systems Technology Degree - A60450

General Education Courses

COM 120	Interpersonal Communication.....	3
ENG 110	Freshman Composition	3
HUM 121	The Nature of America	3
PHY 121	Applied Physics I.....	4
PSY 118	Interpersonal Psychology.....	3

Major Courses

HET 110	Diesel Engines.....	6
HET 114	Power Trains	5
HET 125	Preventative Maintenance	2
HET 134	Mechanical Fuel Injection	3
HYD 134	Hydraulic/Hydrostatic Construction	4
PME 117	Equipment Braking Systems	3
PME 118	Undercarriage Components	2
PME 211	Advanced Equipment Repair.....	4
PME 221	Construction Equipment Servicing	2
TRN 110	Intro to Transportation Tech	2
TRN 120	Basic Transportation Electricity	5
TRN 120A	Basic Transportation Electricity Lab	1
TRN 140	Transportation Climate Control.....	2
TRN 170	PC Skills for Transportation.....	2

Major Electives 1

Select 6 hours from the following courses

ELN 110	Survey of Electronics.....	3
ELN 112	Diesel Electronics System	4
ELN 113	Electronic Fuel Injection	2
HET 115	Electronic Engines.....	3
HET 128	Medium/Heavy Duty Tune-up.....	2
HET 192	Selected Topics	2

Major Electives 2

Select 2 hours of the following courses

HYD 110	Hydraulics/Pneumatics I.....	3
HYD 111	Mobile Hydraulic Systems	3
HYD 112	Hydraulics/Medium/Heavy Duty	2

Major Electives 3

Select 2 hours from the following courses

COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
WLD 110	Cutting Processes	2

Graduation Requirements 69 Credit Hours

Construction Equipment Systems Technology Diploma - D60450

General Education Courses

ENG 110	Freshman Composition.....	3
PSY 118	Interpersonal Psychology	3

APPLIED ENGINEERING & TECHNOLOGIES

Major Courses

HET 110	Diesel Engines	6
HET 114	Power Trains	5
HET 134	Mechanical Fuel Injection	3
HYD 134	Hydraulic/Hydrostatic Construction	4
PME 117	Equipment Braking Systems	3
PME 118	Undercarriage Components	2
PME 221	Construction Equipment Servicing	2
TRN 110	Intro to Transportation Tech	2
TRN 120	Basic Transportation Electricity	5
TRN 120A	Basic Transportation Electricity Lab	1
TRN 140	Transportation Climate Control	2
TRN 170	PC Skills for Transportation	2

Major Electives

Select 4 hours from the following courses

ELN 110	Survey of Electronics	3
ELN 112	Diesel Electronics System	4
ELN 113	Electronic Fuel Injection	2
HET 115	Electronic Engines	3
HET 128	Medium/Heavy Duty Tune-up	2
HET 192	Selected Topics	2

Graduation Requirements47 Credit Hours

Hydraulics, Engines, and Transmissions Certificate- C60450BB

This certificate is designed to provide individuals with the knowledge and skills needed to troubleshoot and repair hydraulics, engines, and transmissions in construction equipment.

The core course work includes the theory of operations, troubleshooting techniques, and repair procedures for engines and hydraulics systems. The concentration courses will also include transmissions.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses, which repair construction equipment. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Major Courses

HET 110a	Diesel Engines Part 1	4
HET 110b	Diesel Engines Part 2	2
HET 114	Power Trains	5

Major Electives

Select 2 hours of the following courses

HYD 110	Hydraulics/Pneumatics I	3
HYD 111	Mobile Hydraulic Systems	3
HYD 112	Hydraulics/Medium/Heavy Duty	2

Completion Requirements13 Credit Hours

Fuel Injection, Electricals, & Electronics Certificate – C60450BC

This certificate curriculum is designed to provide individuals with the knowledge and skills needed to troubleshoot and repair fuel injection, electrical, and electronic systems in construction equipment. Construction equipment includes dozers, scrapers, loaders, and forklifts.

The core course work includes the theory of operations, troubleshooting techniques, and repair procedures for electrical and electronic systems. The concentration courses will also include fuel injection systems.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses, which repair construction equipment. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Major Courses

HET 134	Mechanical Fuel Injection	3
TRN 120	Basic Transportation Electricity	5
TRN 120A	Basic Transportation Electricity Lab	1

Major Electives

Select 4 hours from the following courses

ELN 110	Survey of Electronics	3
ELN 112	Diesel Electronics System	4
ELN 113	Electronic Fuel Injection	2
HET 115	Electronic Engines	3
HET 128	Medium/Heavy Duty Tune-up	2
HET 192	Selected Topics	2

Completion Requirements 13 Credit Hours

COMPUTER ENGINEERING TECHNOLOGY

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits, and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Computer Engineering Technology Degree - A40160

General Education Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
MAT 121*	Algebra/Trigonometry I	3
— —	Humanities/Fine Arts Elective +	3
— —	Social/Behavioral Science Elective +	3

Major Electives 1

Select 3 credit hours from the following courses

CSC 134	C++ Programming	3
CSC 151	JAVA Programming	3

Major Electives 2

Select 3 hours from the following courses

CSC 139	Visual BASIC Programming	3
CTS 220	Advanced Hardware/Software Support	3
ELC 128	Intro to PLCs	3
PCI 170	DAQ and Control	4

Major Courses

CIS 110	Intro to Computers	3
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APPLIED ENGINEERING & TECHNOLOGIES

CIS 115	Introduction to Prog and Logic	3
COE 112	Co-op Work Experience I	2
CSC 133	C Programming	3
CTS 120	Hardware/Software Support	3
EGR 115	Intro to Technology	3
ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ELN 152	Fabrication Techniques	2
ELN 232	Introduction to Microprocessors	4
ELN 233	Microprocessor Systems	4
ELN 235	Data Communication Systems	4
ELN 275	Troubleshooting	2
NOS 110	Operating System Concepts	3
NOS 120	Linux/UNIX Single User	3
Graduation Requirements		73 Credit Hours

*May substitute MAT 161 or MAT 171.

+Several courses are available as Humanities/Fine Arts and Social/Behavioral Science Electives. Please see your advisor for available courses.

Cooperative education or an equivalent is required for graduation. Students must have approval from the Dean and pre-register with the Co-op office. The co-op work period may be taken over two semesters with 10 hours each semester as COE 111 and COE 121.

CIVIL ENGINEERING TECHNOLOGY

The Civil Engineering Technology curriculum provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies and are also eligible to continue on at East Carolina University and UNC-Charlotte as a junior.

Civil Engineering Technology Degree - A40140

General Education Courses

COM 120	Intro to Interpersonal Communication	3
ENG 111	Expository Writing	3
HUM 110	Technology and Society	3
MAT 121	Algebra and Trigonometry	3
PSY 118	Interpersonal Psychology	3

Major Electives

Choose 2 credit hours from the following

COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
CIV 250	Civil Engineering Tech Project	2

Major Courses

CEG 115	Intro to Tech and Sustainability	3
CEG 151	CAD for Engineering Technology	3
CEG 210	Construction Materials and Methods	3
CEG 211	Hydrology and Erosion Control	3
CEG 212	Intro to Environmental Technology	3
CEG 230	Subdivision Planning and Design	3
CIV 111	Solis and Foundations	4
CIV 125	Civil/Surveying CAD	3
CIV 215	Highway Technology	3
CIV 221	Steel and Timber Design	3
CIV 230	Construction Estimating	3
CIV 240	Project Management	3
EGR 115	Introduction to Technology	3
EGR 251	Statics	3
GIS 111	Introduction to GIS	3
GIS 112	Introduction to GPS	3
SRV 110	Surveying I	4
SRV 111	Surveying II	4
SRV 260	Field and Office Practices	2
Graduation Requirements		76 Credit Hours

Civil Engineering Technology: Civil Design Certificate - C40140A

- Day

The Civil Engineering Technology Certificate allows students to complete the certificate in two to three semesters. Students are then able to work in the civil field. This certificate is designed to address the all time high demand for technicians, and to train for jobs in these fields with just a small amount of college. This certificate is for students that are not sure which path they would like to follow. The Civil Design certificate will allow you to work as an engineering technician in engineering offices throughout the country. One job function would be to place ideas down on the computer by working directly with an engineer.

CEG 151	CAD for Engineering Technology	3
CIV 125	Civil/Surveying Cad	3
DFT 119	Basic CAD	2
GIS 111	Introduction to GIS	3
SRV 110	Surveying I	4
Completion Requirements		15 Credit Hours

CONSTRUCTION MANAGEMENT TECHNOLOGY

The Construction Management Technology curriculum is designed to provide training for persons interested in project management and other related positions in the construction industry.

Coursework focuses on such topics as construction materials, methods and techniques of modern construction, building codes, contractor licensing law, contractor business law, OSHA and safety on the construction site, project management, project scheduling, project costs and productivity, residential and commercial estimating, residential and commercial blueprint reading, and human relations issues in the construction industry.

Graduates should qualify for entry-level positions as project manager assistants, site superintendents, construction foremen, building inspectors, estimators, and other construction management-related jobs.

APPLIED ENGINEERING & TECHNOLOGIES

Construction Management Technology Degree - A35190

General Education Courses

COM 120	Intro Interpersonal Com.....	3
ENG 111	Expository Writing	3
HUM 110	Technology and Society.....	3
MAT 121	Algebra and Trigonometry.....	3
PSY 150	General Psychology.....	3

Major Courses

ACC 120	Prin of Financial Acct.....	4
ARC 112	Construction Materials and Methods.....	4
ARC 132	Specifications and Contracts.....	2
BPR 130	Blueprint Reading/Const.....	3
BUS 110	Introduction to Business.....	3
BUS 139	Entrepreneurship I.....	3
CMT 120	Codes and Inspections.....	3
CMT 210	Prof Construction Superv.....	3
CMT 212	Total Safety Performance.....	3
CMT 214	Planning and Scheduling.....	3
CMT 216	Costs and Productivity.....	3
CMT 218	Human Relations Issues.....	3
CMT 226	Applications Project.....	3
CST 241	Planning/Estimating I.....	3
CST 242	Planning/Estimating II.....	4
SST 140	Green Building and Design Concepts.....	3

Major Options

COE 112	Co-op Work Experience I.....	2
COE 121	Co-op Work Experience II.....	1

Graduation Requirements.....65Credits Hours

Construction Management Technology: Basic Certificate – C35190C

The Construction Management Technology Basic Certificate is designed for individuals already in the construction industry who want to study the basic principles of construction management. Topics include safety/OSHA regulations and compliance, residential and commercial blueprint reading, project planning and scheduling, human relations, issues, and professional construction supervision.

Individuals who complete this certificate will have taken an essential step in the process of qualifying as a construction project manager, superintendent, foreman, or estimator.

ARC 112	Construction Materials and Methods.....	4
ARC 132	Specifications and Contracts.....	4
BPR 130	Blueprint Reading/Cost.....	3
CMT 210	Construction Management Fund.....	3
CMT 212	Total Safety Performance.....	3
CMT 218	Human Relations Issues.....	3

Completion Requirements.....16 Credit Hours

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY

The Diesel and Heavy Equipment Technology curriculum is designed to provide individuals with the knowledge and skills needed to troubleshoot and repair medium- and heavy-duty vehicles.

The core course work includes the theory of operations, troubleshooting techniques, and repair procedures for engines, electrical, and hydraulic systems. Other courses cover

transmissions, brakes, and steering/suspension. Additional related courses will be required.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses that repair medium- and heavy-duty vehicles. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Diesel and Heavy Equipment Technology Degree - A60460

General Education Courses

COM 120	Interpersonal Communication.....	3
ENG 110	Freshman Composition.....	3
HUM 121	The Nature of America.....	3
PHY 121	Applied Physics I.....	4
PSY 118	Interpersonal Psychology.....	3

Major Courses

HET 110	Diesel Engines.....	6
HET 114	Power Trains.....	5
HET 125	Preventative Maintenance.....	2
HET 134	Mechanical Fuel Injection.....	3
HET 231	Medium/Heavy Duty Brake System.....	2
HET 232	Medium/Heavy Duty Brake System Lab.....	1
HET 233	Suspension and Steering.....	4
HYD 134	Hydraulic/Hydrostatic Construction.....	4
PME 211	Advanced Equipment Repair.....	4
TRN 110	Intro to Transportation Tech.....	2
TRN 120	Basic Transportation Electricity.....	5
TRN 120A	Basic Transportation Electricity Lab.....	1
TRN 140	Transportation Climate Control.....	2
TRN 170	PC Skills for Transportation.....	2

Major Electives 1

Select 6 hours from the following courses

ELN 110	Survey of Electronics.....	3
ELN 112	Diesel Electronics System.....	4
ELN 113	Electronic Fuel Injection.....	2
HET 115	Electronic Engines.....	3
HET 128	Medium/Heavy Duty Tune-up.....	2
HET 192	Selected Topics.....	2

Major Electives 2

Select 2 hours from the following courses

HYD 110	Hydraulics/Pneumatics I.....	3
HYD 111	Mobile Hydraulic Systems.....	3
HYD 112	Hydraulics/Medium/Heavy Duty.....	2

Major Electives 3

Select 2 hours from the following courses

COE 111	Co-op Work Experience I.....	1
COE 112	Co-op Work Experience I.....	2
WLD 110	Cutting Processes.....	2

Graduation Requirements.....69 Credit Hours

Diesel and Heavy Equipment Technology Diploma - D60460

General Education Courses

ENG 110	Freshman Composition.....	3
PSY 118	Interpersonal Psychology.....	3

Major Courses

HET 110	Diesel Engines.....	6
HET 114	Power Trains.....	5
HET 125	Preventative Maintenance.....	2

APPLIED ENGINEERING & TECHNOLOGIES

HET 134	Mechanical Fuel Injection.....	3
HET 231	Medium/Heavy Duty Brake System.....	2
HET 232	Medium/Heavy Duty Brake System Lab.....	1
HYD 134	Hydraulic/Hydrostatic Construction.....	4
TRN 110	Intro to Transportation Tech.....	2
TRN 120	Basic Transportation Electricity.....	5
TRN 120A	Basic Transportation Electricity Lab.....	1
TRN 140	Transportation Climate Control.....	2
TRN 170	PC Skills for Transportation.....	2

Major Electives 1

Select 2 hours from the following courses

HYD 110	Hydraulics/Pneumatics I.....	3
HYD 111	Mobile Hydraulic Systems.....	3
HYD 112	Hydraulics/Medium/Heavy Duty.....	2

Major Electives 2

Select 4 hours from the following courses

ELN 110	Survey of Electronics.....	3
ELN 112	Diesel Electronics System.....	4
ELN 113	Electronic Fuel Injection.....	2
HET 115	Electronic Engines.....	3
HET 128	Medium/Heavy Duty Tune-up.....	2
HET 192	Selected Topics.....	2

Graduation Requirements..... 47 Credit Hours

ELECTRICAL SYSTEMS TECHNOLOGY

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electrical Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Electrical Systems Technology Degree - A35130

General Education Courses

COM 120	Interpersonal Communications.....	3
ENG 110	Freshman Composition.....	3
HUM 121	The Nature of America.....	3
PHY 121	Applied Physics I.....	4
PSY 118	Interpersonal Psychology.....	3

Major Courses

CIS 111	Basic PC Literacy.....	2
ELC 112	DC/AC Electricity.....	5
ELC 113	Residential Wiring.....	4
ELC 114	Commercial Wiring.....	4
ELC 115	Industrial Wiring.....	4
ELC 117	Motors and Controls.....	4
ELC 118	National Electrical Code.....	2
ELC 119	NEC Calculations.....	2
ELC 121	Electrical Estimating.....	2
ELC 126	Electrical Computations.....	3
ELC 128	Introduction to PLC.....	3
ELC 129	Applications Project.....	2
ELC 134	Transformer Applications.....	2

ELN 133	Digital Electronics.....	4
ELN 229	Industrial Electronics.....	4
ISC 112	Industrial Safety.....	2
Graduation Requirements.....		65 Credit Hours

Electrical Systems Technology Diploma - D35130

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electrical Code, and other subjects as local needs require.

Diploma graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

General Education Courses

ENG 110	Freshman Composition.....	3
PSY 118	Interpersonal Psychology.....	3

Major Courses

ELC 112	DC/AC Electricity.....	5
ELC 113	Residential Wiring.....	4
ELC 114	Commercial Wiring.....	4
ELC 115	Industrial Wiring.....	4
ELC 117	Motors and Controls.....	4
ELC 118	National Electrical Code.....	2
ELC 119	NEC Calculations.....	2
ELC 126	Electrical Computations.....	3
ELC 128	Introduction to PLC.....	3
ELC 134	Transformer Applications.....	2
ELN 229	Industrial Electronics.....	4
Graduation Requirements.....		43 Credit Hours

Electrical Systems Technology Certificate - C35130

ELC 113	Residential Wiring.....	4
ELC 114	Commercial Wiring.....	4
ELC 118	National Electrical Code.....	2
ELC 119	NEC Calculations.....	2
Completion Requirements.....		12 Credit Hours

ELECTRONICS ENGINEERING TECHNOLOGY

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

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

APPLIED ENGINEERING & TECHNOLOGIES

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

Electronics Engineering Technology Degree - A40200

General Education Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
HUM 110	Technology and Society	3
MAT 121	Algebra and Trigonometry	3
PSY 118	Interpersonal Psychology	3

Major Electives 1

Select 3 hours from the following courses

ELC 139	AC Circuit Analysis	4
ELN 231	Industrial Controls	3

Major Electives 2

Select 2 hours from the following courses

ELN 152	Fabrication Techniques	2
PCI 261	Process Measurement	3

Major Electives 3

Select 3 hours from the following courses

ATR 214	Advanced PLCs	4
ATR 215	Sensors and Transducers	3
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
ELN 236	Fiber Optics and Lasers	4

Major Courses

CSC 133	C Programming	3
EGR 115	Introduction to Technology	3
ELC 128	Intro to PLC's	3
ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1
ELN 131	Analog Electronics I	4
ELN 132	Analog Electronics II	4
ELN 133	Digital Electronics	4
ELN 232	Introduction to Microprocessors	4
ELN 233	Microprocessor Systems	4
ELN 235	Data Communication Systems	4
ELN 249	Digital Communication	3
ELN 275	Troubleshooting	2
PCI 170	DAQ and Control	4

Graduation Requirements 71 Credit Hours

Basic Electronics Certificate - C40200A

The Basic Electronics certificate provides the student with a program of study necessary for developing basic electronic skills. The student will gain an understanding of AC/DC basic circuits, digital circuits, and basic electronic devices. Courses are an adjunct of the Electronics Engineering Technology program and may be transferred directly toward completion of the A.A.S. degree in Electronics Engineering Technology.

ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2

Completion Requirements 15 Credit Hours

PLC Programming Certificate - C40200B

The PLC Programming Certificate provides the student with the basic technical skills and knowledge necessary to work with the Programmable Logic Controllers typically found in an industrial environment. The program investigates the operation and programming of PLCs and the interfacing of PLCs to electronic devices and sensors routinely found in industrial controls. Students entering the program are expected to have a basic knowledge of AC and DC electrical circuits.

ATR 214	Advanced PLCs	4
ATR 215	Sensors and Transducers	3
ELC 128	Intro to PLC's	3
ELN 231	Industrial Controls	3

Completion Requirements 13 Credit Hours

Microcomputer Programming Certificate - C40200D

ELC 131	Circuit Analysis I	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
MAT 121	Algebra and Trigonometry	3

Completion Requirements 15 Credit Hours

ENVIRONMENTAL SCIENCE TECHNOLOGY

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

Environmental Science Technology Degree - A20140

General Education Courses

COM 120	Intro to Interpersonal Communication	3
ENG 111	Expository Writing	3
HUM 110	Technology and Society	3
MAT 110	Mathematical Measurement	3
PSY 118	Interpersonal Psychology	3

Major Electives

(Select 6.0 hours from the following courses)

BPM 110	Bioprocess Practices	5
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
ENV 112	Environmental Education I	3
ENV 114	Environmental Education II	3
ENV 232	Site Assessment and Remediation	3

APPLIED ENGINEERING & TECHNOLOGIES

GIS 111	Introduction to GIS.....	3
GIS 112	Introduction to GPS	3
PTC 110	Industrial Environment.....	3

Major Courses

BIO 111	General Biology I.....	4
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4
EGR 115	Introduction to Technology.....	3
ENV 110	Environmental Science	3
ENV 110A	Environmental Science Lab	1
ENV 120	Earth Science.....	4
ENV 193	Selected Topics	3
ENV 210	Management of Waste.....	4
ENV 212	Instrumentation	4
ENV 214	Water Quality.....	4
ENV 218	Environmental Health.....	3
ENV 220	Applied Ecology	4
ENV 226	Air Quality.....	3
ISC 121	Environmental Health and Safety.....	3

Graduation Requirements 72 Credit Hours

Environmental Education Certificate - C20140A

Major Courses

ENV 110	Environmental Science	3
ENV 110A	Environmental Science Lab	1
ENV 112	Environmental Education I.....	3
ENV 114	Environmental Education II.....	3
ENV 120	Earth Science	4

Graduation Requirements 14 Credit Hours

GEOMATICS TECHNOLOGY

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

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

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

Geomatics Technology Degree - A40420

General Education Courses

COM 120	Intro to Interpersonal Communication	3
ENG 111	Expository Writing	3
HUM 110	Technology and Society.....	3
MAT 121	Algebra and Trigonometry.....	3
PSY 118	Interpersonal Psychology.....	3

Major Electives 1

(Choose 3 credit hours from the following)

CEG 235	Project Management and Estimating	3
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GIS 230	GIS Data Creation.....	3
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Major Electives 2

(Choose 2 credit hours from the following)

CIV 250	Civil Engineering Tech Project.....	2
COE 112	Co-op Work Experience I	2

Major Courses

CEG 115	Intro to Tech and Sustainability	3
CEG 151	CAD for Engineering Tech.....	3
CEG 211	Hydrology and Erosion Control.....	3
CEG 230	Subdivision Planning and Design	3
CIV 125	Civil/Surveying CAD	3
CIV 215	Highway Technology	3
GIS 111	Introduction to GIS.....	3
GIS 112	Introduction to GPS	3
GIS 120	Intro to Geodesy	3
GIS 121	Georeferencing and Mapping	3
SRV 110	Surveying I.....	4
SRV 111	Surveying II.....	4
SRV 210	Surveying III.....	4
SRV 220	Surveying Law	3
SRV 240	Topo/Site Surveying	4
SRV 250	Advanced Surveying	4
SRV 260	Field and Office Practices.....	2

Graduation Requirements 75 Credit Hours

INDUSTRIAL ENGINEERING TECHNOLOGY

The industrial engineering technology curriculum prepares graduates to perform as technical leaders in manufacturing and service organizations. The curriculum incorporates the study and application of methods and techniques for developing, implementing and improving integrated systems involving people, material, equipment, information, and quality systems. The course work emphasizes analytical and problem solving techniques for process development and improvement.

The curriculum includes systems analysis, quality and productivity improvement techniques, cost analysis, facilities planning, organizational management, effective communications and computer usage as a problem-solving tool.

Graduates of the curriculum will qualify for positions in a wide range of manufacturing, quality and service organizations. Employment opportunities include industrial engineering technology, quality assurance, supervision, team leadership and facilities management. Certification is available through organizations such as ASQC, SME and APICS.

Industrial Engineering Technology Degree - A40240

General Education Courses

COM 120	Intro to Interpersonal Communication	3
ENG 111	Expository Writing.....	3
HUM 110	Technology and Society.....	3
MAT 121	Algebra and Trigonometry.....	3
PHY 121	Applied Physics I.....	4
PSY 118	Interpersonal Psychology.....	3

Major Courses

DFT 151	CAD I.....	3
DFT 152	CAD II.....	3
DFT 154	Intro to Solid Modeling.....	3
EGR 115	Introduction to Technology	3

APPLIED ENGINEERING & TECHNOLOGIES

EGR 285	Design Project	2
ISC 121	Environmental Health and Safety	3
ISC 132	Manufacturing Quality Control	3
ISC 135	Principles of Industrial Management	4
ISC 136	Productivity Analysis I	3
ISC 243	Production and Operations Management I	3
ISC 255	Engineering Economy	3
ISC 277	Quality Technology	4
MEC 161	Manufacturing Processes I	3
MEC 180	Engineering Materials	3

Major Electives

(Select 3.0 hours from the following courses)

COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
ISC 175	QA Fundamentals	1
ISC 237	Quality Management	3
ISC 278	cGMP Quality Systems	2
ISC 280	Validation Fundamentals	2
MAT 151	Statistics I	3
PTC 222	Pharmaceutical Process Control	3
Graduation Requirements		65 Credit Hours

Industrial Management Certificate - C40240A

-Evening Only

The Industrial Management certificate provides the student with a progressive study program that will support the development of basic technical skills and knowledge necessary for success in the industrial/manufacturing environment. There are no prerequisites required for entering this certificate program. The course requirements are self-contained for providing the necessary basic math and manufacturing processes introduction.

ISC 121	Industrial Health and Safety	3
ISC 132	Manufacturing Quality Control	3
ISC 135	Principles of Industrial Management	4
ISC 243	Production and Operations Management I	3
ISC 255	Engineering Economy	3

Completion Requirements16 Credit Hours

Quality Assurance Certificate - C40240B

The Quality Assurance Certificate provides the student with a progressive program that will support the development of basic technical skills and knowledge necessary for success in the industrial/manufacturing environment.

DFT 121	Introduction to GD and T	2
DFT 151	CAD I	3
EGR 115	Introduction to Technology	3
ISC 132	Manufacturing Quality Control	3
ISC 175	QA Fundamentals	1
ISC 278	cGMP Quality System	2

Completion Requirements14 Credit Hours

Advanced Quality Assurance Certificate - C40240C

The Advanced Quality Assurance Certificate provides the students with a progressive program that will support the development of advanced technical skills and knowledge necessary for success in the industrial/manufacturing environment.

ISC 132	Manufacturing Quality Control	3
ISC 237	Quality Management	3

ISC 277	Quality Technology	4
ISC 280	Validation Fundamentals	2

Completion Requirements 12 Credit Hours

INTERIOR DESIGN

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Students receive instruction in basic design, graphic presentation, construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, computer-aided design, history of interiors and furnishings, color theory, products, business practices, and general education courses.

Upon completion, graduates have career opportunities in residential or commercial interior design, architecture, set design, showroom design, furniture/textiles/accessories sales, and any business dealing with interiors.

Interior Design Degree - A30220

General Education Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
HUM 110	Technology and Society	3
MAT 121	Algebra and Trigonometry	3
PSY 150	General Psychology	3

Major Courses

ARC 111	Introduction to Architectural Technology	3
ARC 112	Construction Materials and Methods	4
ARC 114	Architectural CAD	2
ARC 114A	Architectural CAD Lab	1
ARC 131	Building Codes	3
ARC 221	Architectural 3-D CAD	3
ARC 230	Environmental Systems	4
DES 125	Graphic Presentation I	2
DES 135	Principles & Elements of Design	4
DES 210	Business Practices for Interior Design	2
DES 220	Principles of Interior Design	3
DES 225	Textiles and Fabrics	3
DES 230	Residential Design I	3
DES 235	Products	3
DES 240	Commercial and Contract Design	3
DES 255	History of Interior & Furnishings I	3
DES 265	Lighting and Interior Design	2
DES 286	Interior Design/Advanced	3

Major Electives

Select 2 hours from the following courses

ARC 220	Advanced Architectural CAD	2
ARC 235	Architectural Portfolio	3
ARC 261	Solar Technology	2
ARC 292	Selected Topics	2
ARC 264	Digital Architecture	2
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2

Graduation Requirements 68 Credit Hours

LANDSCAPE ARCHITECTURE TECHNOLOGY

The Landscape Architecture Technology curriculum prepares individuals as landscape architecture technicians in landscape design, construction, and architecture fields. The well-trained landscape technician will find excellent prospects for employment

APPLIED ENGINEERING & TECHNOLOGIES

and advancement, including large-scale site design and supervision and residential landscape design.

Students receive instruction in landscape construction materials and methods, environmental planning, principles of horticulture, building codes, and computer applications. They develop drafting and computer skills through progressive hands-on courses. Students may choose from a library of courses to suit specific interest areas.

Graduates will demonstrate a working knowledge of landscape architectural practices, including site planning, storm water engineering, road and parking layouts, and grading and plant selection according to zoning/code requirements.

Landscape Architecture Technology Degree - A40260

General Education Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
HUM 115	Critical Thinking	3
MAT 121	Algebra and Trigonometry.....	3
PSY 118	Interpersonal Psychology.....	3

Major Courses

ARC 114	Architectural CAD.....	2
ARC 114A	Architectural CAD Lab.....	1
ARC 220	Advanced Architectural CAD.....	2
ARC 240	Site Planning.....	3
ARC 264	Digital Architecture	2
CIV 125	Civil/ Surveying CAD	3
ENV 110	Environmental Science	3
GIS 111	Introduction to GIS	3
LAR 111	Intro to Landscape Architectural Tech	3
LAR 112	Landscape Materials and Methods	4
LAR 113	Residential Landscape Design.....	3
LAR 120	Sustainable Development	3
LAR 211	Commercial Site Design.....	3
LAR 223	Landscape Design Project	4
LAR 230	Principles of Exterior Planting	4
LAR 231	Principles of Interior Planting.....	3
LAR 250	Survey of Landscape Architecture	3
SRV 110	Surveying I	4

Major Electives

Select 2 hours from the following courses

ARC 221	Architectural 3-D CAD.....	3
ARC 235	Architectural Portfolio	3
ARC 241	Contract Administration	2
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
LAR 120	Sustainable Development	3
LAR 235	LAR Presentation Techniques	3
LAR 241	Advanced Site Planning	3
LAR 242	Planning and Environment.....	3

Graduation Requirements 70 Credit Hours

Landscape Architecture Certificate - C40260A

ARC 114	Architecture CAD.....	2
LAR 111	Introduction to Landscape Architecture Technology...3	
LAR 112	Landscape Materials and Methods	4
LAR 113	Residential Landscape Design	3
LAR 230	Principles of Horticulture I	4

Completion Requirements..... 16 Credit Hours

MECHANICAL DRAFTING TECHNOLOGY

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

Mechanical Drafting Technology Degree - A50340

General Education Courses

COM 120	Interpersonal Communications.....	3
ENG 110	Freshman Composition	3
HUM 110	Technology and Society	3
PHY 121	Applied Physics I.....	4
PSY 118	Interpersonal Psychology	3

Major Courses

ARC 111	Introduction to Architectural Technology	3
DFT 111	Technical Drafting I.....	2
DFT 112	Technical Drafting II.....	2
DFT 121	Introduction to GD and T	2
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 154	Intro to Solid Models/Rendering	3
DFT 251	Customizing CAD Software	3
DFT 253	CAD Data Management	3
DFT 254	Intermediate Solid Model/Render	3
EGR 115	Introduction to Technology	3
EGR 285	Design Project	2
ISC 121	Environmental Health and Safety	3
ISC 135	Principles of Industrial Management	4
MEC 130	Mechanisms	3
MEC 161	Manufacturing Processes I.....	3
MEC 180	Engineering Materials.....	3
— —	Major Elective	2

Major Electives

Select 2 hours from the following courses

COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
DFT 119	Basic CAD	2

Graduation Requirements 69 Credit Hours

Mechanical Drafting Technology Diploma - D50340

The Mechanical Drafting Technology diploma curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

APPLIED ENGINEERING & TECHNOLOGIES

General Education Courses

ENG 110	Freshman Composition	3
PSY 118	Interpersonal Psychology	3

Major Courses

ARC 111	Introduction to Architectural Technology	3
DFT 111	Technical Drafting I	2
DFT 112	Technical Drafting II	2
DFT 121	Introduction to GD and T	2
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 154	Intro to Solid Models/Rendering	3
DFT 254	Intermediate Solid Model/Render	3
EGR 115	Introduction to Technology	3
EGR 285	Design Project	2
ISC 121	Environmental Health and Safety	3
ISC 135	Principles of Industrial Management	4
MEC 161	Manufacturing Processes I	3

Major Electives

Select 2 hours from the following courses

COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
DFT 119	Basic CAD	2

Graduation Requirements 47 Credit Hours

Mechanical Drafting Technology Certificate - C50340B

The Mechanical Drafting Technology certificate curriculum prepares technicians to produce drawings of mechanical parts and components of mechanical systems. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries requiring entry-level drafting and CAD skills.

Major Courses

DFT 111	Technical Drafting I	2
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 154	Intro to Solid Models/Rendering	3

Completion Requirements 14 Credit Hours

Mechanical Engineering Technology

The Mechanical Engineering Technology curriculum provides a broad and diverse educational experience. Course work includes computer-aided drafting and design, applied mechanics, materials engineering, quality control, manufacturing methods and processes, computer usage, mathematics, physics and oral and written communications. The courses will stress critical thinking, planning and problem solving.

The diversity of Mechanical Engineering Technology degree enables students to pursue exciting careers in following fields:

- Engineering/Architectural
- Mechanical Design

- Manufacturing
- Quality
- Service

If elected, students can pursue a 4 year Engineering Technology degree after graduation.

Mechanical Engineering Technology Degree - A40320

General Education Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
HUM 110	Technology and Society	3
MAT 121	Algebra/Trigonometry I	3
MAT 151	Statistics I	3
PHY 131	Physics-Mechanics	4
PSY 118	Interpersonal Psychology	3
— —	Major Elective	3

Major Courses

DFT 121	Introduction to GD&T	2
DFT 151	CAD I	3
DFT 154	Intro Solid Modeling (ProE)	3
EGR 115	Introduction to Technology	3
EGR 251	Statics	3
EGR 252	Strength of Materials	3
EGR 285	Design Project	2
ELC 128	Introduction to PLC	3
ISC 128	Industrial Leadership	2
ISC 132	Manufacturing Quality Control	3
ISC 255	Engineering Economy	3
MEC 130	Mechanisms	3
MEC 161	Manufacturing Processes I	3
MEC 180	Manufacturing Materials	3
MEC 265	Fluid Mechanics	3
MEC 267	Thermal Systems	3

Major Elective

(Select 3.0 hours from the following courses)

COE 111	Co-op Experience I	1
COE 112	Co-op Experience I	2
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 254	Intermediate Solid Model/Render	3
ELC 131	Circuit Analysis I	4

Graduation Requirements 70 Credit Hours

Mechanical Design Certificate - C40320B

Study of design elements for CAD users.

CAD Electives

Select 2 hours from the following courses

DFT 119	Basic CAD (Micro Station)	2
DFT 152	CAD II	2

Major Courses

DFT 151	CAD I	3
DFT 154	Intro Solid Modeling (ProE)	3
DFT 170	Engineering Graphics (SolidWorks)	3
MEC 180	Manufacturing Materials	3
— —	CAD Elective	2

Completion Requirements 14 Credit Hours

APPLIED ENGINEERING & TECHNOLOGIES

Thermal Mechanics Certificate - C40320C

The Thermal Mechanics Certificate provides a refresher or a concentration in thermal sciences.

DFT 170	Engineering Graphics (SolidWorks)	3
MEC 180	Engineering Materials	3
MEC 265	Fluid Mechanics	3
MEC 267	Thermal Systems	3
Completion Requirements		12 Credit Hours

Materials Engineering Certificate - C40320D

The Materials Engineering Certificate will provide students with an understanding of engineering materials and processes.

DFT 151	CAD I	3
DFT 170	Engineering Graphics (SolidWorks)	3
MEC 130	Mechanisms	3
MEC 161	Manufacturing Processes I	3
MEC 180	Engineering Materials	3
Completion Requirements		15 Credit Hours

Engineering Management Certificate - C40320E

The Engineering Management Certificate will help students understand management tools in engineering.

DFT 151	CAD I	3
EGR 115	Introduction to Technology	3
ISC 132	Manufacturing Quality Control	3
ISC 135	Principles of Industrial Management	4
ISC 255	Engineering Economy	3
Completion Requirements		16 Credit Hours

PLUMBING

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Plumbing Diploma - D35300

General Education Courses

ENG 110	Freshman Composition	3
PSY 118	Interpersonal Psychology	3

Major Courses

BPR 130	Blueprint Reading/Construction	3
PLU 110	Modern Plumbing	9
PLU 120	Plumbing Applications	9
PLU 130	Plumbing Systems	6
PLU 140	Introduction to Plumbing Codes	2
PLU 150	Plumbing Diagrams	2
PLU 160	Plumbing Estimates	2

SST 140	Green Building and Design Concepts	3
Graduation Requirements		42 Credit Hours

Introduction to Plumbing Certificate - C35300C

The Plumbing certificate curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repairs of plumbing systems in residential and small buildings.

Course work includes interpretation of blueprints and practices in plumbing assembly. Students will be introduced to State Codes and requirements.

Graduates should qualify for entry-level employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

General Education Courses

PSY 118	Interpersonal Psychology	3
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Major Courses

BPR 130	Print Reading/Construction	3
PLU 115	Basic Plumbing	4
PLU 140	Introduction to Plumbing Codes	2
PLU 150	Plumbing Diagrams	2
PLU 160	Plumbing Estimates	2

Completion Requirements..... 16 Credit Hours

Plumbing Concepts I Certificate - C35300D

The Plumbing certificate curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repairs of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain additional knowledge of State Codes and requirements.

Graduates should qualify for employment at parts supply houses, and for entry-level positions with maintenance companies and plumbing contractors to assist with various plumbing applications.

Major Courses

BPR 130	Blueprint Reading/Construction	3
PLU 110a	Modern Plumbing Part 1	4
PLU 110b	Modern Plumbing Part 2	5
PLU 140	Introduction to Plumbing Codes	2

Completion Requirements..... 14 Credit Hours

Plumbing Concepts II Certificate - C35300E

The Plumbing certificate curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repairs of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain additional knowledge of State Codes and requirements.

Graduates should qualify for employment at parts supply houses, and for entry-level positions with maintenance companies and plumbing contractors to assist with various plumbing applications.

APPLIED ENGINEERING & TECHNOLOGIES

Major Courses

PLU 120a	Plumbing Applications Part 1	4
PLU 120b	Plumbing Applications Part 2	5
PLU 150	Plumbing Diagrams	2
PLU 160	Plumbing Estimates	2

Completion Requirements13 Credit Hours

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 metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology diploma curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Welding Technology Diploma - D50420

General Education Courses

ENG 110	Freshman Composition	3
MAT 110	Mathematical Measurement	3

Major Courses

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 122	GMAW (MIG) Plate	3
WLD 131	GTAW (TIG) Plate	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 141	Symbols and Specifications	3
WLD 151	Fabrication I	4
WLD 261	Certification Practices	2
WLD 262	Inspection and Testing	3

Graduation Requirements.....43 Credit Hours

Welding Technology Certificate - C50420

Instruction includes an introduction to consumable and non-consumable electrode welding and cutting processes. Additional courses in blueprint reading, metallurgy, and destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology certificate curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, and welding-related self-employment.

Major Courses

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 141	Symbols and Specifications	3

Completion Requirements14 Credit Hours

BUSINESS & PUBLIC SERVICE TECHNOLOGIES

Business & Public Services Technologies Division

Dean Walter Martin

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Wake Technical Community College awards degrees, diplomas, and certificates in a variety of fields shown below. The highest credential given in each area is listed first, in bold type.

1. Click on the "**Program Name**" to go to the program's web page
2. Click on the "**Program of Study**" to see specific course requirements for that program

Programs may be offered during the day, evening, online, or a combination. Students should refer to [WebAdvisor](#) for the availability of classes. Click to see a list of Wake Tech's programs that can be completed fully [online](#).

Program Names	Program Code
Accounting – AAS Degree Accounting – <i>Diploma</i> Accounting: Core – <i>Certificate</i> Income Tax Preparer – <i>Certificate</i> Payroll Accounting Clerk - <i>Certificate</i>	A25100 D25100 C25100C C25100B C25100A
Baking and Pastry Arts – AAS Degree Baking and Pastry Arts – <i>Diploma</i> Baking and Pastry Arts - <i>Certificate</i>	A55130 D55130 C55130A
Business Administration – AAS Degree Business Core – <i>Certificate</i> Career Success – <i>Certificate</i> Customer Service – <i>Certificate</i> Entrepreneurship – <i>Certificate</i> International Marketing - <i>Certificate</i> Leadership - <i>Certificate</i> Sales Development - <i>Certificate</i>	A25120 C25120D C25120G C25120B C25120C C25120M C25120F C25120A
Business Administration/Human Resources Management – AAS Degree Business Administration/Human Resources Administration - <i>Certificate</i> Business Administration/Human Resources Management: Core - <i>Certificate</i>	A2512C C2512CB C2512CA
Business Analytics – AAS Degree Business Intelligence – <i>Certificate</i> Business Analytics - <i>Certificate</i>	A25350 C25350A C25350B
Cosmetology – AAS Degree Cosmetology - <i>Diploma</i>	A55140 D55140A
Criminal Justice Technology – AAS Degree Principles of Correction - <i>Certificate</i>	A55180 C55180A
Criminal Justice Technology/Latent Evidence – AAS Degree Principles of Identification and Information - <i>Certificate</i>	A5518A C5518A
Culinary Arts – AAS Degree Culinary Arts – <i>Diploma</i> Culinary Arts - <i>Certificate</i>	A55150 D55150 C55150A
Early Childhood Education – AAS Degree Early Childhood Education – <i>Diploma</i> Early Childhood Education – <i>Certificate</i> Infant/Toddler Care/CDA - <i>Certificate</i> School-Age – <i>Certificate</i>	A55220 D55220A C55220D C55220C C55220E
Esthetics Technology - Certificate	C55230
Fire Protection Technology – AAS Degree Fire Protection Technology: Basic – <i>Certificate</i> Loss Control/Investigation – <i>Certificate</i> Fire Management – <i>Certificate</i>	A55240 C55240A C55240B C55240C

BUSINESS & PUBLIC SERVICE TECHNOLOGIES

Program Names Continued	Program Code
Food Service Technology – Diploma	D55250
Food Service Technology - <i>Certificate</i>	C55250
Global Logistics Technology – AAS Degree	A25170
Global Logistics Technology: Basic – <i>Certificate</i>	C25170A
Distribution Management - <i>Certificate</i>	C25170B
Hospitality Management – AAS Degree	A25110
Hospitality Management – <i>Diploma</i>	D25110
Entrepreneur – <i>Certificate</i>	C25110C
Event Management – <i>Certificate</i>	C25110A
Hotel Management – <i>Certificate</i>	C25110B
Restaurant Management - <i>Certificate</i>	C25110D
Lateral Entry - <i>Certificate</i>	C55430

***Collaborative Agreements**

None at this time

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

ACCOUNTING

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble, analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

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

Accounting Degree - A25100

-Day, Evening, and Online

General Education Courses

ACC 220	Professional Transition	1
ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	3
PSY 150	General Psychology	3
	Humanities/Fine Arts Elective	3
	Mathematics Elective	3

Major Courses

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 130	Business Income Taxes	3
ACC 140	Payroll Accounting	2
ACC 149	Intro to Acc Spreadsheets	2
ACC 150	Accounting Software Applications	2
ACC 215	Ethics in Accounting	3
ACC 220	Intermediate Accounting I	4
ACC 221	Intermediate Accounting II	4
BUS 115	Business Law I	3
CIS 111	Basic PC Literacy	2
ECO 151	Survey of Economics	3
OR		
ECO 251	Principles of Microeconomics	3
OR		
ECO 252	Principles of Macroeconomics	3
	Major Elective List I	3
	Major Elective List II	8

Major Elective List I

Select 5 Hours from the following courses:

BUS 121	Business Math	3
BUS 125	Personal Finance	3

Major Elective List II

Select 8 Hours from the following courses:

ACC 122	Principles of Financial Accounting II	3
ACC 132	NC Business Taxes	2
ACC 151	Acct Spreadsheet Appl	2
ACC 152	Advanced Software Applications	2
ACC 225	Cost Accounting	3
ACC 227	Practices in Accounting	3
ACC 240	Gov & Not-for-Profit Acct	3
ACC 268	Information Systems and Internal Controls	3
ACC 269	Auditing and Assurance Services	3
BUS 116	Business Law II	3

BUS 225	Business Finance	3
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
Graduation Requirements		68 Credit Hours

Accounting Diploma - D25100

-Day, Evening, and Online

The Accounting Diploma provides students with a basic accounting skill set and overall knowledge enhanced by selected accounting electives and a potential cooperative education experience. After the Accounting Diploma is started, a student may elect to pursue an A.A.S Degree in Accounting or after the Accounting Diploma is awarded, a student may return to Wake Tech to earn an A.A.S. Degree in Accounting.

The curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting profession. Diploma graduates should be able to pursue a variety of entry-level accounting positions in private industry, accounting firms, and government agencies. In order to complete the diploma program in three semesters, the program must begin in the summer semester.

General Education Courses

ENG 111	Expository Writing	3
PSY 150	General Psychology	3

Major Courses

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 140	Payroll Accounting	2
ACC 149	Intro to Accounting Spreadsheets	2
ACC 150	Accounting Software Applications	2
BUS 115	Business Law I	3
BUS 121	Business Math	3
CIS 111	Basic PC Literacy	2
	Electives	5

Select a minimum of 5 credit hours from the following courses:

ACC 122	Principles of Financial Accounting II	3
ACC 132	NC Business Taxes	2
ACC 152	Advanced Software Applications	2
ACC 215	Ethics in Accounting	3
ACC 240	Govt. and Not-for-Profit Accounting	3
ACC 268	Information Sys & Internal Control	3
BUS 125	Personal Finance	3
COE 112	Co-Op Work Experience	2
COE 121	Co-Op Work Experience	1
Graduation Requirements		36 Credit Hours

Accounting Core Certificate - C25100C

-Day, Evening, and Online

This certificate is designed to prepare students in the core of accounting and business concepts and includes all university transferrable courses. Credits earned in this program may be transferred toward and Associate in Applied Science Degree in Accounting (provided the student meets the entrance requirements for the Accounting program) as well as either the Associate in Arts or Associate in Science for College Transfer.

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
BUS 115	Business Law I	3
ECO 151	Survey of Economics	3
OR		
ECO 251	Principles of Microeconomics	3
OR		

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

ECO 252	Principles of Macroeconomics	3
ENG 111	Expository Writing	3
Graduation Requirements		17 Credit Hours

Income Tax Preparer Certificate - C25100B

-Day, Evening, Online

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of income tax preparation. Credit earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

ACC 120	Principles of Financial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 130	Business Income Taxes	3
BUS 115	Business Law I	3
CIS 111	Basic PC Literacy	2
Graduation Requirements		15 Credit Hours

Payroll Accounting Clerk Certificate - C25100A

-Day, Evening and Online

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of payroll accounting. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

ACC 120	Principles of Financial Accounting	4
ACC 140	Payroll Accounting	2
ACC 149	Introduction to Accounting Spreadsheets	2
ACC 150	Accounting Software Applications	2
CIS 111	Basic PC Literacy	2
Graduation Requirements		12 Credit Hours

BAKING & PASTRY ARTS

The Baking and Pastry Arts curriculum is designed to prepare students with the skills and knowledge required for employment in the baking/pastry industry including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries.

Course offerings emphasizing practical application, a strong theoretical knowledge base, and professionalism provide the critical competencies to meet industry demands. Course work includes specialty/artisan breads, desserts, pastries, candies, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification is available to graduates.

Baking and Pastry Arts Degree - A55130

-Day Only

General Education Courses

ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
MAT 115	Mathematical Models	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3

Major Courses

BPA 120	Petit Fours & Pastries	3
BPA 130	European Cakes & Tortes	3
BPA 150	Artisan & Specialty Breads	4
BPA 165	Hot and Cold Desserts	3
BPA 210	Cake Design & Decorating	3
BPA 220	Confection Artistry	4
BPA 230	Chocolate Artistry	3
BPA 230A	Chocolate Artistry Lab	1
BPA 240	Plated Desserts	3
BPA 250	Dessert & Bread Production	5
BPA 260	Pastry & Baking Marketing	3
COE 112	Co-op Work Experience I	2
CUL 110	Sanitation and Safety	2
CUL 112	Nutrition for Foodservice	3
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
CUL 170	Garde-Manger I	3
HRM 245	Human Resources Management Hosp	3
Graduation Requirements		71 Credit Hours

Baking and Pastry Arts Diploma - D55130

-Day Only

The Baking and Pastry Arts diploma includes basic and more advanced courses to help prepare students for entry into the baking field or to advance in their current foodservice positions.

Courses address both the art and the science of baking. Students learn basic sanitation, cooking and baking principles, and garnishing and presentation skills. Modern supervision techniques are also studied and practiced. The majority of class time is devoted to actual hands on kitchen skill development.

Course credits are transferable to the Culinary Arts associate degree program.

General Education Courses

ENG 111	Expository Writing	3
MAT 115	Mathematical Models	3

Major Courses

BPA 120	Petit Fours & Pastries	3
BPA 130	European Cakes & Tortes	3
BPA 150	Artisan & Specialty Breads	4
BPA 165	Hot and Cold Desserts	4
BPA 210	Cake Design & Decorating	3
BPA 220	Confection Artistry	4
BPA 230	Chocolate Artistry	3
BPA 230A	Chocolate Artistry Lab	1
BPA 240	Plated Desserts	3
BPA 250	Dessert & Bread Production	5
CUL 110	Sanitation and Safety	2
CUL 112	Nutrition for Foodservice	3
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
HRM 245	Human Resources Management Hosp	3
Graduation Requirements		40 Credit Hours

Baking and Pastry Arts Certificate - C55130A

-Day Only

The Baking and Pastry Arts certificate includes basic courses to help prepare students for entry into the baking field or to advance in their current food service jobs. Course addresses both the art and the science of baking. Students learn basic sanitation, cooking and baking principles, as well as pastry, confection and production

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baking skills. The majority of class is devoted to actual hands-on baking skill development.

CUL 110	Sanitation and Safety	2
CUL 140	Basic Culinary Skills.....	5
CUL 160	Baking I	3

A minimum of 6 Credit Hours from the following:

BPA 150	Artisan & Specialty Bread	4
BPA 165	Hot and Cold Desserts	3
BPA 210	Cakes Design & Decorating	3

Completion Requirements16 Credit Hours

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 marketing, management operations, and some graduates have started up their own small businesses.

Business Administration Degree - A25120

-Day, Evening, and Online

General Education Courses

ENG 111	Expository Writing	3
ENG 112	Argument-Based Research.....	3
OR		
ENG 114	Professional Research and Reporting	3
	Mathematic/Science Elective	3
	Social Sciences Elective	3
	Humanities/Fine Arts Elective	3

Major Courses

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting.....	4
OR		
BUS 225	Business Finance.....	3
BUS 110	Introduction to Business.....	3
BUS 115	Business Law I.....	3
BUS 116	Business Law II.....	3
OR		
BUS 217	Employment Law and Regulations	3
BUS 121	Business Math.....	3
BUS 137	Principles of Management.....	3
BUS 139	Entrepreneurship I.....	3
BUS 153	Human Resources Management	3
CIS 110	Introduction to Computers.....	3
INT 110	International Business.....	3
MKT 120	Principles of Marketing.....	3
MKT 221	Consumer Behavior	3
MKT 224	International Marketing.....	3
	Economics Elective	3
	Major Elective.....	3

Major Electives

Select one courses from the following

BUS 125	Personal Finance	3
BUS 148	Survey of Real Estate.....	3

BUS 151	People Skills.....	3
BUS 234	Training and Development.....	3
BUS 245	Entrepreneurship II	3
BUS 260	Business Communications.....	3
BUS 280	REAL Small Business	4
COE 111	Co-op Work Experience I	1
LOG 110	Introduction to Logistics	3
MKT 123	Fundamentals of Selling	3
MKT 223	Customer Service	3
OST 136	Word Processing	3
OST 137	Office Software Applications	3
OST 140	Internet Communication/Research.....	2
OST 184	Records Management.....	3

Completion Requirements 64 Credit Hours

Business Administration: Business Core Certificate - C25120D

-Day, Evening, and Online

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Accounting, Economics, and Law. These certificate courses can be applied toward the Business Administration A.A.S. or the Business Administration/Human Resources A.A.S. degree which will help prepare students for careers in all facets of business. Upon completion, students will have a fundamental knowledge of the core business functions and processes for employment in small business or industry as well as help improve their earning potential.

Major Courses

ACC 120	Principles of Financial Accounting.....	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management.....	3
ECO 151	Survey of Economics.....	3
OR		
ECO 251	Principles of Microeconomics.....	3
OR		
ECO 252	Principles of Macroeconomics.....	3

Completion Requirements..... 16 Credit Hours

Career Success Certificate - C25120G

-Online

The Career Success Certificate is designed to help students develop the critical "employability" skills that sit at the top of every employer's job requirements list. By completing these courses, students in any curriculum education program, or students enrolling in the certificate as a stand-alone, will learn the importance of communication skills, problem solving skills, and interpersonal skills, as well as gain knowledge in the fundamental requirements for organization success and personal financial responsibility.

Major Courses

ACA 220	Professional Transition.....	1
BUS 110	Introduction to Business	3
BUS 125	Personal Finance	3
BUS 151	People Skills.....	3
BUS 260	Business Communications.....	3

Completion Requirements..... 13 Credit Hours

Customer Service Certificate - C25120B

-Day

This certificate program is designed to equip the student with a specialized skill set for immediate employment in the field of

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customer service or to upgrade their customer service skills for job advancement in the service sector, industry or small business.

Major Courses

BUS 110	Introduction to Business.....	3
BUS 121	Business Math	3
BUS 151	People Skills	3
CIS 110	Introduction to Computers.....	3
MKT 223	Customer Service	3
Completion Requirements		15 Credit Hours

Entrepreneurship Certificate - C25120C

-Day

This certificate enables students to recognize business opportunities and develop a business plan for the purpose of securing financing for a business start-up as well as to understand how to effectively operate a small business. Students will learn practical skills and some of the best business practices in establishing and operating a business.

Major Courses

BUS 110	Introduction to Business.....	3
BUS 139	Entrepreneurship I	3
BUS 245	Entrepreneurship II	3
OR		
BUS 280	REAL Small Business.....	4
MKT 120	Principles of Marketing.....	3
Completion Requirements		12 Credit Hours

International Marketing Certificate – C25120M – Day

International Marketing is a certificate that is imbedded in the Business Administration curriculum. The International Marketing Certificate introduces innovative marketing concepts, focusing on entrepreneurship combined with the marketing skills necessary for today's highly competitive and international environment. This class puts a heavy emphasis on learning many cultures and ways they market to their home country. Focusing on core marketing competencies, students are introduced to theories and practices necessary to meet the international challenges and opportunities faced by today's marketers. The International Marketing certificate is an exciting opportunity to learn the new marketing skills necessary for competition in today's global economy.

Major Courses

BUS 139	Entrepreneurship	3
INT 110	International Business.....	3
MKT 120	Principles of Marketing.....	3
MKT 221	Consumer Behavior	3
MKT 224	International Marketing	3
Completion Requirements		15 Credit Hours

Leadership Certificate - C25120F

-Day, Evening, and Online

This certificate program is designed to equip the student with a specialized leadership skill set for immediate employment or to upgrade their leadership skills, which includes a focus on management and communication skills, for job advancement.

Major Courses

BUS 137	Principles of Management	3
BUS 151	People Skills	3
OR		
MKT 223	Customer Service Skills.....	3
BUS 153	Human Resources Management.....	3

BUS 234	Training and Development	3
OR		
HUM 115	Critical Thinking.....	3
Completion Requirements.....		12 Credit Hours

Sales Development Certificate - C25120A

- Day & Evening

This certificate program is designed to equip the student with specialized sales skill set for immediate employment or to develop their sales skills for job advancement in small business or industry.

Major Courses

BUS 121	Business Mathematics	3
ENG 111	Expository Writing	3
MKT 120	Principles of Marketing.....	3
MKT 123	Fundamentals of Selling.....	3
MKT 221	Consumer Behavior.....	3
PSY 118	Interpersonal Psychology.....	3
Completion Requirements.....		18 Credit Hours

BUSINESS ADMINISTRATION /HUMAN RESOURCES MANAGEMENT

Human Resource Management (HRM) is the organizational function responsible for creating and supporting the systems that are used to effectively manage an organization's employees. HRM managers, professionals and support staff work in areas such as compensation, benefits, staffing and training.

The Business Administration / Human Resources Management curriculum prepares students to perform these roles in organizations of varying size and type and, depending on individual and organizational factors, roles can be performed at the administrative support, individual contributor / professional or managerial level.

Critical thinking, project and problem solving skills are emphasized in the program course work. Because the degree requires the general study of business and management as well as HRM, students are prepared to begin careers in both disciplines. The degree is fully online and can be completed in four full-time semesters.

Business Administration/ Human Resources Management Degree -A2512C

-Day, Evening, and Online

General Education Courses

ENG 111	Expository Writing.....	3
ENG 112	Argument-Based Research	3
OR		
ENG 114	Professional Research and Reporting.....	3
	Mathematic/Science Elective.....	3
	Psychology/Sociology Elective	3
	Humanities/Fine Arts Elective	3

Major Courses

ACC 120	Principles of Financial Accounting.....	4
ACC 121	Principles of Managerial Accounting	4
OR		
BUS 225	Business Finance	3
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 121	Business Math.....	3
BUS 137	Principles of Management	3
BUS 153	Human Resources Management.....	3
*BUS 217	Employment Law and Regulations	3

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*BUS 234	Training and Development.....	3
*BUS 256	Recruitment, Selection, and Personnel Planning.....	3
*BUS 258	Compensation and Benefits.....	3
BUS 259	HRM Applications.....	3
CIS 110	Introduction to Computers.....	3
MKT 120	Principles of Marketing.....	3
	Economics Elective.....	3
	Major Elective.....	6

***Non-waiverable pre-requisites for BUS 259 HRM Applications**

Major Elective

Select one course from the following

BUS 125	Personal Finance.....	3
BUS 139	Entrepreneurship I.....	3
BUS 148	Survey of Real Estate.....	3
BUS 151	People Skills.....	3
BUS 260	Business Communications.....	3
COE 111	Co-op Work Experience I.....	1
INT 110	International Business.....	3
MKT 223	Customer Service.....	3
MKT 224	International Marketing.....	3
OST 136	Word Processing.....	3
OST 137	Office Software Applications.....	3
OST 140	Internet Communications/Research.....	2
OST 184	Records Management.....	3

Graduation Requirements.....64 Credit Hours

Business Administration/Human Resources Administration Certificate - C2512CB

-Day and Online

This certificate program is designed to equip the student with a specialized Human Resources Administration skill set for immediate employment or to upgrade the student's skills for job advancement in the Human Resources Administration field.

Major Courses

BUS 151	People Skills.....	3
OR		
MKT 223	Customer Service.....	3
BUS 153	Human Resources Management.....	3
BUS 234	Training and Development.....	3
OR		
BUS 256	Recruitment, Selection, and Planning.....	3
OR		
BUS 258	Compensation and Benefits.....	3
OST 136	Word Processing.....	3
OR		
OST 137	Office Software Applications.....	3
OST 184	Records Management.....	3

Completion Requirements.....15 Credit Hours

Business Administration/Human Resources Management Certificate- C2512CA

-Day and Online

This certificate program is designed to equip the student with a specialized Human Resources Management skill set for immediate employment or to upgrade their skills for job advancement in the Human Resources Management area.

Major Courses

BUS 153	Human Resource Management.....	3
BUS 217	Employment Law and Regulations.....	3
BUS 234	Training and Development.....	3

BUS 256	Recruitment, Selection, and Personnel Planning.....	3
BUS 258	Compensation and Benefits.....	3

Completion Requirements..... 15 Credit Hours

BUSINESS ANALYTICS

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

Business Analytics Degree - A25350

-Day

General Education Courses

ENG 111	Expository Writing.....	3
ENG 114	Prof Research and Reporting.....	3
MAT161/A	College Algebra.....	4
MAT 151/A	Statistics I.....	4
HUM 115	Critical Thinking.....	3
ECO 251	Prin of Microeconomics.....	3

Major Courses

BAS 120	Business Analytics I.....	3
BAS 121	Analytics Methods I.....	3
BAS 150	Analytics Tools I.....	3
BAS 220	Business Analytics II.....	3
BAS 221	Analytics Methods II.....	3
BAS 230	Business Analytics III.....	3
BAS 250	Analytics Tools II.....	3
BAS 270	Analytics Practicum.....	3
BUS 110	Introduction to Business.....	3
CIS 110	Introduction to Computers.....	3
CTS 130	Spreadsheet.....	3
DBA 110	Database Concepts.....	3
DBA 115	Database Applications.....	3

Major Electives

Select 9 hours from the following courses:

ACC 120	Prin of Financial Acct.....	4
BUS 210	Investment Analysis.....	3
BUS 225	Business Finance.....	3
LOG 110	Introduction to Logistics.....	3
LOG 215	Supply Chain Management.....	3
LOG 225	Logistics Systems.....	4
MKT 120	Principles of Marketing.....	3
MKT 221	Consumer Behavior.....	3
WEB 110	Internet/Web Fundamentals.....	3
WEB 140	Web Development Tools.....	3
WEB 250	Database Driven Websites.....	4

Completion Requirements..... 65 Credit Hours

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Business Intelligence Certificate - C25350A

-Day, Online (One or more courses are delivered in hybrid format)

Major Courses

BAS 120	Business Analytics I	3
BAS 121	Analytics Methods I	3
BAS 150	Analytics Tools I	3
BAS 220	Business Analytics II	3

Completion Requirements 12 Credit Hours

Business Analyst Certificate - C25350B

-Day, Online (One or more courses are delivered in hybrid format)

Major Courses

BAS 221	Analytics Methods II	3
BAS 230	Business Analytics III	3
BAS 250	Analytics Tools II	3
BAS 270	Analytics Practicum	3

Completion Requirements 12 Credit Hours

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 which enables students to develop manipulative skills.

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

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

Cosmetology Degree - A55140

-Day

General Education Courses

COM 120	Intro Interpersonal Communication	3
ENG 110	Freshman Composition	3
HUM 110	Technology and Society	3
MAT 110	Mathematical Measurement	3
PSY 118	Interpersonal Psychology	3

Major Courses

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 III	4
COS 116	Salon III	4
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
COS 223	Contemp Hair Coloring	2
COS 225	Adv Contemp Hair Coloring	2
COS 224	Trichology & Chemistry	2
COS 240	Contemporary Design	2

Graduation Requirements..... 64 Credit Hours

Cosmetology Diploma - D55140A

-Day

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

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

Diploma 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.

General Education Courses

ENG 110	Freshman Composition	3
PSY 118	Interpersonal Psychology	3

Major Courses

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 III	4
COS 116	Salon III	4
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7

Graduation Requirements..... 47 Credit Hours

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, correctional officer, and loss prevention specialist.

Criminal Justice Technology Degree - A55180

-Day & Online

General Education Courses

BIO 161	Intro to Human Biology	3
ENG 111	Expository Writing	3
ENG 114	Prof Research and Reporting	3
HUM 115	Critical Thinking	3
SOC 220	Social Problems	3

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Major Courses

ACA 220	Professional Transition.....	1
CJC 111	Intro to Criminal Justice.....	3
CJC 112	Criminology.....	3
CJC 113	Juvenile Justice.....	3
CJC 121	Law Enforcement Operations.....	3
CJC 131	Criminal Law.....	3
CJC 132	Court Procedure and Evidence.....	3
CJC 212	Ethics and Community Relations.....	3
CJC 213	Substance Abuse.....	3
CJC 215	Organization and Administration.....	3
CJC 221	Investigative Principles.....	4
CJC 222	Criminalistics.....	3
CJC 231	Constitutional Law.....	3
CJC 232	Civil Liability.....	3
	Major Elective.....	9

Major Electives

Select 9 hours from the following courses

CJC 122	Community Policing.....	3
CJC 141	Corrections.....	3
CJC 151	Intro to Loss Prevention.....	3
CJC 160	Terrorism: Underlying Issues.....	3
CJC 161	Intro to Homeland Security.....	3
CJC 162	Intel Analysis & Security Management.....	3
CJC 163	Transportation & Border Security.....	3
CJC 214	Victimology.....	3
CJC 223	Organized Crime.....	3
CJC 225	Crisis Intervention.....	3
CJC 233	Correctional Law.....	3
CJC 241	Community-Based Corrections.....	3
CJC 260	Treat Assessment.....	2
CJC 262	High-Risk Event Planning.....	2

Graduation Requirements..... 65 Credit Hours

Principles of Corrections Certificate - C55180A

-Day & Online

The Principles of Corrections certificate is designed to provide entry level competencies in the field of contemporary corrections as they apply to criminal justice systems and operations. Study will focus on the history, structure, functions, and philosophy of the criminal justice system with regard to corrections; juvenile justice systems and related issues; corrections alternatives, treatment programs, inmate control; statutory/case law as it applies to correctional concepts, facilities, and related practices; and the study of offenders, diversion, house arrest, restitution, community service, probation and parole. Upon completion of this certificate, employment opportunities exist in a variety of local, state, and federal corrections facilities.

Major Courses

CJC 111	Intro to Criminal Justice.....	3
CJC 113	Juvenile Justice.....	3
CJC 141	Corrections.....	3
CJC 233	Correctional Law.....	3
CJC 241	Community-Based Corrections.....	3

Graduation Requirements..... 15 Credit Hours

Principles of Identification & Information Certificate - C5518A

-Day & Online

Crime scene investigation is a complex process that includes the initial response; evaluation, processing, and documentation of the scene. Throughout the investigation process it is vital to maintain the integrity of the investigation. This is done through, crime scene processing, investigative skills, interview and interrogation of the

suspects, proper documentation, which includes written documentation, diagrams and sketches, crime scene photography and basic friction ridge analysis. Crime Scene investigators can pursue a number of professional accreditations in order to meet basic and advanced standards. The competent CSI will seek continuing education opportunities through attendance at conferences and training seminars, as well as advanced educational programs such as this certificate with Wake Technical Community College.

Major Courses

CJC 144	Crime Scene Processing.....	3
CJC 221	Investigative Principles.....	4
CJC 222	Criminalistics.....	3
CJC 245	Friction Ridge Analysis.....	3
CJC 246	Advanced Friction Ridge Analysis.....	3

Graduation Requirements..... 16

CRIMINAL JUSTICE TECHNOLOGY / LATENT EVIDENCE

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer-assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Latent Evidence Degree - A5518A

-Day Only

General Education Courses

BIO 161	Intro to Human Biology.....	3
ENG 111	Expository Writing.....	3
ENG 114	Prof Research and Reporting.....	3
HUM 115	Critical Thinking.....	3
SOC 220	Social Problems.....	3

Major Courses

CJC 111	Introduction to Criminal Justice.....	3
CJC 112	Criminology.....	3
CJC 113	Juvenile Justice.....	3
CJC 121	Law Enforcement Operations.....	3
CJC 131	Criminal Law.....	3
CJC 132	Court Procedure & Evidence.....	3
CJC 144	Crime Scene Processing.....	3
CJC 146	Trace Evidence.....	3
CJC 212	Ethics and Community Relations.....	3
CJC 213	Substance Abuse.....	3
CJC 221	Investigative Principles.....	4
CJC 222	Criminalistics.....	3
CJC 231	Constitutional Law.....	3
CJC 245	Friction Ridge Analysis.....	3
CJC 246	Advanced Friction Ridge Analysis.....	3
SPA 120	Spanish for the Workplace.....	3

Graduation Requirements..... 64 Credit Hours

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CULINARY ARTS

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provide the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manger, American/International cuisines, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

Culinary Arts Degree- A55150

-Day Only

General Education Courses

ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
MAT 115	Mathematical Models	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3

Major Courses

COE 112	Co-op Work Experience I	2
CUL 110	Sanitation and Safety	2
CUL 112	Nutrition for Food Service	3
CUL 130	Menu Design	2
OR		
CUL 214	Wine Appreciation	2
CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
CUL 170	Garde-Manger I	3
CUL 230	Global Cuisines	5
CUL 240	Culinary Skills II	5
CUL 250	Classical Cuisine	5
HRM 220	Food and Beverage Control	3
HRM 245	Human Resources Management Hosp	3
HRM 260	Procurement for Hospitality	3
SPA 120	Spanish for the Workplace	3

Major Electives

Select a minimum of 7 credit hours from the following:

BPA 150	Artisan Breads	4
OR		
BPA 210	Cake Design & Decorating	3
OR		
CUL 214	Wine Appreciation	2
OR		
CUL 260	Baking II	3
OR		
CUL 270	Garde-Manger II	3
OR		
COE 122	Co-op Work Experience II	2

Graduation Requirements 72 Credit Hours

Culinary Arts Diploma- D55150

-Day Only

The culinary arts diploma includes basic and more advanced courses to help prepare students for entry into the culinary field or to advance in their current foodservice positions.

Courses address both the art and the science of food preparation. Students learn basic sanitation, cooking and baking principles, and garnishing and presentation skills. Modern supervision techniques are also studied and practiced. The majority of class time is devoted to actual hands on kitchen skill development.

Course credits are transferable to the Culinary Arts associate degree program.

General Education Courses

ENG 111	Expository Writing	3
MAT 115	Mathematical Models	3

Major Courses

CUL 110	Sanitation and Safety	2
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
CUL 170	Garde-Manger I	3
CUL 240	Culinary Skills II	5
HRM 245	Human Resources Management Hosp	3

Select a minimum of 6 credit hours from the following:

CUL 112	Nutrition for Foodservice	3
HRM 220	Food & Beverage Cost Control	3
HRM 260	Procurement for Hospitality	3

Select a minimum of 10 credit hours from the following:

BPA 150	Artisan Breads	4
BPA 210	Cake Design & Decorating	3
CUL 130	Menu Design	2
CUL 260	Baking II	3
CUL 270	Garde Manger II	3

Graduation Requirements 43 Credit Hours

Culinary Arts Certificate - C55150A

-Day and Evening

The Culinary Certificate includes basic courses to help prepare students for entry into the culinary field or to advance in their current foodservice jobs.

Courses address both the art and the science of food preparation. Students learn basic sanitation, cooking and baking principles, and garnishing and presentation skills. Modern supervision techniques are also studied and practiced. The majority of class time is devoted to actual hands-on kitchen skill development.

Course credits are transferable to the Culinary Arts associate degree program.

Major Courses

CUL 110	Sanitation and Safety	2
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
or		
CUL 170	Garde-Manger I	3
CUL 240	Culinary Skills II	5
HRM 245	Human Resource Management Hosp	3

Completion Requirements..... 18 Credit Hours

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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.

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

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

Early Childhood Education Degree - A55220

-Day and Evening

General Education Courses

ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
MAT 140/A	Survey of Mathematics	4
SOC 210	Introduction to Sociology	3
HUM 115	Critical Thinking	3
OR		
REL 110	World Religions	3

Major Courses

EDU 119	Introduction to Early Childhood Education	4
EDU 131	Child, Family, and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, and Nutrition	3
EDU 157	Active Play	3
EDU 184	Early Child Intro Pract	2
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers, & Twos	3
EDU 251/A	Exploration Activities	4
EDU 261	Early Childhood Administration I	3
EDU 262	Early Childhood Administration II	3
OR		
EDU 287	Leadership/Early Child Education	3
OR		
EDU 114	Intro to Family Childcare	3
EDU 271	Educational Technology	3
EDU 280	Language and Literacy Experiences	3
EDU 282	Early Childhood Literature	3
EDU 284	Early Child Capstone Prac	4

Graduation Requirements 72 Credit Hours

Early Childhood Education Diploma - D55220A

-Day and Evening

The Early Childhood Education diploma prepares individuals to work as assistants with early childhood specialists in children's centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps, and recreation centers.

General Education Courses

ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
SOC 210	Introduction to Sociology	3

Major Courses

EDU 119	Introduction to Early Childhood Education	4
EDU 131	Child, Family, and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, and Nutrition	3
EDU 157	Active Play	3
EDU 184	Early Child Intro Pract	2
EDU 234	Infants, Toddlers, & Twos	3

Graduation Requirements 39 Credit Hours

ECE Certificate - C55220D

-Day, Evening, Online

Major Courses

EDU 119	Intro to Early Childhood Education	4
EDU 131	Child, Family, and Community	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety, and Nutrition	3
EDU 184	Early Child Intro Practicum	2

Graduation Requirements 18 Credit Hours

School-Age Certificate - C55220E

-Day, Evening, Online

Major Courses

EDU 119	Intro to Early Childhood Education	4
EDU 131	Child, Family, and Community	3
EDU 145	Child Development II	3
EDU 163	Classroom Mgmt and Instruction	3
EDU 235	School-Age Dev and Program	3
EDU 263	School-Age Program Admin	2

Graduation Requirements 18 Credit Hours

Infant/Toddler Care/CDA Certificate - C55290

-Day, Evening, Online

The Infant/Toddler/CDA Certificate is designed to provide only the educational component required for CDA eligibility. Students enrolled in EDU 184 do not automatically receive the CDA credential.

Major Courses

EDU 119	Introduction to Early Childhood Education	4
EDU 131	Child, Family, and Community	3
EDU 144	Child Development I	3
EDU 153	Health, Safety, and Nutrition	3
EDU 184	Early Childhood Intro Practicum	2
EDU 234	Infant, Toddlers, and Twos	3

Completion Requirements 18 Credit Hours

ESTHETICS TECHNOLOGY

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

Course work includes instruction in all phases of professional

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

Esthetics Technology, business/human relations, product knowledge, and other related topics.

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

Esthetics Technology Certificate - C55230

Major Courses

COS 119	Esthetics Concepts I.....	2
COS 120	Esthetics Salon I.....	6
COS 125	Esthetics Concepts II.....	2
COS 126	Esthetics Salon II.....	6
Completion Requirements.....		16 Credit Hours

FIRE PROTECTION TECHNOLOGY

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Fire Protection Technology Degree - A55240

-Day

General Education Courses

ENG 111	Expository Writing.....	3
ENG 114	Professional Research & Reporting.....	3
HUM 115	Critical Thinking.....	3
HUM 230	Leadership Development.....	3
MAT 115	Mathematical Models.....	3
OR		
MAT 140/A	Survey of Mathematics.....	4
OR		
MAT 161/A	College Algebra.....	4
SOC 220	Social Problems.....	3

Major Courses

FIP 120	Intro to Fire Protection.....	3
FIP 124	Fire Prevention & Public Ed.....	3
FIP 128	Detection & Investigation.....	3
FIP 132	Building Construction.....	3
FIP 152	Fire Protection Law.....	3
FIP 176	HazMat Operations.....	4
FIP 220	Fire Fighting Strategies.....	3
FIP 221	Adv Fire Fighting Strategies.....	3
FIP 229	Fire Dynamics and Combust.....	3
FIP 236	Emergency Management.....	3
FIP 240	Fire Service Supervision.....	3

FIP 244	Fire Protection Project.....	3
FIP 248	Fire Svc Personnel Adm.....	3
FIP 276	Managing Fire Services.....	3

Major Electives

Select 6 credit hours from the following list of courses:

FIP 136	Inspection and Codes.....	3
FIP 144	Sprinklers & Auto Alarms.....	3
FIP 164	OSHA Standards.....	3
FIP 228	Local Govt Finance.....	3
FIP 256	Munic Public Relations.....	3

Other Required Courses

ACA	Professional Transition.....	1
Graduation Requirements.....		65 Credit Hours

Fire Protection Technology: Basic Certificate - C55240A

-Day & Online

The General Certificate in Fire Protection is designed to develop a student's appreciation and understanding of fire service as a career. Concentrated studies in firefighting strategies, building construction, and fire prevention prepare a student for an entry-level position in fire service.

Major Courses

FIP 120	Introduction to Fire Protection.....	3
FIP 124	Fire Prevention and Public Education.....	3
FIP 132	Building Construction.....	3
FIP 220	Firefighting Strategies.....	3
FIP 229	Fire Dynamics and Combust.....	3
Graduation Requirements.....		15 Credit Hours

Loss Control/Investigation Certificate - C55240B

-Day

The Loss Control/Investigation certificate prepares students to function effectively and lead within a fire department's inspections and investigations division. The program provides an overview into the theories, practices, and scope of the fire prevention function, including the study of fire cause investigation, fire protection law, model fire codes, life safety, public education, fire protection systems, employee supervision and expository writing. Upon completion, certificate holders may qualify for supervisory or entry-level management positions in fire prevention, training, or fire suppression. Additional employment opportunities in fire and life safety protection may also be found in hospitals, colleges, manufacturing facilities or insurance companies.

Major Courses

ENG 111	Expository Writing.....	3
FIP 124	Fire Prevention and Public Education.....	3
FIP 128	Detection and Investigation.....	3
FIP 152	Fire Protection Law.....	3
FIP 248	Fire Service Personnel Administration.....	3
Graduation Requirements.....		15 Credit Hours

Fire Management Certificate - C55240C

-Day and Online

The Fire Service Management Certificate develops the student's team leadership skills in preparation for the effective mitigation of incidents that pose serious loss or hazard to citizens and property. The course work will provide the student with an overview into the theories, practices, and scope of fire service management in action. Course work includes personnel supervision, report

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

writing, administration, public relations, finance, and planning. Upon completion certificate holders may qualify for supervisory or entry-level management positions in fire suppression, fire prevention, or training..

Major Courses

ENG 111	Expository Writing	3
FIP 152	Fire Protection Law	3
FIP 240	Fire Service Supervision	3
FIP 248	Fire Service Personnel Administration	3
FJP 276	Managing Fire Services	3
Graduation Requirements		15 Credit Hours

GLOBAL LOGISTICS TECHNOLOGY

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

Global Logistics Technology Degree - A25170

-Online

General Education Courses

ECO 251	Principles of Microeconomics.....	3
OR		
ECO 252	Principles of Macroeconomics	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research.....	3
OR		
ENG 114	Professional Research and Reporting	3
MAT 121	Algebra/Trigonometry I.....	3
OR		
MAT 161/A	College Algebra.....	4
HUM 115	Critical Thinking.....	3

Major Courses

ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 137	Principles of Management.....	3
CIS 110	Introduction to Computers.....	3
DBA 110	Database Concepts.....	3
INT 110	International Business.....	3
LOG 110	Introduction to Logistics	3
LOG 125	Transportation Logistics	3
LOG 211	Distribution Management	3
LOG 215	Supply Chain Management.....	3
LOG 225	Logistics Systems	4
LOG 235	Import/Export Management	3
LOG 240	Purchasing Logistics	3
LOG 250	Advanced Global Logistics.....	4

Major Electives

Select 6 credit hours from the following list of courses:

ACC 121	Principles of Managerial Accounting	4
BUS 153	Human Resources Management.....	3
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 113	Co-op Work Experience II	3
CTS 130	Spreadsheet	3
LOG 245	Logistics Security.....	3
MKT 120	Principles of Marketing	3

Graduation Requirements 66 Credit Hours

Global Logistics Technology: Basic Certificate - C25170A

-Online

Major Courses

LOG 110	Introduction to Logistics.....	3
LOG 125	Transportation Logistics	3
LOG 215	Supply Chain Management.....	3
LOG 235	Import/Export Management.....	3

Graduation Requirements 12 Credit Hours

Distribution Management Certificate - C25170B

- Online

Major Courses

LOG 110	Introduction to Logistics.....	3
LOG 125	Transportation Logistics	3
LOG 211	Distribution Management.....	3
LOG 215	Supply Chain Management.....	3
LOG 225	Logistics Systems.....	4

Graduation Requirements 16 Credit Hours

HOSPITALITY MANAGEMENT

The Hospitality Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including: front office, reservations, housekeeping, purchasing, dining room, and marketing. Opportunities are also available in the support areas of food and equipment sales.

Hospitality Management Degree - A25110

-Day Only

General Education Courses

ENG 111	Expository Writing.....	3
ENG 112	Argument-Based Research	3
OR		
ENG 114	Prof Research and Reporting	3
MAT 115	Mathematical Models.....	3
Humanities/Fine Arts Elective.....		
Social/Behavioral Science Elective		

Major Courses

ACC 175	Hotel and Restaurant Accounting.....	4
BUS 139	Entrepreneurship I	3
OR		
HRM 210	Meetings & Event Planning	3

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COE 112	Co-op Work Experience I	2
CUL 110	Sanitation and Safety	2
CUL 130	Menu Design	2
OR		
HRM 225	Beverage Management	3
CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
CUL 142	Fundamentals of Food	5
CUL 214	Wine Appreciation	2
OR		
HRM 120	Front Office Procedures	3
HRM 110	Introduction to Hosp & Tourism	3
HRM 140	Legal Issues – Hospitality	3
HRM 215	Restaurant Management	3
HRM 220	Cost Control - Food and Beverage	3
HRM 240	Marketing for Hospitality	3
HRM 245	Human Resources Management Hosp	3
HRM 260	Procurement for Hospitality	3
HRM 275	Leadership-Hospitality	3
HRM 280	Management Problems - Hospitality	3
SPA 120	Spanish for the Workplace	3
Graduation Requirements 68 Credit Hours		

Hospitality Management Diploma - D25110

-Day

The hospitality management diploma prepares students to understand and apply the administrative and practical skills needed for positions in the hospitality industry. It also applies advanced classes in the hospitality and business field. Students may also choose concentrations in restaurant or hotel management. Course work includes guest services, human resource management, and other areas critical to the success of hospitality professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the hospitality industry.

General Education Courses

ENG 111	Expository Writing	3
MAT 115	Mathematical Models	3

Major Courses

CUL 110	Sanitation and Safety	2
BUS 139	Entrepreneurship I	3
OR		
CUL 214	Wine Appreciation	2
OR		
HRM 225	Beverage Management	3
HRM 110	Hosp & Tourism	3
HRM 140	Legal Issues—Hospitality	3
HRM 220	Cost Control—Food & Beverage	3
HRM 240	Marketing for Hospitality	3
HRM 245	Human Resources Management Hosp	3

Select a minimum of 8 credit hours from the following:

ACC 175	Hotel & Restaurant Accounting	4
CUL 130	Menu Design	2
CUL 135	Food & Beverage Service	2
CUL 135A	Food & Beverage Service Lab	1
CUL 142	Fundamentals of Food	5
HRM 260	Procurement for Hospitality	3

Select a minimum of 8 credit hours from the following:

COE 112	Co-Op Work Experience	2
CUL 214	Wine Appreciation	2
HRM 120	Front Office Procedures	3
HRM 210	Meetings & Event Planning	3
SPA 120	Spanish for the Workplace	3
Graduation Requirements 41 Credit Hours		

Event Management Certificate - C25110A

-Day Only

The event management certificate prepares students to understand and apply the administrative and practical skills needed for positions in the field of meeting and convention planning. Course work includes guest services, event planning, marketing, and other areas critical to the success of industry professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the meeting and convention planning field.

Major Courses

CUL 110	Sanitation and Safety	2
HRM 110	Introduction to Hosp & Tourism	3
HRM 210	Meetings & Event Planner	3

Select a minimum of 7 credit hours from the following:

CUL 130	Menu Design	2
CUL 135	Food & Beverage Service	2
CUL 135A	Food & Beverage Service Lab	1
HRM 140	Legal Issues - Hospitality	3
HRM 220	Cost Control - Food & Beverage	3
HRM 240	Marketing for Hospitality	3
HRM 260	Procurement for Hospitality	3
Completion Requirements 15 Credit Hours		

Hotel Management Certificate- C25110B

-Day

The hotel management certificate prepares students to understand and apply the administrative and practical skills needed for positions in the hotel industry. Course work includes guest services, sanitation, human resource management, and other areas critical to the success of hotel professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the hotel industry.

Major Courses

CUL 110	Sanitation and Safety	2
HRM 110	Introduction to Hospitality & Tourism	3
HRM 120	Front Office Procedures	3
HRM 245	Human Resources Management Hosp	3

Select a minimum of 4 credit hours from the following:

ACC 175	Hotel and Restaurant Accounting	4
HRM 140	Legal Issues—Hospitality	3
HRM 210	Meetings & Event Planning	3
HRM 240	Marketing for Hospitality	3
HRM 260	Procurement for Hospitality	3
Graduation Requirements 15 Credit Hours		

Entrepreneur Certificate - C25110C

-Day

The entrepreneur certificate gives students basic business skills specific to the hotel and restaurant industry. Course work includes guest services, human resource management, basic business and entrepreneurship studies, and other areas critical to the success of industry professionals. Upon completion, graduates should have a good understanding of the basics of setting up a business in the hospitality industry.

Major Courses

BUS 139	Entrepreneurship I	3
CUL 110	Sanitation and Safety	2
HRM 110	Introduction to Hospitality & Tourism	3
HRM 245	Human Resources Management Hosp	3

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Select a minimum of 4 credit hours from the following:

ACC 175	Hotel and Restaurant Accounting	4
CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
HRM 140	Legal Issues—Hospitality.....	3
HRM 240	Marketing for Hospitality.....	3
SPA 120	Spanish for the Workplace.....	3

Completion Requirements 15 Credit Hours

Restaurant Management Certificate - C25110D

-Day

The restaurant management certificate prepares students to understand and apply the administrative and practical skills needed for positions in the restaurant industry. Course work includes guest services, sanitation, human resource management, and other areas critical to the success of restaurant professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the restaurant industry.

Major Courses

CUL 110	Sanitation and Safety	2
HRM 110	Introduction to Hospitality & Tourism	3
CUL 135	Food & Beverage Service	2
CUL 135A	Food & Beverage Service Lab	1
HRM 215	Restaurant Management	3
HRM 245	Human Resources Management Hosp.....	3

Select a minimum of 4 credit hours from the following:

CUL 130	Menu Design.....	2
CUL 214	Wine Appreciation	2
HRM 225	Beverage Management.....	3
HRM 260	Procurement for Hospitality.....	3

Graduation Requirements 15 Credit Hours

EDU 131	Child, Family, & Community	3
EDU 163	Classroom Mgt & Instruct.....	3
EDU 243	Learning Theory	3
EDU 244	Human Growth/Development.....	3
EDU 245	Policies and Procedures.....	3
EDU 271	Educational Technology	3

Course Required at Senior Institution

-	Literacy/Reading Methods	3(+)
-	Instructional Methods	3(+)
-	Meeting Special Learning Needs, Exceptionalities, Diversity	3(+)

Total Community College Requirements = 18 Sem. Credit Hrs

Total Completion Requirements 27 (++) Semester Credit Hours.

LATERAL ENTRY

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy knowledge needed to become certified to teach by the North Carolina Department of Public Instruction. Prospective lateral entry candidates are required to meet with the program coordinator prior to entry into the program. They are required to obtain a plan of study from a designated regional alternative licensing center (RALC) prior to applying for admissions to this program.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and exceptionalities in the classroom. Additional courses may be required based on the review of transcripts completed by the RALC and documented in an individual plan of study.

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

Lateral Entry Certificate - C55430

-Evening

Courses Required at Community College

COMPUTER TECHNOLOGIES

Computer Technologies (CT) Division

Dean Angela Bequette

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Wake Technical Community College awards degrees, diplomas, and certificates in a variety of fields shown below. The highest credential given in each area is listed first, in bold type.

1. Click on the "**Program Name**" to go to the program's web page
2. Click on the "**Program of Study**" to see specific course requirements for that program

Programs may be offered during the day, evening, online, or a combination. Students should refer to [WebAdvisor](#) for the availability of classes. Click to see a list of Wake Tech's programs that can be completed fully [online](#).

Program Name	Program Code
Advertising and Graphic Design – AAS Degree	A30100
Graphics Design – <i>Certificate</i>	C30100A
Web and Graphic Design – <i>Certificate</i>	C30100B
Advanced Graphic Design - <i>Certificate</i>	C30100D
Design Basics- <i>Certificate</i>	C30100E
Design Portfolio- <i>Certificate</i>	C30100F
Computer Information Technology – AAS Degree	A25260
Hardware Troubleshooting (A+) - <i>Certificate</i>	C25260G
IT Foundations - <i>Certificate</i>	C25260M
IT Support Management - <i>Certificate</i>	C25260L
IT Support Technician - <i>Certificate</i>	C25260K
Open Source IT - <i>Certificate</i>	C25260O
Computer Programming – AAS Degree	A25130
C++ Programming – <i>Certificate</i>	C25130C
JAVA Programming – <i>Certificate</i>	C25130A
Visual BASIC Programming – <i>Certificate</i>	C25130B
Visual C# Programming - <i>Certificate</i>	C25130D
Advanced Computer Programming - <i>Certificate</i>	C25130G
Fundamentals of Computer Programming - <i>Certificate</i>	C25130H
Computer Technology Integration – Data Storage & Virtualization – AAS Degree	A25500D
Database Management Administrator– AAS Degree	A25150A
Database Management Developer – AAS Degree	A25150B
Database Developer – Oracle - <i>Certificate</i>	C25150B
Database Administrator - <i>Certificate</i>	C25150A
Information Systems Security – AAS Degree	A25270
Cisco Security - <i>Certificate</i>	C25270C
Red Hat Security – <i>Certificate</i>	C25270R
Medical Office Administration– AAS Degree	A25310
Medial Office Administration – <i>Diploma</i>	D25310
Medical Office Specialist - <i>Certificate</i>	C25310A
Medical Document Specialist - <i>Certificate</i>	C25310C
Networking Technology – AAS Degree	A25340
Data Storage and Virtualization - <i>Diploma</i>	D25340
Cisco Certified Network Associate (CCNA) - <i>Certificate</i>	C25340C
Cisco Certified Network Professional (CCNP) – <i>Certificate</i>	C25340I
Linux/Red Hat Administration - <i>Certificate</i>	C25340K
Microsoft Certified Systems Administrator (MCSA) - <i>Certificate</i>	C25340J
Office Administration – AAS Degree	A25370
Office Administration - <i>Diploma</i>	D25370
Office Specialist - <i>Certificate</i>	C25370A
Office Documents – <i>Certificate</i>	C25370B
Microsoft Office Specialist - <i>Certificate</i>	C25370C
Legal Office - <i>Certificate</i>	C2537AA

COMPUTER TECHNOLOGIES

Simulation and Game Development – AAS Degree*	A25450
Game Programming and Design – <i>Diploma</i>	D25450A
Modeling and Animation – <i>Diploma</i>	D25450B
Modeling and Animation – <i>Certificate</i>	C25450A
Production - <i>Certificate</i>	C25450B
Mobile Game Development– <i>Certificate</i>	C25450C
Fundamentals I for Simulation and Game Development– <i>Certificate</i>	C25450D
Fundamentals II for Simulation and Game Development– <i>Certificate</i>	C25450E
Quality Assurance for Simulation and Game Development– <i>Certificate</i>	C25450F
Business for Simulation and Game Development– <i>Certificate</i>	C25450G
Programming for Simulation and Game Development– <i>Certificate</i>	C25450H
Web Technologies – AAS Degree	A25290
Mobile Content Development - <i>Diploma</i>	D25290
Android Application Developer - <i>Certificate</i>	C25290E
Advanced WEB Developer – <i>Certificate</i>	C25290F
iOS Application Developer - <i>Certificate</i>	C25290D
Web Designer - <i>Certificate</i>	C25290C
Web Developer - <i>Certificate</i>	C25290A

***Collaborative Agreements: Simulation and Game Development AAS degree** – Level III instruction Service Agreement with Pitt Community College, Nash Community College, and Vance-Granville Community College.

COMPUTER TECHNOLOGIES

ADVERTISING & GRAPHIC DESIGN

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession that emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials, such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, and a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Advertising and Graphic Design Degree - A30100

General Education Courses

ENG 111	Expository Writing.....	3
— —	Communication Elective.....	3
— —	Humanities/Fine Arts Elective.....	3
— —	Math Elective.....	3
— —	Social/Behavioral Science Elective.....	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 230	Leadership Development.....	3

Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 121	Algebra/Trigonometry.....	3
MAT 140	Survey of Mathematics.....	3
MAT 161	College Algebra.....	3
MAT 161A	College Algebra Lab.....	1

Communication Elective

(Select 3.0 hours from the following courses)

COM 120	Intro Interpersonal Communication.....	3
COM 231	Public Speaking.....	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

PSY 150	General Psychology.....	3
ECO 252	Prin of Macroeconomics.....	3

Major Courses

GRD 110	Typography I.....	3
GRD 121	Drawing Fundamentals I.....	2
GRD 141	Graphic Design I.....	4
GRD 142	Graphic Design II.....	4
GRD 145	Design Applications I.....	1
GRD 146	Design Applications II.....	1
GRD 151	Computer Design Basics.....	3
GRD 152	Computer Design Technology I.....	3
GRD 167	Photographic Imaging I.....	3
GRD 241	Graphic Design III.....	4
GRD 246	Design Application III.....	1
GRD 265	Digital Print Production.....	3
GRD 271	Multimedia Design 1.....	2
GRD 280	Portfolio Design.....	4
GRD 282	Advertising Copywriting.....	2

GRD 285	Client/Media Relations.....	2
WEB 140	Web Development Tools.....	3
WEB 210	Web Design.....	3
WEB 214	Social Media.....	3

Major Electives

Select 2.0 hours from the following courses

GRD 168	Photographic Imaging II.....	3
GRD 271	Multimedia Design I.....	2
COE 112	Co-op Work Experience I.....	3

Graduation Requirements..... 71 Credit Hours

Advertising and Graphic Design: Graphics Design Certificate -C30100A

-Online Only

The Graphics and Design certificate curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession. It emphasizes the use of typography and computer technology in design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials, such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, and a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

GRD 110	Typography I.....	3
GRD 141	Graphic Design I.....	4
GRD 151	Computer Design Basics.....	3
GRD 152	Computer Design Technology I.....	3
GRD 263	Illustrative Imaging.....	3

Completion Requirements..... 16 Credit Hours

Advertising and Graphic Design: Web and Graphic Design Certificate - C30100B

-Online Only

The Web and Graphic Design certificate curriculum is designed to provide students with the knowledge and skills necessary for employment in the graphic design profession. It emphasizes design, advertising, illustration, and digital and multimedia preparation of electronic, especially Web-based, promotional materials.

Students will be trained in the use of typography, computer design, and Web development tools to develop concept and design for electronic media promotional materials.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, and a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

GRD 110	Typography I.....	3
GRD 151	Computer Design Basics.....	3
GRD 152	Computer Design Technology I.....	3
WEB 140	Web Development Tools.....	3
WEB 210	Web Design.....	3

Completion Requirements..... 18 Credit Hours

COMPUTER TECHNOLOGIES

Advertising and Graphic Design: Advanced Graphic Design Certificate - C30100D

-Online

Certificate in graphic design, advertising, and social media concepts.

GRD 142	Graphic Design II	4
GRD 167	Photographic Imaging I	3
GRD 214	Social Media	3
GRD 241	Graphic Design III	4
GRD 282	Advertising Copywriting	2
Completion Requirements		16 Credit Hours

Advertising and Graphic Design: Design Basis Certificate - C30100E

-Online

Basics of the principles of design and their applications.

GRD 121	Drawing Fundamentals I	2
GRD 141	Graphic Design I	4
GRD 142	Graphic Design II	4
GRD 145	Design Applications I	1
GRD 151	Computer Design Basics	3
Completion Requirements		14 Credit Hours

Advertising and Graphic Design: Design Portfolio Certificate - C30100F

-Day

Certificate leads to creation of an online and physical graphic design portfolio.

GRD 140	Web Development Tools	3
GRD 265	Digital Print Production	3
GRD 280	Portfolio Design	4
GRD 285	Client/Media Relations	2
Completion Requirements		12 Credit Hours

Computer Information Technology

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

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Computer Information Technology Degree - A25260, - Day and Evening

General Education Courses

ENG 111	Expository Writing	3
— —	Communication Elective	3
— —	Humanities and Fine Arts Elective	3
— —	Natural Sciences and Math Elective	3
— —	Social/Behavioral Science Elective	3

Natural Sciences and Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 115	Mathematical Models	3
BIO 110	Principles of Biology	4
CHM 151	General Chemistry I	4
GEL 120	Physical Geology	4
PHY 151	College Physics I	4

Communication Elective

(Select 3.0 hours from the following courses)

ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Prof. Research and Reporting	3
COM 120	Intro Interpersonal Communication	3
COM 231	Public Speaking	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

HUM 115	Critical Thinking	3
ART 111	Art Appreciation	3
DRA 111	Theater Appreciation	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
HIS 111	World Civilization I	3
POL 110	Introduction to Political Science	3

Major Courses

CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3
CTS 115	Information Systems Business Concept	3
CTS 118	IS Professional Comm	2
CTS 120	Hardware/Software Support	3
CTS 135	Integrated Software Introduction	4
CTS 155	Tech Support Functions	3
CTS 220	Advanced Hardware/Software Support	3
CTS 272	Desktop Support: Apps	3
CTS 285	Systems Analysis and Design	3
CTS 289	System Support Project	3
DBA 110	Database Concepts	3
NET 110	Data Communications/Networking	3
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
NOS 230	Windows Administration I	3
SEC 110	Security Concepts	3
ACA 220	Professional Transition	1

Major Electives List 1

Select 3 hours from the following courses

COE 113	Co-op Work Experience I	3
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COMPUTER TECHNOLOGIES

CTI 140	Virtualization Concepts	3
CTI 240	Virtualization Admin I	3
CTS 210	Computer Ethics.....	3
CTS 240	Project Management.....	3
NET 125	Networking Basics.....	3
NOS 120	Linux/UNIX Single User	3
WEB 110	Internet/Web Fundamentals.....	3
HBI 110	Issues and Trends in HBI.....	3
HBI 250	Data Management and Utilization.....	3
OST 141	Med Terms I - Med Office	3
OST 137	Office Software Applications	3

Major Electives List 2

Select 3 hours from the following courses

CSC 139	Visual BASIC Programming	3
CTI 141	Cloud & Storage Concepts.....	3
CTI 241	Virtualization Admin II	3
CTS 293	Selected Topics in Computer Info. Technology	3
DBA 115	Database Applications	3
NET 126	Routing Basics	3
NOS 220	Linux/UNIX Administration I	3
COE 122	Co-op Work Experience I	2
CTS 288	Professional Practices in IT.....	3
HBI 113	Survey of Medical Insurance	3
OST 142	Med Terms II - Med Office.....	3
OST 149	Medical Legal Issues.....	3

Graduation Requirements 73 Credit Hours

Hardware Troubleshooting Certificate - C25260G

-Day and Evening

This certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in buying parts, upgrading, building, and configuring personal computers. Major hands-on topics include documentation, troubleshooting techniques, PC architectures, disk drives and controller cards, memory management, add-on boards, and communications devices.

This certificate is designed to prepare the student for A+ certification. A program prerequisite of CIS 110 or CIS 111 is required.

CTS 120	Hardware/Software Support.....	3
CTS 220	Advanced Hardware/Software Support	3
NET 110	Networking Concepts.....	3
NOS 110	Operating System Concepts.....	3

Completion Requirements12 Credit Hours

IT Foundations Certificate - C25260M

-Day, Evening, and Online

CIS 110	Introduction to Computers.....	3
CIS 115	Intro to Programming & Logic	3
DBA 110	Database Concepts	3
NOS 110	Operating System Concepts.....	3
SEC 110	Security Concepts.....	3
— —	Major Elective	3

Major Electives

Select 3 hours from the following courses

CTS 115	Info Sys Business Concept.....	3
NET 110	Networking Concepts.....	3

Completion Requirements18 Credit Hours

IT Support Management Certificate - C25260L

- Day, Evening, and Online

This curriculum provides student with the knowledge and practical skills necessary to prepare them to supervise or manage a support technology team.

Graduates should qualify for employment opportunities that will lead to supervisory and management position in helpdesk support or with businesses, educational systems, and governmental agencies that rely on computer systems to manage information.

**Help Desk management position are not typically entry level positions and require at least 2 years experience as a support technician.

CTS 115	Information Systems Business Concepts.....	3
CTS 118	IS Professional Communication	2
CTS 240	Project Management	3
CTS 285	Systems Analysis and Design.....	3
CTS 293	Selected Topics in CIT: Tech Support Mgr	2

Completion Requirements..... 13 Credit Hours

IT Support Technician Certificate - C25260K

-Day and Evening

This certificate provides students with the knowledge and practical skills necessary to support users of computing technologies. The course work will help students prepare for the Microsoft Certified Tech Support (MCTS) certification and develop the ability to work in helpdesk and technical support positions.

CTS 155	Tech Support Functions	3
CTS 220	Advanced Hardware/Software Support.....	3
CTS 272	Desktop Support Apps	3
NOS 130	Windows Single User	3
NOS 230	Windows Admin I.....	3

Completion Requirements..... 15 Credit Hours

Open Source IT Certificate - C25260O

-Day, Evening, and Online

CIS 110	Introduction to Computers	3
CTS 135	Integrated Software Introduction	4
NOS 110	Operating Systems Concepts.....	3
NOS 120	Linux/UNIX Single User.....	3
NOS 220	Linux/UNIX Administration I	3

Completion Requirements..... 15 Credit Hours

COMPUTER PROGRAMMING

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

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

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

COMPUTER TECHNOLOGIES

Computer Programming Degree - A25130

General Education Courses

ENG 111	Expository Writing	3
— —	Communication Elective.....	3
— —	Humanities/Fine Arts Elective	3
— —	Math Elective.....	3
— —	Social/Behavioral Science Elective	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
MAT 121	Algebra/Trigonometry	3

Communication Elective

(Select 3.0 hours from the following courses)

ENG 114	Prof. Research and Reporting	3
COM 120	Intro Interpersonal Communication	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Courses

CIS 110	Introduction to Computers.....	3
CIS 111	Basic PC Literacy.....	2
CIS 115	Introduction to Programming and Logic	3
CSC 133	C Programming.....	3
CSC 134	C++ Programming.....	3
CSC 136	COBOL Programming.....	3
CSC 139	Visual BASIC Programming.....	3
CSC 151	JAVA Programming	3
CSC 233	Adv C Programming.....	3
CSC 234	Advanced C++	3
CSC 236	Adv Cobal Programming.....	3
CSC 239	Advanced Visual BASIC	3
CSC 251	Advanced JAVA Programming	3
CSC 289	Programming Capstone Project.....	3
CTS 115	Information Systems Business Concepts	3
CTS 285	Systems Analysis and Design.....	3
DBA 110	Database Concepts.....	3
NET 110	Networking Concepts	3
NOS 110	Operating System Concepts	3
NOS 120	Linux/UNIX Single User	3
SEC 110	Security Concepts	3

Major Electives List 1

Select 3 hours from the following courses

COE 112	Co-Op Work Experience I	2
CSC 152	SAS.....	4
CSC 153	C# Programming.....	3
DBA 120	Database Programming I	3
SGD 115	Physically-Based Modeling	3
WEB 110	Internet / Web Fundamentals.....	3
WEB 115	Web Markup and Scripting.....	3

Major Electives List 2

Select 3 hours from the following courses

CSC 253	Advanced C# Programming.....	3
DBA 115	Database Applications	3
DBA 220	Oracle DB Programming II.....	3
DBA 221	SQL Server DB Programming II.....	3
DBA 223	MySQL DB Programming II	3

SGD 168	Mobile SG Programming	3
SGD 171	Flash SG Programming.....	3
WEB 140	Web Development Tools	3
WEB 151	Mobile Application Dev I	3
WEB 179	JAVA Web Programming	3

Major Electives List 3

Select 3 hours from the following courses

ACA 111	College Student Success	3
CSC 249	Data Structures and Algorithms.....	3
CSC 258	JAVA Enterprise Programs	3
CSC 278	JAVA Message Service.....	3
DBA 260	Oracle DBMS Administration.....	3
DBA 261	SQL Server DBMS Administration	3
SGD 125	SG Artificial Intellig.....	3
SGD 268	Mobile SG Programming II	3
SGD 271	Adv Flash Programming.....	3
WEB 180	Active Server Pages.....	3
WEB 185	ColdFusion Programming.....	3
WEB 251	Mobile Application Dev II.....	3

Graduation Requirements 68 Credit Hours

JAVA Programming Certificate - C25130A

-Day and Online

This certificate is designed for the student who wishes to acquire programming skills for Internet and Intranet application development. Students will learn to program Internet user interfaces, HTML, C++, JAVA, and other computer languages currently used for Internet and Intranet application and applet development.

CSC 151	JAVA Programming.....	3
CSC 251	Advanced JAVA Programming.....	3
CSC 258	JAVA Enterprise Programs	3
DBA 120	Database Programming I	3
WEB 151	Mobile Application Dev I	3

Completion Requirements..... 15 Credit Hours

Visual Basic Programming Certificate - C25130B

-Online

Designed for individuals interested in acquiring the advanced programming skills necessary to design and implement Visual BASIC programs. The student will learn how to design Visual BASIC programs using event-driven programming techniques, implement current interface design standards, create reusable code, manipulate records in both a file-based system and a database system, and program customization using API calls. Emphasis is placed on proper program design techniques.

CSC 139	Visual BASIC Programming	3
CSC 239	Advanced Visual BASIC.....	3
DBA 115	Database Applications.....	3
WEB 180	Active Server Pages.....	3

Completion Requirements..... 12 Credit Hours

C++ Programming Certificate - C25130C

-Day

The C++ Programming certificate offers courses for students interested in upgrading their programming skills by acquiring proficiency in an object-oriented programming language. This program is also appropriate for individuals who are new to programming. Instruction in C++ programming includes object-oriented programming topics (classes, inheritance, and polymorphism) as well as procedural programming topics (data types, control structures, functions, arrays, pointers and strings).

COMPUTER TECHNOLOGIES

CSC 134	C++ Programming.....	3
CSC 234	Advanced C++	3
CSC 249	Data Structure & Algorithms	3
DBA 120	Database Programming I.....	3
Completion Requirements		13 Credit Hours

C# Programming Certificate - C25130D

–Online

Designed for individuals interested in acquiring the advanced programming skills necessary to design and implement C# programs. The student will learn how to design C# programs using event-driven programming techniques, implement current interface design standards, create reusable code, manipulate records in both a file-based system and a database system, and program customization using API calls. Emphasis is placed on proper program design techniques

CSC 153	C# Programming	3
CSC 253	Adv C# Programming	3
DBA 115	Database Applications	3
WEB 180	Active Server Pages	3
Completion Requirements		12 Credit Hours

Advanced Computer Programming

- C25130G, -Day

The Advanced Computer Programming Certificate will give students the opportunity to achieve a broad and advance background in computer programming by offering advance courses in the languages outlined for Fundamentals of computer Programming Certificate

— —	DBA 120 or NOS 130.....	3
CSC 249	Data Structure & Algorithms	3
— —	Advanced Programming Elective.....	3
— —	Advanced Elective	3

Advanced Programming Elective

(Select 3.0 hours from the following courses)

CSC 233	Advanced C Programming	3
CSC 234	Advanced C++ Programming	3
CSC 235	Advanced COBOL Programming.....	3
CSC 239	Advanced Visual BASIC Programming.....	3
CSC 251	Advanced Java Programming	3
CSC 253	Advance C# Programming	3

Advanced Elective

(Select 3.0 hours from the following courses)

CSC 258	JAVA Enterprise Programs	3
DBA 220	Oracle DB Programming II.....	3
DBA 221	SQL Server DB Programming II.....	3
DBA 223	MySQL DB Programming II	3
SGD 271	Adv Flash Programming.....	3
SGD 268	Mobile SG Programming II.....	3
WEB 179	Java Web Programming	3
WEB 251	Mobile Application Dev II	3
Completion Requirements		12 Credit Hours

Fundamentals of Computer Programming - C25130H

–Day

The Fundamentals of Computer Programming Certificate will give students the opportunity to achieve a broad

background in computer programming by offering an introductory course in database and two programming languages such as C++, Visual Basic, Java, COBOL and C#.

CIS 115	Intro to Prog & Logic.....	3
DBA 110	Database Concepts.....	3
— —	Introductory Programming.....	3
— —	Elective	3

Introductory Programming

(Select 3.0 hours from the following courses)

CSC 133	C Programming	3
CSC 134	C++ Programming	3
CSC 135	COBOL Programming	3
CSC 139	Visual BASIC Programming	3
CSC 151	Java Programming	3
CSC 153	C# Programming.....	3

Electives

(Select 3.0 hours from the following courses)

CSC 152	SAS	3
DBA 115	Database Application	3
DBA 120	Database Programming I	3
SGD 115	Physically-Based Modeling	3
SGD 168	Mobile SG Programming I	3
SGD 171	Flash SG Programming.....	3
WEB 110	Internet/Web Fundamentals.....	3
WEB 115	Web Markup and Scripting	3
WEB 151	Mobile Application Dev I	3
Completion Requirements.....		12 Credit Hours

COMPUTER TECHNOLOGY INTEGRATION

This unique degree program provides skills and credentials that can qualify graduates for a variety of positions – in organizations all over the world. Any organization that uses operating system virtualization, cloud computing, or data storage solutions will need people trained in CTI-DSV.

The program includes courses in Cisco routing and switching, Microsoft desktop and server operating systems, in-depth training with O/S virtualization, and unique courses in datacenter storage hardware environments. Instruction in these areas can qualify students to take industry certification exams in VMWare, Cisco, Microsoft, CompTIA, and NetApp.

This program also includes a co-op component, putting students to work with local employers for on-the-job training in “live” datacenters.

Data Storage and Virtualization Degree (A25500D) – Day and Evening

General Education Courses

ENG 111	Expository Writing.....	3
ENG 114	Professional Research & Reporting	3
— —	Communication Elective	3
— —	Humanities/Fine Arts Elective.....	3
— —	Math Elective	3
— —	Social/Behavioral Science Elective	3

Humanities/Fine Arts Elective

COMPUTER TECHNOLOGIES

(Select 3.0 hours from the following courses)

ART 111	Art Appreciation	3
DRA 111	Theatre Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 151	Survey of Economics	3
ECO 251	Principles Of Microeconomics	3
HIS 111	World Civilizations I	3
POL 110	Introduction to Political Science	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3

Natural Sciences and Mathematics Elective

(Select 3.0 hours from the following courses)

BIO 110	Principles of Biology	4
CHM 151	General Chemistry I	4
GEL 120	Physical Geology	4
MAT 115	Mathematical Models	3
PHY 151	College Physics I	4

Major Courses

CET 242	High Perf Computing (Datacenter Troubleshooting)	3
COE 112	Co-op Work Experience I	2
COE 122	Co-op Work Experience II	2
COE 132	Co-op Work Experience III	2
CTI 110	Web, Pgm & DB Foundation	3
CTI 120	Network & Sec Foundation	3
CTI 130	OS and Device Foundation	6
CTI 140	Virtualization Concepts	3
CTI 141	Cloud & Storage Concepts	3
CTI 193	Troubleshooting Methodologies	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3
CTS 115	Info Sys Business Concept	3
CTS 118	IS Professional Comm	2
HPC 140	Intro to HPC Architecture (Datacenter Design & PR)	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NOS 130	Windows Single User	3
NOS 230	Windows Admin I	3
OMT 154	Customer Satisfaction	2

Graduation Requirements **73 Credit Hours**

DATABASE MANAGEMENT

The Database Management curriculum prepares graduates for employment with organizations that use database management system software to process, manage, and communicate information. Additionally, the curriculum provides the student with a foundation to begin professional certification with Microsoft or ORACLE database programs.

Course work includes terminology and design, database administration, backup and recovery, performance and tuning, database programming and tools, and related topics. Studies will provide an opportunity for students to implement, support, and manage industry standard database systems.

Graduates should qualify for a wide variety of database and computer related entry-level positions that provide opportunities for advancement with increasing experience and ongoing training.

Database Management - Developer Degree- A25150B - Day

General Education Courses

ENG 111	Expository Writing	3
— —	Communication Elective	3
— —	Humanities/Fine Arts Elective	3
— —	Math Elective	3
— —	Social/Behavioral Science Elective	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3

Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 161	College Algebra	3
MAT 121	Algebra/Trigonometry	3

Communication Elective

(Select 3.0 hours from the following courses)

COM 120	Intro Interpersonal Communication	3
COM 231	Public Speaking	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 151	Survey of Economics	3
HIS 111	World Civilizations I	3

Major Courses

CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
CIS 115	Introduction to Programming and Logic	3
CSC 153	C# Programming	3
CSC 253	Advanced C# Programming	3
CTS 115	Information Systems Business Concept	3
CTS 285	Systems Analysis and Design	3
DBA 110	Database Concepts	3
DBA 115	Database Applications	3
DBA 120	Database Programming I	3
DBA 210	Database Administration	3
DBA 230	Database in Corporate Environments	3
DBA 240	Database Analysis/Design	3
DBA 289	Database Project	3
NET 110	Networking Concepts	3
NOS 110	Operating System Concepts	3
SEC 110	Security Concepts	3

Major Electives List 1

Select 3 hours from the following courses

COE 111	Co-Op Work Experience I	1
COE 121	Co-Op Work Experience II	1
DBA 191	Selected Topic	1
DBA 220	Oracle Database Programming II	3
DBA 221	SQL Server Database Programming II	3
DBA 285	Data Warehousing and Mining	3
DBA 291	Selected Topic	2
WEB 185	ColdFusion Programming	3

Graduation Requirements..... **70 Credit Hours**

Database Management-Administrator Degree- A25150A – Online

The Database Management curriculum prepares graduates for employment with organizations that use database management system software to process, manage, and communicate

COMPUTER TECHNOLOGIES

information. Additionally, the curriculum provides the student with a foundation to begin professional certification with Microsoft or ORACLE database programs.

Course work includes terminology and design, database administration, backup and recovery, performance and tuning, database programming and tools, and related topics. Studies will provide an opportunity for students to implement, support, and manage industry standard database systems.

Graduates should qualify for a wide variety of database and computer related entry-level positions that provide opportunities for advancement with increasing experience and ongoing training.

General Education Courses

ENG 111	Expository Writing	3
— —	Communication Elective.....	3
— —	Humanities/Fine Arts Elective.....	3
— —	Math Elective	3
— —	Social/Behavioral Science Elective.....	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 115	Mathematical Models.....	3
MAT 161	College Algebra.....	3

Communication Elective

(Select 3.0 hours from the following courses)

COM 120	Intro Interpersonal Communication.....	3
COM 231	Public Speaking.....	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 151	Survey of Economics.....	3
HIS 111	World Civilizations I.....	3

Major Courses

CIS 110	Introduction to Computers.....	3
CIS 111	Basic PC Literacy.....	2
CIS 115	Introduction to Programming and Logic.....	3
CTS 115	Information Systems Business Concept.....	3
CTS 285	Systems Analysis and Design.....	3
DBA 110	Database Concepts.....	3
DBA 115	Database Applications.....	3
DBA 120	Database Programming I.....	3
DBA 210	Database Administration.....	3
DBA 230	Database in Corporate Environments.....	3
DBA 240	Database Analysis/Design.....	3
DBA 289	Database Project.....	3
NET 110	Networking Concepts.....	3
NOS 110	Operating System Concepts.....	3
SEC 110	Security Concepts.....	3

Major Electives List 1

Select 3 hours from the following courses

COE 111	Co-op Work Experience I.....	1
COE 121	Co-op Work Experience I.....	1
NOS 120	Linux/UNIX Single User.....	3

Major Electives List 2

Select 3 hours from the following courses

DBA 191	Selected Topic.....	1
DBA 260	Oracle DBMS Administration.....	3
NOS 130	Windows Single User.....	3
NOS 220	Linux/Unix Admin I.....	3

DBA 291	Selected Topic.....	1
Graduation Requirements.....		70 Credit Hours

Oracle DBA Programming Certificate- C25150B

-Day and Evening

This certificate is designed for the student who wishes to acquire Oracle database theory, SQL programming, database administration fundamentals, and performance tuning techniques. Completion of CIS 115 or its equivalent is required before entering the program.

DBA 120	Database Programming I.....	3
DBA 193	Selected Topics in Database Management: Oracle Optimization.....	3
DBA 230	Database in Corporate Environments.....	3
DBA 240	Database Analysis/Design.....	3
DBA 260	Oracle DBMS Administration.....	3
Completion Requirements.....		15 Credit Hours

Oracle Developer Certificate - C25150A

-Day and Evening

This certificate is designed for the student who wishes to acquire Oracle 9i database developer skills. Students will learn database theory and the logic necessary to build enterprise-class, scalable database applications. In addition, students will learn to construct sophisticated database forms and to develop logic skills in reports processing. Upon completion, students will be prepared to pursue certification examinations in Oracle Developer Associate and Oracle Developer Professional. Completion of CIS 115 or its equivalent is required before entering this program.

DBA 120	Database Programming I.....	3
DBA 192	Selected Topics in Database Management: Oracle Internet Application.....	2
DBA 220	Oracle DB Programming II.....	3
DBA 240	Database Analysis/Design.....	3
DBA 291	Selected Topics in Database Management: Oracle Project.....	1
Completion Requirements.....		12 Credit Hours

INFORMATION SYSTEMS SECURITY

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Information Systems Security Degree - A25270

General Education Courses

ENG 111	Expository Writing.....	3
— —	Communication Elective.....	3
— —	Humanities/Fine Arts Elective.....	3
— —	Math Elective.....	3

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____ Social/Behavioral Science Elective 3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

ART 111	Art Appreciation	3
DRA 111	Theatre Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Natural Sciences and Mathematics Elective

(Select 3.0 hours from the following courses)

BIO 110	Principles of Biology	4
CHM 151	General Chemistry I	4
GEL 120	Physical Geology	4
MAT 115	Mathematical Models	3
PHY 151	College Physics I	4

Communication Elective

(Select 3.0 hours from the following courses)

ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Prof. Research and Reporting	3
COM 120	Intro Interpersonal Communication	3
COM 231	Public Speaking	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 151	Survey of Economics	3
ECO 251	Prin. Of Microeconomics	3
HIS 111	World Civilizations I	3
POL 110	Introduction to Political Science	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3

Major Courses

CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3
CJC 111	Intro to Criminal Justice	3
CTS 115	Information Systems Business Concepts	3
DBA 110	Database Concepts	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NOS 110	Operating System Concepts	3
NOS 120	Linux/UNIX Single User	3
NOS 130	Windows Single User	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
SEC 160	Secure Administration I	3
SEC 210	Intrusion Detection	3
SEC 220	Defense-In-Depth	3
SEC 289	Security Capstone Project	3

Major Electives (Select one Option grouping below)

Option 1-Cisco Certified Network Assoc Security Track

NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
NET 270	Building Scalable Network	3
SEC 193	Secure Routing/Firewalls	3

Option 2-Global Certified Windows Security Admin (GCWN) Track

NOS 230	Windows Admin I	3
NOS 231	Windows Admin II	3
NOS 232	Windows Admin III	3
NET 198	Seminar in: Windows Administration	3

Option 3-Radhat Certified Security Specialist Track

NOS 220	Linux/UNIX Admin I	3
NOS 221	Linux/UNIX Admin II	3
NOS 222	Linux/UNIX Admin III	3
NOS 230	Windows Admin I	3

Option 4-High Technology Criminal Investigations Diploma Track

CCT 121	Computer crimes Investigation	4
CCT 240	Data Recovery Techniques	3
CTS 120	Hardware/Software Support	3
CTS 220	Advanced Hardware/Software Support	3

Graduation Requirements 75 Credit Hours

Cisco Security Certificate -C25270C

– Day, Evening, and Online

NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
NET 270	Building Scalable Network	3
SEC 150	Secure Communications	3
SEC 193	Secure Routing/Firewalls	3

Completion Requirements 15 Credit Hours

Red Hat Security Certificate -C25270R

– Day, Evening, and Online

SEC 150	Secure Communications	3
NOS 220	Linux/UNIX Admin I	3
NOS 221	Linux/UNIX Admin II	3
NOS 222	Linux/UNIX Admin III	3
NOS 230	Windows Admin I	3

Completion Requirements 15 Credit Hours

MEDICAL OFFICE ADMINISTRATION

This curriculum prepares individuals for entry-level medical administrative support positions including office or hospital secretary, medical records clerk, health claims specialist, insurance claims processor, patient services representative, and medical transcriptionist.

Coursework includes processing and maintaining medical records, utilizing office equipment and software, medical law and ethics, billing and coding, and transcribing medical documents.

Employment opportunities include the offices of health providers and allied health facilities, insurance claims processors, clinical laboratories, and medical and hospital equipment manufacturers and suppliers.

Medical Office Administration Degree - A25310

-Online

General Education Courses

ENG 111	Expository Writing	3
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Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation	3
MUS 110	Music Appreciation	3
HUM 115	Critical Thinking	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

COMPUTER TECHNOLOGIES

MAT 140	Survey of Mathematics.....	3
MAT 115	Mathematical Models	3
BIO 110	Principles of Biology.....	4

Communications Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting	3
ENG 112	Argument-based Research	3
COM 120	Intro Interpersonal Comm	3

Social and Behavioral Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3
ECO 251	Prin of Microeconomics.....	3
HIS 111	World Civilizations I.....	3

Major Courses

ACA 220	Professional Transition.....	1
BUS 260	Business Communication	3
OST 122	Office Computations.....	2
OST 131	Keyboarding.....	2
OST 134	Text Entry and Formatting.....	3
OST 136	Word Processing.....	3
OST 137	Office Software Applications	3
OST 140	Internet Comm/Research.....	2
OST 141	Medical Terms I - Medical Office.....	3
OST 142	Medical Terms II - Medical Office.....	3
OST 148	Medical Coding, Billing, and Insurance	3
OST 149	Medical Legal Issues.....	3
OST 164	Text Editing Applications.....	3
OST 184	Records Management.....	3
OST 188	Issues in Office Technology.....	2
OST 241	Medical Office Transcription I.....	2
OST 243	Medical Office Simulation.....	3
OST 281	Emerg Issues in Medical Office.....	3

OST Electives

(Choose 5 credit hours from the following courses)

COE 111	Co-op Work Experience I.....	1
COE 121	Co-op Work Experience 1.....	1
COE 112	Co-op Work Experience II.....	2
OST 247	Procedure Coding.....	2
OST 248	Diagnostic Coding.....	2
OST 236	Adv. Word/Information Processing	3
OST 181	Introduction to Office Systems	3
OST 132	Keyboard Speed Building	2
OST 153	Office Finance Solutions.....	2
OST 233	Desktop Publishing	3
OST 135	Adv. Text Entry and Formatting	4
OST 284	Emerging Technologies	2
OST 138	Advanced Software Applications	3
CTS 130	Spreadsheet.....	3
CTS 230	Advanced Spreadsheet.....	3
CIS 111	Basic PC Literacy.....	2

Graduation Requirements..... 67 Credit Hours

Medical Office Administration Diploma - D25310

-Online

The Medical Office Administration diploma program prepares individuals for entry-level medical administrative support positions with an emphasis on insurance billing, and coding. These positions include medical records clerk, insurance specialist, and patient services representative. Coursework includes medical records, medical law and ethics, billing and coding, and office procedures. Employment opportunities include healthcare facilities, insurance billing offices, labs, and manufacturers of

medical equipment.

Communications Electives

(Choose 3 credit hours from the following courses):

ENG 112	Argument-Based Research	3
ENG 114	Professional Research and Reporting.....	3
COM 120	Intro Interpersonal Comm.....	3

Major Courses

ENG 111	Expository Writing.....	3
OST 122	Office Computations.....	2
OST 131	Keyboarding	2
OST 134	Text Entry and Formatting.....	3
OST 137	Office Software Applications.....	3
OST 141	Medical Terms I - Medical Office.....	3
OST 142	Medical Terms II - Medical Office.....	3
OST 148	Medical Coding, Billing, and Insurance	3
OST 149	Medical Legal Issues.....	3
OST 164	Text Editing Applications	3
OST 243	Medical Office Simulation.....	3
OST 247	Procedure Coding.....	2
OST 248	Diagnostic Coding	2
OST 281	Emerging Issues in Medical Office	3

Graduation Requirements..... 41 Credit Hours

Medical Office Specialist Certificate - C25310A

-Online

The Medical Office Specialist certificate program provides the medical and computer skills necessary for entry-level employment in medical settings. This program provides training in medical terminology, word processing, records management, and medical software. Employment opportunities include hospitals, medical offices, research facilities, health insurance companies, billing agencies, and allied health facilities.

Major Courses

OST 136	Word Processing.....	3
OST 141	Medical Terms I-Medical Office	3
OST 142	Medical Terms II-Medical Office	3
OST 148	Medical Coding, Billing, and Insurance	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3

Completion Requirements..... 18 Credit Hours

Medical Document Specialist Certificate - C25310C

-Online

The Medical Document Specialist certificate program is designed to prepare students to produce accurate medical documents from electronic media and audio recordings. This concentrated program provides training in keyboarding, transcription, proofreading, editing, and medical terminology. Employment opportunities include positions in medical offices, hospitals, private transcription businesses, and home offices.

Major Courses

OST 134	Text Entry and Formatting	3
OST 141	Medical Terms I – Medical Office	3
OST 142	Medical Terms II – Medical Office.....	3
OST 164	Text Editing Applications	3
OST 241	Medical Office Transcription I	2

Completion Requirements..... 14 Credit Hours

COMPUTER TECHNOLOGIES

NETWORKING TECHNOLOGY

The Networking Technology curriculum prepares individuals for employment supporting local- and wide-area networks. Students will learn how to use technologies to provide for data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of local- and wide-area network hardware and software. Emphasis is placed on developing proficiency in the use of network management software and the use of hardware such as bridges and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network products, depending on their local program.

Networking Technology Degree - A25340

- Day and Evening

General Education Courses

ENG 111	Expository Writing	3
— —	Communication Elective.....	3
— —	Humanities/Fine Arts Elective	3
— —	Math Elective.....	3
— —	Social/Behavioral Science Elective	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

ART 111	Art Appreciation.....	3
DRA 111	Theatre Appreciation.....	3
HUM 115	Critical Thinking.....	3
MUS 110	Music Appreciation.....	3
PHI 240	Introduction to Ethics.....	3

Natural Sciences and Mathematics Elective

(Select 3.0 hours from the following courses)

BIO 110	Principles of Biology	4
CHM 151	General Chemistry I.....	4
GEL 120	Physical Geology.....	4
MAT 121	Algebra/Trigonometry	3
PHY 151	College Physics I.....	4

Communication Elective

(Select 3.0 hours from the following courses)

COM 120	Intro Interpersonal Communication	3
COM 231	Public Speaking.....	3
ENG 112	Argument-Based Research.....	3
ENG 113	Literature-Based Research.....	3
ENG 114	Prof. Research and Reporting	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 251	Prin. Of Microeconomics.....	3
ECO 151	Survey of Economics.....	3
HIS 111	World Civilizations I	3
POL 110	Introduction to Political Sciences	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family.....	3
SOC 220	Social Problems	3

Major Courses

CIS 110	Introduction to Computers.....	3
CIS 115	Introduction to Programming and Logic	3
CTS 115	Information Systems Business Concepts	3
CTS 120	Hardware/Software Support.....	3

DBA 110	Database Concepts.....	3
NET 125	Networking Basics.....	3
NET 126	Routing Basics.....	3
NET 225	Routing and Switching I.....	3
NET 226	Routing and Switching II.....	3
NET 240	Network Design	3
NOS 110	Operating Systems Concepts.....	3
NOS 130	Windows Single User	3
NOS 230	Windows Administration I.....	3
SEC 110	Security Concepts	3

Concentration Electives List

Select one option from grouping below:

Option 1 – Microsoft Certified IT Professional Track

NOS 231	Windows Administration II	3
NOS 232	Windows Administration III	3
NET 198	Windows Administration V.....	3
and one of the following:		
COE 113	Co-Op Work Experience	3
CTS 220	Advanced Hardware/Software Support	3
NOS 220	Linux/Unix Admin I.....	3
SEC 160	Security Admin I	3

Option 2: Cisco Certified Network Professional Track

NET 270	Building Scalable Networks	3
NET 272	Multi-Layer Networks.....	3
NET 273	Internetworking Support	3
and one of the following:		
COE 113	Co-op Work Experience	3
CTS 220	Advanced Hardware/Software Support.....	3
NOS 220	Linux/Unix Admin I.....	3
SEC 160	Security Admin I	3

Option 3: Red Hat Certified Engineer Track

NOS 220	Linux/UNIX Administration I.....	3
NOS 221	Linux/UNIX Administration II.....	3
NOS 222	Linux/UNIX Administration III.....	3
and one of the following:		
COE 113	Co-op Work Experience	3
CTS 220	Advanced Hardware/Software Support.....	3
SEC 160	Secure Admin I.....	3

Option 4: Data Storage & Virtualization Track

CTI 140	Virtualization Concepts.....	3
CTI 240	Virtualization Admin I.....	3
CTI 241	Virtualization Admin II.....	3
and one of the following		
COE 113	Co-op Work Experience	3
CTS 220	Advanced Hardware/Software Support.....	3
SEC 160	Security Admin I	3

Graduation Requirements 72 Credit Hours

Data Storage and Virtualization Diploma - D25340A - Evening

This diploma under the Networking degree includes many courses from that degree, but requires a specific elective path following Virtualization. The skills and credentials that the student could earn with this diploma include those in that area of operating system virtualization, which is a prominent technology in cloud computing and datacenter operations.

The diploma includes courses in Cisco routing and switching, Microsoft desktop and server operating systems, and in-depth training with O/S virtualization. Instruction in these areas can qualify students to take industry certification exams in VMWare,

COMPUTER TECHNOLOGIES

Cisco, Microsoft, CompTIA, and NetApp.

This diploma also includes a co-op component, putting students to work in live datacenters.

CIS 110	Introduction to Computers.....	3
COE 112	Co-op Work Experience I.....	2
CTI 140	Virtualization Concepts.....	3
CTI 240	Virtualization Admin I.....	3
CTI 241	Virtualization Admin II.....	3
CTS 115	Info Sys Business Concept.....	3
CTS 120	Hardware/Software Support.....	3
NET 125	Networking Basics.....	3
NET 126	Routing Basics.....	3
NOS 110	Operating System Concepts.....	3
NOS 130	Windows Single User.....	3
NOS 230	Windows Admin I.....	3
Completion Requirements		41 Credit Hours

CISCO Certified Network Associate (CCNA) Certificate - C25340C

This certificate is designed to prepare students for the CISCO Certified Network Associate (CCNA) examination. Topics include network topologies and design, router configuration and protocols, switching theory, virtual LANS and threaded case studies.

Upon completion of the four-course sequence, students will have the expertise they need to pass the test required to achieve CCNA status. Completion of NET 110 or CIS 282 or its equivalent is required to begin this program.

NET 125	Routing and Switching I.....	3
NET 126	Routing and Switching II.....	3
NET 225	Advanced Router and Switching I.....	3
NET 226	Advanced Router and Switching II.....	3
Completion Requirements		12 Credit Hours

CISCO Certified Network Professional (CCNP) Certificate - C25340I

The CISCO Certified Network Professional (CCNP) certificate provides the student with advanced skills in LAN/WAN networking technologies with an emphasis on CISCO methodology. These courses will provide an in-depth study of theory, as well as practical hands-on lab activities to prepare the student for the CCNP certification objectives. Topics include routing protocols, switching technology, remote access setup and maintenance, building multi-layer networks, and networking troubleshooting.

NET 270	Building Scalable Networks.....	3
NET 272	Multi-Layer Networks.....	3
NET 273	Internetworking Support.....	3
___	Major Elective.....	3

Major Electives

NOS 220	Linux/Unix Admin I.....	3
SEC 160	Security Admin I.....	3
COE 113	Co-Op Work Experience.....	3
Completion Requirements		12 Credit Hours

Linux/Red Hat Administration Certificate - C25340K

- Day and Evening

This certificate is designed to prepare students for the Red Hat Certified Engineer (RHCE) examination. Topics include network installation, Red Hat Linux file system and kernel concepts, scripts, system recovery, cron system, LILO configuration, implement

configure, log and restrict various Red Hat network services, configuration issues associated with using Red Hat Linux as a router, basic firewall policies, and basics of the XWindow system. Completion of NOS 110 is required to begin this program.

NOS 120	Linux/UNIX Single User.....	3
NOS 220	Linux/UNIX Administration I.....	3
NOS 221	Linux/UNIX Administration II.....	3
NOS 222	Linux/UNIX Administration III.....	3
Completion Requirements.....		12 Credit Hours

Microsoft Certified IT Professional Certificate - C25340J

- Day and Evening

NET 198	Windows Administration IV.....	3
NOS 130	Windows Single User.....	3
NOS 230	Windows Administration I.....	3
NOS 231	Windows Administration II.....	3
NOS 232	Windows Administration III.....	3
Completion Requirements.....		15 Credit Hours

OFFICE ADMINISTRATION

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

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

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

Office Administration Degree - A25370

-Online

General Education Courses

ENG 111	Expository Writing.....	3
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Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
MUS 110	Music Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

MAT 140	Survey of Mathematics.....	3
MAT 115	Mathematical Models.....	3
BIO 110	Principles of Biology.....	4

Communications Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Argument-based Research.....	3
COM 120	Intro Interpersonal Comm.....	3

Social and Behavioral Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3

COMPUTER TECHNOLOGIES

ECO 251	Prin of Microeconomics.....	3
HIS 111	World Civilizations I.....	3

Major Courses

ACA 220	Professional Transition.....	1
BUS 260	Business Communication.....	3
OST 122	Office Computations.....	2
OST 134	Text Entry and Formatting.....	3
OST 135	Advanced Text Entry and Formatting.....	4
OST 136	Word Processing.....	3
OST 137	Office Software Applications.....	3
OST 138	Advanced Software Applications.....	3
OST 140	Internet Comm/Research.....	2
OST 153	Office Finance Solutions.....	2
OST 164	Text Editing Applications.....	3
OST 181	Introduction to Office Systems.....	3
OST 184	Records Management.....	3
OST 188	Issues in Office Technology.....	2
OST 233	Office Publications Design.....	3
OST 236	Advanced Word/Information Processing.....	3
OST 284	Emerging Technologies.....	2
OST 289	Administrative Office Management.....	3

OST Electives

Choose two credit hours from the following courses:

CIS 111	Basic PC Literacy.....	2
COE 111	Co-op Work Experience I.....	1
COE 112	Co-op Work Experience I.....	2
COE 121	Co-op Work Experience II.....	1
CTS 130	Spreadsheet.....	3
CTS 230	Advanced Spreadsheet.....	3
OST 131	Keyboarding.....	2
OST 132	Keyboard Speed Building.....	2
OST 153	Office Finance Solutions.....	2
OST 236	Adv. Word/Information Processing.....	3
OST 284	Emerging Technologies.....	2
OST 233	Desktop Publishing.....	3

Graduation Requirements..... 65 Credit Hours

Office Administration Diploma - D25370

-Online

The Office Administration diploma program is designed for the individual entering, upgrading, or retraining in the office occupation field. Coursework includes keyboarding, records management, office procedures, written communications, word processing, and software applications. Through study in these areas, the individual will be able to function effectively in a variety of office occupations. Employment opportunities are available in business, government, and industry.

General Education Courses

ENG 111	Expository Writing.....	3
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Major Courses

ACA 220	Professional Transition.....	1
OST 122	Office Computations.....	2
OST 134	Text Entry and Formatting.....	3
OST 135	Adv Text Entry and Formatting.....	4
OST 136	Word Processing.....	3
OST 137	Office Software Applications.....	3
OST 140	Internet Comm/Research.....	2
OST 164	Text Editing Applications.....	3
OST 181	Introduction to Office Systems.....	3
OST 184	Records Management.....	3
OST 188	Issues in Office Technology.....	2
OST 286	Professional Development.....	3

Graduation Requirements.....37 Credit Hours

Office Specialist Certificate - C25370A

- Online

The Office Specialist certificate program provides the technical and administrative support skills necessary for entry-level employment in a variety of offices. This program includes document processing, records management, Internet research, editing, proofreading, office computations, and office culture issues. Employment opportunities exist in all areas of business and industry.

Major Courses

OST 122	Office Computations.....	2
OST 134	Text Entry and Formatting.....	3
OST 140	Internet Comm/Research.....	2
OST 184	Records Management.....	3
OST 136	Word Processing.....	3
OST 164	Text Editing Applications.....	3
OST 188	Issues in Office Technology.....	2

Completion Requirements..... 18 Credit Hours

Office Documents Certificate - C25370B

-Online

The Office Documents certificate program provides the skills necessary to design and produce quality professional documents that combine text, graphics, illustrations, and photographs. This concentrated program includes design templates, graphic manipulation tools, color schemes, advanced layout techniques, advanced word processing, editing, and proofreading. Employment opportunities include offices that produce newsletters, flyers, logos, signs, and forms.

Major Courses

OST 136	Word Processing.....	3
OST 140	Internet Comm/Research.....	2
OST 164	Text Editing Applications.....	3
OST 233	Office Publications Design.....	3
OST 236	Advanced Word/Information Processing.....	3

Completion Requirements..... 14 Credit Hours

Microsoft Office Specialist Certificate - C25370C

- Online

Major Courses

CTS 230	Advanced Spreadsheet.....	3
OST 140	Internet Communication/Research.....	2
OST 136	Word Processing.....	3
OST 137	Office Software Applications.....	3
OST 236	Advanced Word/Information Processing.....	3

Completion Requirements..... 14 Credit Hours

OFFICE ADMINISTRATION/ LEGAL

Legal Office Certificate - C2537AA

-Online

The Legal Office certificate program is designed to provide the skills necessary for employment in a legal setting. This concentrated program includes legal terminology, legal office procedures, legal transcription, records management, and word processing. Employment opportunities include positions in law practices, corporate law offices, judicial system offices, and government offices.

COMPUTER TECHNOLOGIES

Major Courses

OST 134	Text Entry and Formatting	3
OST 136	Word Processing.....	3
OST 155	Legal Terminology	3
OST 156	Legal Office Procedures	3
OST 252	Legal Transcription I	3
Completion Requirements		15 Credit Hours

SIMULATION & GAME DEVELOPMENT

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

Simulation and Game Development Degree - A25450

General Education Courses

Required Courses

ACA 111	College Student Success	1
ENG 111	Expository Writing	3
—	Communications Elective	3
—	Social/Behavioral Science Elective	3
—	Math Elective	3
—	Humanities/Fine Arts Elective	3
—	Physical Science Elective.....	3

Math Elective

(Select 3.0 hours from the following courses)

MAT 121	Algebra/Trigonometry I.....	3
MAT 161	College Algebra	3
MAT 171	Precalculus Algebra	3

Physical Science Elective

(Select 3.0 hours from the following courses)

PHY 151	College Physics I	4
SGD 115	Physically-Based Modeling	3
SGD 166	SG Physiology/Kinesis	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

DRA 126	Storytelling.....	3
ENG 126	Creative Writing I	3
HUM 130	Myth in Human Culture	3

Communication Elective

(Select 3.0 hours from the following courses)

ENG 112	Argument-Based Research.....	3
COM 120	Intro Interpersonal Communication	3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 151	Survey of Economics.....	3
HIS 111	World Civilizations I	3

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Courses

SGD 111	Intro. To SGD	3
SGD 112	SGD Design.....	3
SGD 114	3D Modeling	3
SGD 116	Graphic Design Tools	3
SGD 134	SGD Quality Assurance.....	3
SGD 158	SGD Business Management I.....	3
SGD 163	SG Documentation	3
SGD 164	SG Audio/Video	3
SGD 174	SG Level Design.....	3
SGD 212	SGD Design II.....	3
SGD 289	SGD Project.....	3

Major Options

(Students must select 1 group below, all course in the selected group must be completed in order listed)

Option A – Game Programming

CIS 115	Intro to Prog & Logic	3
CSC 134	C++ Programming	3
CSC 234	Adv C++ Programming	3
SGD 171	Flash SG Programming	3
SGD 285	SG Software Engineering	3

Option B – Game Programming

CIS 115	Intro to Prog & Logic.....	3
CSC 151	JAVA Programming	3
CSC 251	Adv JAVA Programming	3
SGD 171	Flash SG Programming	3
SGD 285	SG Software Engineering	3

Option C – Game Design & 3D Modeling

SGD 117	Art for Games	3
SGD 113	SGD Programming	3
SGD 162	SD 3D Animation	3
SGD 165	SG Character Development.....	3
SGD 214	3D Modeling II	3

Major Electives List I

(Select 2.0 hours from the following courses)

COE 112	Co-op Work Experience I	2
DBA 110	Database Concepts	3
SGD 167	SG Ethics	3
SGD 168	Mobile SG Programming.....	3
SGD 244	3D Modeling III	3
SGD 271	Adv Flash Programming	3
SGD 274	SG Level Design II.....	3

Major Electives List II

(Select 3.0 hours from the following courses)

SGD 135	Serious Games.....	3
SGD 159	SGD Production Management	3
SGD 192	Selected Topics	2
SGD 237	Rigging 3D Models	3
SGD 268	Mobile SG Programming II.....	3

Graduation Requirements..... 71 Credit Hours

Game Programming and Design Diploma - D25450A

General Education Courses

ENG 111	Expository Writing.....	3
—	Math Elective	3

Physical Science Elective

(Select 3.0 hours from the following courses)

COMPUTER TECHNOLOGIES

PHY 151	College Physics I	4
SGD 115	Phys-Based Modeling	3

Math Elective

(Select 3.0 hours from the following courses)

MAT 121	Algebra/Trigonometry I.....	3
MAT 161	College Algebra	3
MAT 171	Precalculus Algebra	3

Major Courses

CIS 115	Intro to Prog & Logic	3
CSC 134	C++ Programming.....	3
CSC 234	Adv C++ Programming.....	3
SGD 111	Introduction to Simulation and Game Development3	
SGD 112	SGD Design	3
SGD 114	3D Modeling.....	3
SGD 116	Graphic Design Tools.....	3
SGD 171	Flash SG Programming.....	3
SGD 174	SG Level Design	3
SGD 212	SGD Design II.....	3
SGD 285	Software Engineering.....	3
Graduation Requirements		46 Credit Hours

Modeling and Animation Diploma - D25450B

General Education Courses

ENG 111	Expository Writing	3
— —	Math Elective	3

Math Elective

(Select 3.0 hours from the following courses)

MAT 121	Algebra/Trigonometry I.....	3
MAT 161	College Algebra	3
MAT 171	Precalculus Algebra	3

Major Courses

SGD 111	Introduction to Simulation and Game Development3	
SGD 112	SGD Design	3
SGD 114	3D Modeling.....	3
SGD 116	Graphic Design Tools.....	3
SGD 117	Art for Games	3
SGD 162	SG 3D Animation.....	3
SGD 164	SG Audio/Video.....	3
SGD 165	SG Character Development	3
SGD 166	SG Physiology/Kinesis	3
SGD 212	SGD Design II.....	3
SGD 214	3D Modeling II.....	3
SGD 237	Rigging 3D Models.....	3
SGD 244	3D Modeling III.....	3
Graduation Requirements		45 Credit Hours

Modeling and Animation Certificate - C25450A

SGD 111	Introduction to SGD.....	3
SGD 114	3D Modeling.....	3
SGD 162	SG 3D Animation.....	3
SGD 165	SG Character Development	3
SGD 214	3D Modeling II.....	3
Completion Requirements		15 Credit Hours

Production Certificate - C25450B

SGD 111	Introduction to SGD.....	3
SGD 112	SGD Design	3
SGD 158	SGD Business Management	3
SGD 159	SGD Production Management.....	3
SGD 163	SG Documentation.....	3

SGD 212	SGD Design II.....	3
Completion Requirements		18 Credit Hours

Mobile Game Development Certificate - C25450C

SGD 112	SGD Design.....	3
SGD 114	3D Modeling	3
SGD 116	Graphic Design Tools	3
SGD 168	Mobile SG Programming.....	3
SGD 268	Mobile SG Programming II.....	3
— —	Major Elective	

Major Electives

CIS 115	Intro to Prog & Logic	3
SGD 113	SGD Programming	3
Completion Requirements		18 Credit Hours

Fundamentals I for Simulation and Game Development Certificate - C25450D

SGD 111	Introduction to SGD	3
SGD 112	SGD Design	3
SGD 116	Graphic Design Tools	3
— —	Elective.....	3

Electives

(Select 3.0 hours from the following courses)

CIS 115	Intro to Prog & Logic.....	3
SGD 117	Art for Games	3
Graduation Requirements.....		12 Credit Hours

Fundamentals II for Simulation and Game Development Certificate - C25450E

SGD 114	3D Modeling	3
SGD 163	SD Documentation.....	3
SGD 212	SGD Design II.....	3
— —	Elective.....	3

Electives

(Select 3.0 hours from the following courses)

CSC 134	C++ Programming	3
CSC 151	JAVA Programming.....	3
SGD 113	SGD Programming	3
Graduation Requirements.....		12 Credit Hours

Quality Assurance for Simulation and Game Development Certificate - C25450F

SGD 134	SG Quality Assurance.....	3
SGD 174	SG Level Design.....	3
— —	Elective I.....	3
— —	Elective II.....	3

Elective I

(Select 3.0 hours from the following courses)

CSC 234	Adv C++ Programming	3
CSC 251	Adv JAVA Programming.....	3
SGD 214	3D Modeling II	3

Elective II

(Select 3.0 hours from the following courses)

SGD 171	Flash SG Programming	3
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COMPUTER TECHNOLOGIES

SGD 162 SG 3D Animation..... 3
Graduation Requirements 12 Credit Hours

Business for Simulation and Game Development Certificate - C25450G

_____ Elective I 3
 SGD 158 SGD Business Management 3
 SGD 164 SG Audio/Video 3
 _____ Elective II 3

Elective I

(Select 3.0 hours from the following courses)

SGD 285 SG Software Engineering..... 3
 SGD 165 SG Character Development..... 3

Elective II

(Select 3.0 hours from the following courses)

DBA 110 Database Concepts 3
 SGD 167 SG Ethics 3
 SGD 168 Mobile SG Programming I..... 3
 SGD 237 Rigging 3D Models 3
 SGD 244 3D Modeling III..... 3
 SGD 271 Adv Flash Programming 3
 SGD 274 SG Level Design II..... 3
 SGD 135 Serious Games..... 3
 SGD 159 SGD Production Management 3
 SGD 268 Mobile SG Programming II 3

Graduation Requirements 12 Credit Hours

Programming for Simulation and Game Development Certificate - C25450H

_____ Programming Elective 3
 _____ Advanced Programming Elective 3
 _____ SGD Programming Electives 6

Programming Elective

(Select 3.0 hours from the following courses)

CSC 134 C++ Programming 3
 CSC 151 JAVA Programming 3

Advanced Programming Elective

(Select 3.0 hours from the following courses)

CSC 234 Adv C++ Programming 3
 CSC 151 Adv JAVA Programming 3

SGD Programming Electives

(Select 6.0 hours from the following courses)

SGD 168 Mobile SGD Programming I..... 3
 SGD 171 Flash SG Programming 3
 SGD 271 Adv Flash Programming 3
 SGD 268 Mobile SG Programming II 3
 SGD 285 SG Software Engineering 3

Graduation Requirements 12 Credit Hours

WEB TECHNOLOGIES

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications,

site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Web Technologies Degree - A25290

General Education Courses

ENG 111 Expository Writing..... 3
 _____ Communication Elective 3
 _____ Math Elective 3
 _____ Humanities/Fine Arts Elective..... 3
 _____ Social/Behavioral Science Elective 3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

HUM 115 Critical Thinking 3
 HUM 230 Leadership Development..... 3

Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 151 Statistics I..... 3
 MAT 151A Statistics I Lab 1
 MAT 161 College Algebra..... 3
 MAT 161A College Algebra Lab 1
 MAT 121 Algebra/Trigonometry 3

Communication Elective

(Select 3.0 hours from the following courses)

COM 120 Intro Interpersonal Communication..... 3
 COM 231 Public Speaking 3

Social/Behavioral Science Elective

(Select 3.0 hours from the following courses)

ECO 252 Prin. of Macroeconomics 3
 PSY 150 General Psychology 3

Business Electives

(Select 3.0 hours from the following courses)

BUS 110 Introduction to Business 3
 BUS 137 Principles of Management 3
 BUS 151 People Skills 3
 CTS 115 Info Sys Business Skills..... 3

Major Courses

CIS 115 Introduction to Programming and Logic..... 3
 DBA 110 Database Concepts 3
 NET 110 Networking Concepts 3
 WEB 110 Internet/Web Fundamentals 3
 WEB 115 Web Markup and Scripting 3
 WEB 125 Mobile Web Design 3
 WEB 140 Web Development Tools 3
 WEB 182 PHP Programming 3
 WEB 187 Prog for Mobile Devices 3
 WEB 210 Web Design 3
 WEB 213 Internet Marketing & Analytics 3
 WEB 250 Database-Driven Websites..... 3
 WEB 287 Web E-Portfolio 2

Major Electives List 1

Select 3 hours from the following courses

GRD 141 Graphic Design 4
 WEB 111 Introduction to Web Graphics 3
 WEB 180 Active Server Pages 3
 WEB 211 Advanced Web Graphics..... 3
 WEB 215 Advanced Markup and Scripting 3

COMPUTER TECHNOLOGIES

Major Electives List 2

Select 3 hours from the following courses

CSC 151	Java Programming	3
WEB 120	Introduction to Internet Multimedia	3
WEB 225	Content Management Systems	3

Major Electives List 3

Select 2 hours from the following courses

COE 112	Co-Op Work Experience I	2
WEB 211	Advanced Web Graphics	3
WEB 260	E-Commerce Infrastructure	3

Major Electives List 4

Select 3 hours from the following courses

WEB 214	Social Media	3
WEB 215	Advanced Markup and Scripting	3

Graduation Requirements 70 Credit Hours

Mobile Content Development Diploma - D25290

– Day and Online

The Mobile Content Development Diploma covers the developing of mobile content, both apps (applications) and websites. Focus is on iOS and Android operating systems.

___	___	Communication Elective	3
___	___	Math Elective	3

Mathematics Elective

(Select 3.0 hours from the following courses)

MAT 121	Algebra/Trigonometry	3
MAT 151	Statistics I	3
MAT 151A	Statistics I Lab	1
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1

Communication Elective

(Select 3.0 hours from the following courses)

ENG 111	Expository Writing	3
COM 120	Intro Interpersonal Communication	3
COM 231	Public Speaking	3

Major Electives

CSC 151	JAVA Programming	3
SGD 168	Mobile SG Programming I	3
SGD 268	Mobile SG Programming II	3
WEB 110	Internet/Web Fundamentals	3
WEB 111	Introduction to Web Graphics	3
WEB 115	Web Markup and Scripting	3
WEB 125	Mobile Web Design	3
WEB 140	Web Development Tools	3
WEB 141	Mobile Interface Design	3
WEB 151	Mobile Application Dev I	3
WEB 187	Prog for Mobile Devices	3
WEB 251	Mobile Applications Dev II	3

Completion Requirements 42 Credit Hours

Android Application Certificate - C25290E

– Day and Online

This Certificate covers the development of apps for iOS devices.

CIS 115	Introduction to Programming and Logic	3
CSC 151	JAVA Programming	3
WEB 141	Mobile Interface Design	3
WEB 151	Mobile Application Dev I	3

Completion Requirements 12 Credit Hours

iOS Application Developer Certificate - C25290D

–Day and Online

This Certificate covers the development of apps for Android devices.

VCIS 115	Introduction to Programming and Logic	3
WEB 251	Mobile Applications Dev II	3
SGD 268	Mobile SG Programming II	3
WEB 141	Mobile Interface Design	3
SGD 168	Mobile SG Programming I	3
SGD 112	SG Design	3

Completion Requirements 18 Credit Hours

Web Designer Certificate - C25290C

–Day and Online

Using industry standard technologies to design and develop functioning e-commerce sites for the global marketplace.

Students will learn XHTML, PHP, JavaScript, MySQL and ASP.net.

WEB 110	Internet/Web Fundamentals	3
WEB 111	Introduction to Web Graphics	3
WEB 125	Mobile Web Design	3
WEB 140	Web Development Tools	3
WEB 210	Web Design	3
WEB 211	Advanced Web Graphics	3

Completion Requirements 18 Credit Hours

Web Developer Certificate - C25290A

– Day and Online

This certificate will prepare students to develop web sites using industry standard scripting and programming. Students will learn XHTML, PHP, JavaScript, ASP.Net and XML.

WEB 110	Internet/Web Fundamentals	3
WEB 115	Web Markup and Scripting	3
WEB 180	Active Server Programming	3
WEB 182	PHP Programming	3
WEB 215	Adv. Markup and Scripting	3
WEB 225	Content Management Systems	3

Completion Requirements 18 Credit Hours

Advanced Web Developer Certificate - C25290F

– Day and Online

This certificate teaches advanced Web Developer concepts.

DBA 110	Database Concepts	3
WEB 140	Web Development Tools	3
WEB 187	Prog for Mobile Devices	3
WEB 250	Database Driven Websites	3
WEB 260	E-Commerce Infrastructure	3

Completion Requirements 15 Credit Hours

HEALTH SCIENCES

Health Sciences Division

Health Sciences Information: 919-747-0400

Dean Dianne Hinson

Phone: 919-747-0007

Email: dbhinson@waketech.edu

Wake Technical Community College awards degrees, diplomas, and certificates in a variety of fields shown below. The highest credential given in each area is listed first, in bold type.

1. Click on the "**Program Name**" to go to the program's web page
2. Click on the "**Program of Study**" to see specific course requirements for that program

Programs may be offered during the day, evening, online, or a combination. Students should refer to [WebAdvisor](#) for the availability of classes. Click to see a list of Wake Tech's programs that can be completed fully [online](#).

Program Name	Program Code
Associate Degree Nursing – AAS Degree	A45110
Associate Degree Nursing (LPN to RN Advanced Placement Option) – AAS Degree	A45110
Computed Tomography Technology - Certificate	C45200
Dental Assisting - Diploma	D45240
Dental Hygiene – AAS Degree	A45260
Emergency Medical Science – AAS Degree	A45340
General Occupational Technology – AAS Degree	A55280
Health and Fitness Science – AAS Degree	A45630
Human Services Technology – AAS Degree	A45380
Human Services Technology/Substance Abuse – AAS Degree	A4538E
Substance Abuse - Certificate	C4538E
Magnetic Resonance Imaging - Diploma	D45800
Medical Assisting – AAS Degree	A45400
Medical Assisting - Diploma	D45400
Medical Laboratory Technology – AAS Degree	A45420
Pharmacy Technology – AAS Degree*	A45580
Pharmacy Technology – Diploma*	D45580
Phlebotomy - Certificate	C45600
Radiography – AAS Degree	A45700
Surgical Technology - Diploma	D45740
Therapeutic Massage - Diploma	D45750

*Collaborative Agreements

Pharmacy Technology AAS Degree and Pharmacy Technology Diploma agreement with Johnston Community College

HEALTH SCIENCES

ASSOCIATE DEGREE NURSING

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

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Associate Degree Nursing - A45110

-Day

General Education Courses

BIO 168	Anatomy and Physiology I.....	4
BIO 169	Anatomy and Physiology II.....	4
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research.....	3
PSY 150	General Psychology.....	3
PSY 241	Developmental Psychology.....	3
	Humanities/Fine Arts Elective	3

Major Courses

BIO 155	Nutrition.....	3
BIO 175	General Microbiology	3
NUR 111	Introduction to Health Concepts.....	8
NUR 112	Health-Illness Concepts	5
NUR 113	Family Health Concepts.....	5
NUR 114	Holistic Health Concepts.....	5
NUR 211	Health Care Concepts.....	5
NUR 212	Health System Concepts.....	5
NUR 213	Complex Health Concepts	10

Graduation Requirements 72 Credit Hours

Associate Degree Nursing - A45110 LPN to RN – Advanced Placement Option

-day

General Education Courses

BIO 168	Anatomy and Physiology I.....	4
BIO 169	Anatomy and Physiology II.....	4
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research.....	3
PSY 150	General Psychology.....	3
PSY 241	Developmental Psychology.....	3
	Humanities/Fine Arts Elective	3

Major Courses

BIO 155	Nutrition.....	3
BIO 175	General Microbiology	3
NUR 114	Holistic Health Concepts.....	5
NUR 212	Health System Concepts.....	5
NUR 213	Complex Health Concepts	10
NUR 214	Nursing Transition	4
	Licensed Practical Nurses Advanced Placement Option Credits	19

Graduation Requirements 72 Credit Hours

COMPUTED TOMOGRAPHY TECHNOLOGY

The Computed Tomography Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. **Individuals entering this curriculum must be registered or registry-eligible radiologic technologists, radiation therapists, or nuclear medicine technologists.**

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography examination. They may find employment in facilities which perform these imaging procedures.

Computed Tomography Technology Certificate - C45200

-Day

Major Courses

CAT 210	CT Physics and Equipment	3
CAT 211	CT Procedures	4
CAT 224	CT Clinical Practicum	4
CAT 226	CT Clinical Practicum	6
CAT 261	CT Exam Prep.....	1

Completion Requirements 18 Credit Hours

DENTAL ASSISTING

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

The Dental Assisting Program at Wake Technical Community College is accredited by the American Dental Association and therefore a graduate is classified as a DA II by the North Carolina State Board of Dental Examiners. The student may also be eligible to take the General Chairside Exam in order to be a Certified Dental Assistant (CDA). As a Dental Assistant II (DAII), defined by the Dental Laws of North Carolina, graduates can perform identified expanded functions including coronal polishing.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory or pre-clinical, and clinical experiences provide the students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures. The students receive their hands-on patient care clinical experience with rotations at the UNC School of Dentistry, Wake County Human Services-Dental Clinic, and private general and specialty dental practices within Wake County.

Dental Assisting Diploma- D45240

-Day

General Education Courses

BIO 106	Introduction to Anatomy/ Physiology/Microbiology	3
COM 120	Interpersonal Communication.....	3
ENG 111	Expository Writing.....	3
PSY 118	Interpersonal Psychology	3

HEALTH SCIENCES

Major Courses

DEN 100	Basic Orofacial Anatomy	2
DEN 101	Preclinical Procedures	7
DEN 102	Dental Materials	5
DEN 103	Dental Sciences	2
DEN 104	Dental Health Education	3
DEN 105	Practice Management	2
DEN 106	Clinical Practice I	5
DEN 107	Clinical Practice II	5
DEN 111	Infection/Hazard Control	2
DEN 112	Dental Radiography	3

Graduation Requirements 48 Credit Hours

DENTAL HYGIENE

The Dental Hygiene curriculum provides individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Dental Hygiene Degree- A45260

-Day

General Education Courses

ENG 111	Expository Writing	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
CHM 130	General, Organic and Biochemistry	3
COM 120	Interpersonal Communication	3
	Humanities/Fine Arts Elective	3

Major Courses

BIO 163	Basic Anatomy	5
BIO 175	General Microbiology	3
DEN 110	Orofacial Anatomy	3
DEN 111	Infection/Hazard Control	2
DEN 112	Dental Radiography	3
DEN 120	Dental Hygiene Preclinic Lecture	2
DEN 121	Dental Hygiene Preclinic Lab	2
DEN 123	Nutrition and Dental Health	2
DEN 124	Periodontology	2
DEN 125	Dental Office Emergencies	1
DEN 130	Dental Hygiene Theory I	2
DEN 131	Dental Hygiene Clinic I	3
DEN 140	Dental Hygiene Theory II	1
DEN 141	Dental Hygiene Clinic II	2
DEN 220	Dental Hygiene Theory III	2
DEN 221	Dental Hygiene Clinic III	4
DEN 222	General and Oral Pathology	2
DEN 223	Dental Pharmacology	2
DEN 224	Materials and Procedures	2
DEN 230	Dental Hygiene Theory IV	1
DEN 231	Dental Hygiene Clinic IV	4
DEN 232	Community Dental Health	3
DEN 233	Professional Development	2

Graduation Requirements 73 Credit Hours

EMERGENCY MEDICAL SCIENCE

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the

program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include emergency medical service, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Emergency Medical Science Degree - A45340

-Day

General Education Courses

BIO 163	Anatomy and Physiology	5
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
MAT 110	Mathematical Measurement	3
PSY 150	General Psychology	3
	Humanities/Fine Arts Elective	3

Major Courses

EMS 110	EMT-Basic	7
EMS 120	Intermediate Interventions	3
EMS 121	EMS Clinical Practicum I	2
EMS 125	EMS Instructor Methodology	2
EMS 235	EMS Management	2
EMS 130	Pharmacology I for EMS	2
EMS 131	Advanced Airway Management	2
EMS 140	Rescue Scene Management	2
EMS 150	Emergency Vehicles and EMS Communication	2
EMS 210	Advanced Patient Assessment	2
EMS 220	Cardiology	4
EMS 221	EMS Clinical Practicum II	3
EMS 230	Pharmacology II for EMS	2
EMS 231	EMS Clinical Practicum III	3
EMS 240	Special Needs Patients	2
EMS 241	EMS Clinical Practicum IV	3
EMS 250	Advanced Medical Emergencies	3
EMS 260	Advanced Trauma Emergencies	2
EMS 270	Life Span Emergencies	3
EMS 285	EMS Capstone	2

Graduation Requirements 73 Credit Hours

GENERAL OCCUPATIONAL TECHNOLOGY

-Day and Evening

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

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

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

Students must consult with their advisors prior to registration.

HEALTH SCIENCES

General Occupational Technology Degree - A55280

– Day, Evening

General Education Requirements (15 to 18 Credits)

ENG 111 Expository Writing..... 3

One of the following ENG courses:

ENG 112 Argument-Based Research..... 3

ENG 113 Literature-Based Research..... 3

ENG 114 Professional Research and Reporting..... 3

One of the following BIO courses:

BIO 106 Introduction to Anatomy/Physiology/Microbiology 3

BIO 161 Introductory to Human Biology..... 3

BIO 163 Basic Anatomy and Physiology..... 5

BIO 165 Anatomy and Physiology I 4

One of the following PSY courses:

PSY 110 Life Span Development 3

PSY 118 Interpersonal Psychology 3

PSY 150 General Psychology 3

One of the following Humanities/Fine Arts courses:

HUM 110 Technology and Society 3

HUM 115 Critical Thinking..... 3

PHI 240 Introduction to Ethics 3

Other Course Requirements (46 to 49 Credits)

Select from the following list. Do not select courses taken to satisfy the General Education Requirements above.

ACA 111 College Student Success..... 1

ACA 115 Success and Study Skills..... 1

ACA 118 College Study Skills..... 2

BIO 106 Introduction to Anatomy/Physiology/Microbiology 3

BIO 155 Nutrition..... 3

BIO 161 Introductory to Human Biology..... 3

BIO 163 Basic Anatomy and Physiology..... 5

BIO 165 Anatomy and Physiology I 4

BIO 166 Anatomy and Physiology II 4

BIO 175 General Microbiology..... 3

BIO 271 Pathophysiology 3

CHM 130 General, Organic, and Biochemistry 3

CHM 131 Introduction to Chemistry..... 3

CHM 151 General Chemistry..... 4

CIS 110 Introduction to Computers 3

CIS 111 Basic PC Literacy 2

COM 120 Interpersonal Communication 3

COM 231 Public Speaking..... 3

MAT 110 Mathematical Measurement..... 3

MAT 115 Mathematical Models..... 3

MAT 161 College Algebra..... 3

MAT 161A College Algebra Lab 1

OST 141 Medical Terms I – Medical Office..... 3

OST 142 Medical Terms II – Medical Office..... 3

OST 149 Medical Legal Issues 3

OST 241 Medical Office Transcription I 2

PSY 110 Life Span Development 3

PSY 118 Interpersonal Psychology 3

PSY 150 General Psychology 3

PSY 241 Developmental Psychology..... 3

PSY 281 Abnormal Psychology..... 3

SOC 210 Introduction to Sociology 3

SOC 213 Sociology of the Family..... 3

SOC 220 Social Problems 3

Graduation Requirements 64 Credit Hours

HEALTH AND 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.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

HEALTH AND FITNESS SCIENCE - A45630

General Education Courses

ACA 111 College Student Success 1

COM 120 Intro to Interpersonal Communication 3

OR

COM 231 Public Speaking..... 3

ENG 111 Expository Writing..... 3

HUM 115 Critical Thinking..... 3

PSY 150 General Psychology 3

MAT 115 Mathematical Models..... 3

OR

MAT 161 College Algebra 3

and

MAT 161A College Algebra 1

Major Courses

BIO 155 Nutrition 3

BIO 168 Anatomy and Physiology I 4

BIO 169 Anatomy and Physiology II..... 4

HEA 112 First Aid & CPR 2

PED 111 Physical Fitness I..... 1

PED 113 Aerobics I..... 1

PED 117 Weight Training I 1

PED 118 Weight Training II 1

PSF 110 Exercise Science..... 4

PSF 111 Fitness and Exer Testing..... 4

PSF 114 Phys Fit Theory & Instr..... 4

PSF 116 Pvnt & Care Exer Injuries 3

PSF 118 Fitness Facility Mgmt..... 4

PSF 120 Group Exer Instruction..... 3

PSF 210 Personal Training 3

PSF 212 Exercise Programming 3

PSF 218 Lifestyle Chng & Wellness..... 4

Other Major Hours 3-4

Graduation Requirements 68-70 Credit Hours

HUMAN SERVICES TECHNOLOGY

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies that provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

HEALTH SCIENCES

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Former graduates have successfully transferred into select 4-year colleges and universities.

Human Services Technology Degree - A45380

-Day, Evening

General Education Courses

BIO 161	Introduction to Human Biology	3
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
ENG 114	Professional Research and Report Writing	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of Family	3
	Humanities/Fine Arts Elective	3

Major Courses

COE 111	Co-op Work Experience I	1
COE 115	Work Experience Seminar I	1
GRO 120	Gerontology	3
HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 127	Conflict Resolution	3
HSE 135	Orientation Lab I	1
HSE 210	Human Services Issues	2
HSE 220	Case Management	3
HSE 225	Crisis Intervention	3
HSE 245	Stress Management	3
SAB 110	Substance Abuse Overview	3
SWK 113	Working with Diversity	3

Major Electives

Select 3 hours from the following courses

HSE 145	Child Abuse and Neglect	3
HSE 227	Child & Adolescence in Crisis	3
HSE 251	Activity Planning	3
SWK 110	Introduction to Social Work	3

Graduation Requirements 67 Credit Hours

HUMAN SERVICES TECHNOLOGY / SUBSTANCE ABUSE

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Human Services Technology / Substance Abuse Degree - A4538E

-Day, Evening

General Education Courses

BIO 161	Introduction to Human Biology	3
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
ENG 114	Professional Research and Report Writing	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of Family	3
	Humanities/Fine Arts Elective	3

Major Courses

COE 111	Co-op Work Experience I	1
COE 115	Work Experience Seminar I	1
HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 135	Orientation Lab I	1
HSE 210	Human Services Issues	2
HSE 225	Crisis Intervention	3
SAB 110	Substance Abuse Overview	3
SAB 120	Intake and Assessment	3
SAB 125	SAB Case Management	3
SAB 135	Addictive Process	3
SAB 210	Substance Abuse Counseling	3
SAB 220	Group Techniques/Therapy	3
SAB 240	SAB Issues in Client Services	3
SWK 113	Working with Diversity	3

Graduation Requirements 70 Credit Hours

Human Services Technology / Substance Abuse Certificate - C4538E

This Certificate is designed for individuals who already hold a bachelor or master's degree in a Human Services related field. The certificate **assists** students in **meeting all the SAB educational requirements** for Certification and/or Licensure for the North Carolina Substance Abuse Professional Practice Board (NCSAPPB).

Students who do not have an Associate's degree, Bachelor or Master's degree in a Human Service related field are not likely to obtain employment as a Substance Abuse Counselor with only the Substance Abuse Certificate.

-Day, Evening

Major Courses

HSE 112	Group Processes I	2
SAB 120	Intake and Assessment	3
SAB 135	Addictive Process	3
SAB 210	Substance Abuse Counseling	3
SAB 240	Substance Abuse Issues	3

Completion Requirements 14 Credit Hours

MEDICAL ASSISTING

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electro-cardiography, supervised medication administration; and ethical/legal issues associated with patient care.

HEALTH SCIENCES

The Medical Assisting Education Review Board (MAERB), an autonomous unit within the Endowment, evaluates medical assisting programs according to Standards adopted by the American Association of Medical Assistants (AAMA), the American Medical Association (AMA), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The MAERB then recommends programs to CAAHEP for accreditation.

Graduates of CAAHEP accredited medical assisting diploma program may be eligible to sit for the American Association of Medical Assistants' Certification Examination, the CMA (AAMA) exam, to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and outpatient clinics.

Medical Assisting Diploma - D45400

-Day

General Education Courses

ENG 111	Expository Writing	3
CIS 111	Basic PC Literacy	2
MAT 110	Mathematical Measurement	3

Major Courses

BIO 161	Intro to Human Biology	3
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
MED 131	Administrative Office Procedures II	2
MED 138	Infection/Hazard Control	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 183	Electronic Med Records I	5
MED 260	MED Clinical Practicum	5
MED 264	Medical Assisting Overview	2

Graduation Requirements48 Credit Hours

Medical Assisting Degree - A45400

Students who have successfully completed the one-year Medical Assisting diploma can choose to continue their education by completing the Medical Assisting degree. The Medical Assisting associate degree completion program is designed for Medical Assistants who desire an associate degree for career advancement or transfer purposes.

-Day

Additional Courses Required for the Medical Assisting Degree – A45400

Additional Major Courses

MED 232	Medical Insurance Coding	2
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
MED 274	Diet Therapy/Nutrition	3

Additional General Education Courses

SPA 120	Spanish for the Workplace	3
	Humanities/Fine Art elective	3

Choose one:

ENG 112	Argument-Based Research	3
ENG 113	Literature Based Research	3
ENG 114	Professional Research and Reporting	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3

Choose one:

PSY 150	General Psychology	3
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SOC 210 Introduction to Sociology 3

Graduation Requirements 71 Credit Hours

MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Medical Laboratory Technology Degree - A45420

-Day

General Education Courses

ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
MAT 115	Mathematical Models	3
PSY 150	General Psychology	3
	Humanities/Fine Arts Elective	3

Major Courses

BIO 163	Basic Anatomy and Physiology	5
CIS 111	Basic PC Literacy	2
MLT 110	Introduction to MLT	3
MLT 111	Urinalysis and Body Fluids	2
MLT 115	Laboratory Calculations	2
MLT 118	Medical Lab Chemistry	3
MLT 120	Hematology/Hemostasis I	4
MLT 125	Immunohematology I	5
MLT 130	Clinical Chemistry I	4
MLT 140	Introduction to Microbiology	3
MLT 217	Professional Issues	1
MLT 220	Hematology/Hemostasis II	3
MLT 230	Clinical Chemistry II	3
MLT 240	Special Clinical Microbiology	3
MLT 254	MLT Practicum I	4
MLT 266	MLT Practicum II	6
MLT 276	MLT Practicum III	6
MLT 280	Special Practice Lab	1

Graduation Requirements 75 Credit Hours

MAGNETIC RESONANCE IMAGING TECHNOLOGY

The Magnetic Resonance Imaging (MRI) curriculum prepares students to become MRI technologists and skilled health care professionals who are educated to use magnetic energy fields to produce images of the human body. Individuals entering this program must be registered or registry-eligible radiologic technologists by the American Registry of Radiologic Technologists.

Course work includes imaging fundamentals, MRI physics, procedures, anatomy, pathology, patient care, imaging ethics and law, in a medical environment. Students should be able to demonstrate all functional areas related to the magnetic resonance imaging fields.

HEALTH SCIENCES

Graduates may be eligible to take the American Registry of Radiologic Technologists (ARRT) national examination for certification as MRI technologists.

Graduates may be employed in hospitals, outpatient clinics, physicians' offices, government agencies, and research. It is essential that the MRI technologist understands ethical standards and the legal framework for MRI. In addition, the MRI technologist must be committed to professional development and the care of others.

Magnetic Resonance Imaging Technology Diploma - D45800

-Day

General Education Courses

ENG 111	Expository Writing	3
	Humanities/Fine Arts Elective	3

Major Courses

IMG 130	Imaging Ethics and Law.....	3
MRI 213	MR Patient Care and Safety.....	2
MRI 214	MRI Procedures I.....	2
MRI 215	MRI Procedures II.....	2
MRI 216	MRI Instrumentation.....	2
MRI 217	MRI Physics I.....	2
MRI 218	MRI Physics II.....	2
MRI 241	MRI Anatomy and Path I.....	2
MRI 242	MRI Anatomy and Path II.....	2
MRI 250	MRI Clinical Ed I.....	4
MRI 260	MRI Clinical Ed II.....	7
MRI 270	MRI Clinical Ed III.....	8
MRI 271	MRI Capstone	1
Completion Requirements		45 Credit Hours

THERAPEUTIC MASSAGE

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam, and apply for Licensure in North Carolina.

Therapeutic Massage Diploma - D45750

-Day

General Education Courses

ENG 111	Expository Writing	3
PSY 118	Interpersonal Psychology.....	3
Or		
PSY 150	General Psychology.....	3

Major Courses

ACA 111	College Student Success	1
BIO 155	Nutrition	3
BIO 163	Basic Anatomy and Physiology	5
MTH 110	Fundamentals of Massage.....	10
MTH 120	Therapeutic Massage Applications.....	10
MTH 121	Clinical Supplement I	1
MTH 125	Ethics of Massage.....	2

MTH 130	Therapeutic Massage Mgmt.....	2
Graduation Requirements		40 Credit Hours

PHARMACY TECHNOLOGY

The Pharmacy Technology Program prepares individuals to become pharmacy technicians. These allied health professionals assist and support licensed pharmacists in providing medications and other health care products to patients. Pharmacy technicians maintain patient's records; fill prescriptions; maintain inventories; set up, package, and label medication doses; prepare solutions and intravenous additives; and perform clerical duties, including insurance forms and forms required by third-party payers. Students will obtain a broad knowledge of the actions and uses of drugs, pharmacology, pharmaceutical calculations, anatomy and physiology, drug delivery systems, pharmacy administration, medical terminology and abbreviations through the course work. Through the simulated pharmacy technology laboratory activities and the clinical experiences, students will increase their management, organizational, interpersonal, customer relations, computer and communication skills as well as their skills in performing pharmacy-related functions. The clinical practice will take place in medical centers and retail pharmacies. The Pharmacy Technology Program has been designed to meet the accreditation standards of the American Society of Health-System Pharmacists.

Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates will qualify to take the National Certification Examination developed by the Pharmacy Technician Certification Board.

The Pharmacy Technology program is a collaborative program offered by Johnston Community College and Wake Technical Community College.

Pharmacy Technology Degree - A45580

General Education Courses

BIO 163	Basic Anatomy and Physiology	5
CIS 110	Introduction to Computers.....	3
ENG 111	Expository Writing.....	3
ENG 112	Argument Based Research	3
PSY 150	General Psychology.....	3
---	--- Humanities Elective	3

Major Courses

PHM 110	Introduction to Pharmacy	3
PHM 111	Pharmacy Practice I.....	4
PHM 115	Pharmacy Calculations	3
PHM 115A	Pharmacy Calculations Lab.....	1
PHM 118	Sterile Products	4
PHM 120	Pharmacology I.....	3
PHM 125	Pharmacology II.....	3
PHM 132	Pharmacy Clinical.....	2
PHM 133	Pharmacy Clinical.....	3
PHM 134	Pharmacy Clinical.....	4
PHM 135	Pharmacy Clinical.....	5
PHM 140	Trends in Pharmacy.....	2
PHM 150	Hospital Pharmacy.....	4
PHM 155	Community Pharmacy.....	3
PHM 160	Pharm Dosage Forms.....	3
PHM 165	Pharmacy Prof Practice	2

Graduation Requirements.....		69 Credit Hours
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HEALTH SCIENCES

Pharmacy Technology Diploma - D45580

General Education Courses

ENG 111	Expository Writing	3
BIO 163	Basic Anatomy and Physiology	5

Major Courses

PHM 110	Introduction to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 115A	Pharmacy Calculations Lab	1
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 132	Pharmacy Clinical	2
PHM 134	Pharmacy Clinical	4
PHM 140	Trends in Pharmacy	2
PHM 155	Community Pharmacy	3
PHM 165	Pharmacy Prof Practice	2

Graduation Requirements 42 Credit Hours

PHLEBOTOMY

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data. Graduates may be eligible to take the examination given by Board of Certification of the American Society for Clinical Pathology.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

The Phlebotomy program is a one semester program offered each Fall and Spring semester.

PHLEBOTOMY - C45600

-Day Only

Major Courses

PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3

Choose one of the following:

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3

Completion Requirements 12 Credit Hours

RADIOGRAPHY

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. The radiographer must be committed to professional development and the care of others.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Radiography Degree - A45700

-Day

General Education Courses

BIO 163	Basic Anatomy and Physiology	5
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
HUM 115	Critical Thinking	3
PSY 150	General Psychology	3
MAT 115	Mathematical Models	3

or

MAT 140	Survey of Mathematics	3
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and

MAT 140A	Survey of Mathematics Lab	1
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Major Courses

RAD 110	Radiography Introduction and Patient Care	3
RAD 111	Radiographic Procedures I	4
RAD 112	Radiographic Procedures II	4
RAD 121	Radiographic Imaging I	3
RAD 122	Radiographic Imaging II	2
RAD 131	Radiographic Physics I	2
RAD 151	Radiographic Clinical Education I	2
RAD 161	Radiographic Clinical Education II	5
RAD 171	Radiographic Clinical Education III	4
RAD 211	Radiographic Procedures III	3
RAD 231	Radiographic Physics II	2
RAD 241	Radiobiology/Protection	2
RAD 245	Image Analysis	2
RAD 251	Radiographic Clinical Education IV	7
RAD 261	Radiographic Clinical Education V	7
RAD 271	Radiography Capstone	1

Graduation Requirements:

.....	73 Credit Hours (if taking MAT 115)
.....	74 Credit Hours (if taking MAT 140 and MAT 140A)

SURGICAL TECHNOLOGY

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/ emergency departments, inpatient/ outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Surgical Technology Diploma- D45740

-Day

General Education Courses

ENG 111	Expository Writing	3
BIO 163	Basic Anatomy and Physiology	5

Major Courses

SUR 110	Introduction to Surgical Technology	3
SUR 111	Preoperative Patient Care	7
SUR 122	Surgical Procedures I	6
SUR 123	Clinical Practice I	7
SUR 134	Surgical Procedures II	5
SUR 135	Clinical Practice II	4
SUR 137	Professional Success Preparation	1

Graduation Requirements 41 Credit Hours

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate of Arts (AA) Degree or Diploma**. Part-time students should seek advising to determine the best course sequence to meet their educational goals. (Placed out of all developmental courses)

Note: To earn the AA degree, all students are required to complete:

- 2 semesters of English Composition;
- 2 semesters of Mathematics;
- 2 semesters of Natural Sciences ;
- 4 semesters of Humanities/Fine Arts, to include one semester of Literature & one semester of Communications ;
- 4 semesters of Behavioral/Social Sciences, to include one semester of History; and
- 20 electives

Click to view a list of [General Education Core courses](#) and a list of [Transferrable](#) course.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG 112 or ENG 113	3
MATH	4	MATH	4
NATURAL SCIENCE	4	NATURAL SCIENCE	4
HISTORY Students must choose four courses in Behavioral/Social Sciences. One must be a HISTORY; the four courses must be from three different disciplines	3	BEHAVIORAL/SOC.SCIENCE	3
HUM/FINE ARTS Students must choose four courses in Humanities/Fine Arts. One must be COM 110 or COM 231; one must be Literature; the four courses must be from three different disciplines Students who wish to take Foreign Language should begin the sequence in the first or second semester.	3	HUM/FINE ARTS	3
Total Number of Credit Hours	17	Total Number of Credit Hours	17

- Students may elect to take ACA 122 in any semester.
- Students may also elect to take courses during the summer, pending availability.

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
LITERATURE (Fulfills one HUM/FINE ARTS requirement)	3	Select from list of transfer courses	3 (or 4)
BEHAVIORAL/SOC.SCIENCE	3	Select from list of transfer courses	3 (or 4)
BEHAVIORAL/SOC.SCIENCE	3	Select from list of transfer courses	3 (or 4)
HUM/FINE ARTS	3	Select from list of transfer courses	3 (or 4)
APPLY FOR DIPLOMA IN ARTS Minimum 44 credits		Select from list of transfer courses	3 (or 4)
Select from list of transfer courses	3 (or 4)		
Total Number of Credit Hours	15	Total Number of Credit Hours	15
		APPLY FOR ASSOCIATE IN ARTS DEGREE	64

THIS SHEET IS FOR ADVISING PURPOSES ONLY. Students should work with their Advisor to determine course selections that will result in the greatest transferrable credit, for the intended program, upon transfer to the four-year school.

Note 4-semester outline based upon no pre-requisites classes required.

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate of Fine Arts (AFA) Degree – Art pre-major**. Part-time students should seek advising to determine the best course sequence to meet their educational goals. (Placed out of all developmental courses)

Note: To earn the **AFA** degree, all students are required to complete:

- 2 semesters of English Composition;
- 1 semester of Mathematics;
- 1 semester of Natural Sciences;
- 2 semesters of Humanities/Fine Arts, to include one semester of Literature & one semester of Communication;
- 3 semesters of Behavioral/Social Sciences, to include one semester of History;
- 15 credits of major core ART courses; and
- 21 credits of ART electives

Click to view a list of [General Education Core courses](#) for the AFA degree and a list of [Transferrable courses](#) for the AFA degree.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG-112 or ENG-113	3
ART-114	3	ART-115	3
ART-121	3	ART-122	3
ART-131	3	MATHEMATICS	3
HISTORY Students must choose 3 courses in Behavioral/Social Sciences. One must be a HISTORY; the 3 courses must be from 3 different disciplines	3	Social/Behavioral Science	3
		COM 110 or COM 231 (Fulfills one HUM/FINE ARTS requirement)	3
Total Number of Credit Hours	15	Total Number of Credit Hours	18

- Students may also elect to take courses during the summer, pending availability.

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
LITERATURE (Fulfills one HUM/FINE ARTS requirement)	3	ART (degree elective)	3
Social/Behavioral Science	3	ART (degree elective)	3
ART (degree elective)	3	ART (degree elective)	3
ART (degree elective)	3	ART (degree elective)	3
ART (degree elective)	3	NATURAL SCIENCE	4
Total Number of Credit Hours	15	Total Number of Credit Hours	16
		APPLY FOR ASSOCIATE IN FINE ARTS DEGREE	64

THIS SHEET IS FOR ADVISING PURPOSES ONLY. Students should work with their Advisor to determine course selections that will result in the greatest transferrable credit, for the intended program, upon transfer to the four-year school.

Note 4-semester outline based upon no pre-requisite classes required.

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate of Fine Arts (AFA) Degree – Music and Music Education pre-major**. Part-time students should seek advising to determine the best course sequence to meet their educational goals. (Placed out of all developmental courses)

Note: To earn the **AFA** degree, all students are required to complete:

- 2 semesters of English Composition;
- 1 semester of Mathematics;
- 1 semester of Natural Sciences;
- 2 semesters of Humanities/Fine Arts, to include one semester of Literature & one semester of Communication;
- 3 semesters of Behavioral/Social Sciences, to include one semester of History;
- 4 semesters of Music Theory courses;
- 4 semesters of Applied Music courses;
- 4 semesters of Ensemble;
- 3 credits of Music Business
- 2 credits of Class Piano; and
- 3 elective Music credits

Click to view a list of [General Education Core courses](#) for the AFA degree and a list of [Transferrable courses](#) for the AFA degree.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG-112 or ENG-113	3
*MUS-121	4	MUS-122	4
**MUS-161	2	MUS-162	2
MUS-131, 133, or 141	1	MUS-152P	1
MUS-151P	1	MUS-132, 134, or 142	1
		MUS elective	3
MATHEMATICS	3	Social/Behavioral Science	3
Total Number of Credit Hours	14	Total Number of Credit Hours	17

- Students may also elect to take courses during the summer, pending availability.

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
LITERATURE (Fulfills one HUM/FINE ARTS requirement)	3	MUS-222	4
HISTORY Students must choose 3 courses in Behavioral/Social Sciences. One must be a HISTORY; the 3 courses must be from 3 different disciplines	3	MUS-262	2
		MUS-232, 234, or 242	1
NATURAL SCIENCE	4	MUS 170	3
MUS-221	4	COM 110 or COM 231 (Fulfills one HUM/FINE ARTS requirement)	3
MUS-261	2	Social/Behavioral Science	3
MUS-231, 233, or 241	1		
Total Number of Credit Hours	17	Total Number of Credit Hours	16
		APPLY FOR ASSOCIATE IN FINE ARTS DEGREE	64

THIS SHEET IS FOR ADVISING PURPOSES ONLY. Students should work with their Advisor to determine course selections that will result in the greatest transferrable credit, for the intended program, upon transfer to the four-year school.

Note: 4-semester outline based upon no pre-requisite classes required.

*MUS-111 prerequisite or placement

** Audition and interview required for all applied lessons (see website and Program Coordinator for details)

Last Updated 10/10/13

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate of Sciences (AS) Degree or Diploma**. Part-time students should seek advising to determine the best course sequence to meet their educational goals. (Placed out of all developmental courses)

Note: To earn the AS degree, all students are required to complete:

- 2 semesters of English Composition;
- 2 semesters of Mathematics;
- 2 semesters of Natural Sciences as a one year sequence in one discipline area;
- 3 semesters of Humanities/Fine Arts, to include one semester of Literature & one semester of Communications;
- 3 semesters of Behavioral/Social Sciences, to include one semester of History;
- 2 additional semesters of Mathematics or Natural Sciences; and
- 20 electives to include at least 14 credits of Mathematics, Natural Sciences, or Computer Sciences.

Click to view a list of [General Education Core](#) courses and a list of [Transferrable](#) course.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG 112 or ENG 113 or 114	3
MATH	4	MATH	4
BEHAVIORAL/SOC.SCIENCE	3	NATURAL SCIENCE	4
HISTORY Students must choose three courses in Behavioral/Social Sciences. One must be a HISTORY; the three courses must be from three different disciplines	3	BEHAVIORAL/SOC.SCIENCE	3
HUM/FINE ARTS Students must choose three courses in Humanities/Fine Arts. One must be Literature; the three courses must be from three different disciplines. Students who wish to take Foreign Language should begin the sequence in the first or second semester.	3	HUM/FINE ARTS	3
Total Number of Credit Hours	16	Total Number of Credit Hours	17

Students may elect to take ACA 122 in any semester.

Students may also elect to take courses during the summer, pending availability.

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
LITERATURE (Fulfills one HUM/FINE ARTS requirement)	3	Select from Mathematics/ Natural Sciences Computer Sciences	3 (or 4)
NATURAL SCIENCE	4	Select from Mathematics/ Natural Sciences Computer Sciences	3 (or 4)
Select from Mathematics/ Natural Sciences General Education Core	4	Select from list of transferrable courses	3 (or 4)
Select from Mathematics/ Natural Sciences General Education Core	4	Select from list of transferrable courses	3 (or 4)
APPLY FOR DIPLOMA IN SCIENCES...Minimum 44 credits		Select from list of transferrable courses	3 (or 4)
Select from Mathematics/ Natural Sciences Computer Sciences	3 (or 4)		
Total Number of Credit Hours	18 (or 19)	Total Number of Credit Hours	15
		APPLY FOR ASSOCIATE IN SCIENCE DEGREE	64

THIS SHEET IS FOR ADVISING PURPOSES ONLY. Students should work with their Advisor to determine course selections that will result in the greatest transferrable credit, for the intended program, upon transfer to the four-year school.

Note 4-semester outline based upon no pre-requisites classes required.

COLLEGE/UNIVERSITY TRANSFER

COLLEGE/ UNIVERSITY TRANSFER

ASSOCIATE IN SCIENCE PRE-MAJOR: ENGINEERING (A.S.)

Dean Cheryl Keeton

Phone: 866-5611

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Associate In Science (A.S.) Degree Pre-Major: Engineering - A1040d

OFFICIAL CURRICULUM SCHEDULE

COURSE REQUIREMENTS CREDIT HOURS

Composition 6

ENG 111
ENG 112 or ENG 113 or ENG 114

Humanities/Fine Arts 9

Select 3 courses from 3 discipline areas.
One literature course is required; select from the following:
ENG 131, 231, 232, 241, 242, 261, 262.

Select 2 additional courses from 2 of the following discipline areas:

ART 111, 114, 115, 116, 117
COM 110, 120, 231
DRA 111, 112, 115, 122, 126
FRE (111 and 181)
HUM 110, 115, 130, 160, 211, 212, 220
MUS 110, 112, 113, 114, 213
PHI 210, 215, 220, 221, 240
REL 110, 111, 112, 211, 212
SPA (111 and 181)

Social/Behavioral Sciences 9

Select 3 courses from 3 discipline areas.
One history course is required; select from the following:
HIS 111, 112, 121, 122, 131, 132.

Select 2 additional courses from two of the following discipline areas:

ANT 210
ECO 251, 252 (One ECO course is recommended.)
GEO 111, 112
POL 110, 120, 210
PSY 150
SOC 210, 213, 220, 225

Natural Sciences 12

The following courses are required:
CHM 151
PHY 251
PHY 252

Mathematics 8

The following courses are required:
MAT 271 and MAT 272

Other Required Hours20-21

MAT 273 and MAT 285

One of the following courses is required: CSC 134 or CSC 136 or CSC 151

Students must select one of the following courses:
CHM 152 or DFT 170 or EGR 220

Note: If CHM 152 is not selected, then a minimum of 4 additional credit hours in Mathematics, Natural Sciences, or Computer Sciences is also required.

An additional 7 hours of approved college transfer courses are required. Choose from the following:

ACA 115/
ACC 120, 121
ANT 210, 220, 221, 230, 230A, 240
ART 111, 113, 114, 115, 116, 117, 121, 122, 130, 131, 132, 140, 240, 244, 281
AST 111, 111A, 151, 151A, 152, 152
BIO 111,112, 120, 130, 140, 140A, 168, 169, 275
BUS 110, 115, 137
CHM 152, 251, 252, 261
CIS 110, 115/
CJC 111
COE 111
COM 110, 111, 120, 130, 231, 232, 233, 251
CSC 120, 130,134, 136, 139, 151, 239
DFT 170
DRA 111, 112, 115, 120, 122, 124, 126, 128, 130, 131, 140, 141
ECO 251, 252
EDU 216
EGR 150, 210, 211, 212, 213, 220, 225, 228, 230
ENG 111A, 125, 126, 131, 231, 232, 234, 241, 242, 253, 261, 262, 271, 272, 273, 274, 275
FRE (111 and 181), (112 and 182), (211 and 281), (212 and 282)
GEL 113, 120, 230
GEO 111, 112
HEA 110, 112
HIS 111, 112, 117, 121, 131, 132, 161, 162, 167, 216, 221, 222, 223, 226, 236, 251, 252
HUM 110, 115, 130, 160, 161, 170, 211, 212, 220, 230
JOU 110
MAT (151 and 151A) or (155 and 155A),167, 280
MUS 110, 111, 112, 131, 132
PED 110, 121, 128, 130, 138, 139, 143, 175, 176, 177
PHI 210, 215, 220, 221,230, 240
POL 110, 120, 130, 210
PSY 150, 237, 239, 241, 246, 259, 263, 281
REL 110, 111, 112, 211, 212
SOC 210, 213, 220, 225, 242, 252
SPA (111 and 181), (112 and 182), (211 and 281), (212 and 282)

Graduation Requirements..... 64-65 Credit Hours

GENERAL EDUCATION

GENERAL EDUCATION

Dean Laura Kalbaugh
 Phone: 919-866-5304
 Email: lmkalbaugh@waketech.edu

Associate In General Education (A.G.E.) - A10300

OFFICIAL CURRICULUM SCHEDULE

COURSE REQUIREMENTS	CREDIT HOURS
English/Communications	6
ENG 111 Expository Writing	3
ENG 114 Professional Research and Reporting.....	3
Humanities/Fine Arts	3
Select from courses in art, foreign language, humanities, literature, music, philosophy, and religion.	
Social/Behavioral Sciences	3
Select from courses in economics, history, political science, psychology, and sociology.	
Natural Sciences/Mathematics	3
Select from courses in biology, chemistry, geology, physics, and mathematics.	
Computer Science	2
CIS 111 Basic PC Literacy (1 2 2)	
Electives	47
Select from associate degree level courses in English/communications, humanities/fine arts, social/ behavioral sciences, and natural sciences/ mathematics, or any specialty courses as selected by the student and approved by the student's advisor.	
Graduation Requirements	64 Credit Hours

Associate In General Education

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics.

Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Courses must be at the 110-199 or 210-299 level. Within the degree program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Vocational and Technical Instructors' Option

This option is designed for teachers of vocational and technical programs in technical colleges, trade schools, high schools, and similar institutions, as well as for practitioners of specific vocations. In addition to completing the core requirements for the Associate in General Education degree, the student may receive credit for previous training, experience, and formal study in the student's area of specialization. A maximum of sixteen hours of elective credit may be granted as follows:

- I. Sixteen semester hours of credit for full-time trade school instruction (twelve months/1440 hours) in one special skilled area. Certified by transcript, diploma, or letter from trade school. Maximum sixteen semester hours of credit.
- II. One semester hour of credit per ninety hours of full-time trade school instruction for programs of less than one-year duration. Certified by transcript, diploma, or letter from trade school. Maximum sixteen semester hours of credit.
- III. One semester hour of credit per sixty hours of special short course instruction by a company-sponsored school. Certified by diploma, certificate, or letter from company school. Maximum three semester hours of credit.
- IV. Three semester hours of credit for a full year of employment (outside of Wake Technical Community College) in a situation where teaching was the primary employment. Maximum three semester hours of credit.
- V. Five semester hours of credit for each full year of employment at Wake Technical Community College with teaching the specialty courses as the primary responsibility. Maximum fifteen semester hours of credit.
- VI. One semester hour of credit for each full year of employment in the specialty occupation qualified to teach. Maximum five semester hours of credit.

Credits earned in industrial and/or vocational programs offered by regionally-accredited, collegiate-level institutions are acceptable in meeting requirements in the area of specialization.

The student will be required to provide sufficient documentation to substantiate the suitability of previous training, experience, and formal study for credit.

COURSE DESCRIPTIONS

All courses are identified by the following example:

Course Prefix-Course Number	Course Title	Class Hours	Lab Hours	Clinical Hours	Credit Hours
AST-152	General Astronomy II	3	0	0	3

Prerequisites: AST-151 ← courses that must be taken **before** this course

Corequisites: AST-152A ← courses that must be taken **along with** this course

Course Description

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

ACADEMIC RELATED (ACA Prefix)

ACA-090	Study Skills	3	0	0	3
Prerequisites:					
Corequisites:					
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.					
ACA-111	College Student Success	1	0	0	1
Prerequisites:					
Corequisites:					
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.					
ACA-115	Success & Study Skills	0	2	0	1
Prerequisites:					
Corequisites:					
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.					
ACA-118	College Study Skills	1	2	0	2
Prerequisites:					
Corequisites:					
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.					

COURSE DESCRIPTIONS

ACA-120 Career Assessment 1 0 0 1

Prerequisites:

Corequisites:

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

ACA-122 College Transfer Success 1 0 0 1

Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. null null

ACA-220 Professional Transition 1 0 0 1

Prerequisites:

Corequisites:

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACCOUNTING (ACC Prefix)

ACC-120 Principles of Financial Accounting 3 2 0 4

Prerequisites:

Corequisites:

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ACC-121 Principles of Managerial Accounting 3 2 0 4

Prerequisites: Take ACC-120(S10290);

Corequisites:

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

ACC-122 Principles of Financial Accounting II 3 0 0 3

Prerequisites: Take 1 group; # Take ACC-120(S20278) CIS-110(S21058); # Take ACC-120(S20278) CIS-111(S21059); Take ACC-120(S20278);

Corequisites:

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-129 Individual Income Taxes 2 2 0 3

Prerequisites: Take CIS-110(S21058) or CIS-111(S21059);

Corequisites:

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research

COURSE DESCRIPTIONS

and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC-130 Business Income Taxes 2 2 0 3

Prerequisites: Take ACC-129(S20283);

Corequisites:

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-131 Federal Income Taxes 2 2 0 3

Prerequisites:

Extra:

Corequisites:

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC-132 NC Business Taxes 2 0 0 2

Prerequisites:

Corequisites:

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.

ACC-140 Payroll Accounting 1 2 0 2

Prerequisites: Take 1 group; #Take ACC-115(S12924) CIS-110(S21058); # Take ACC-115(S12924) CIS-111(S21059); # Take ACC-120(S10290) CIS-110(S21058); # Take ACC-120(S10290) CIS-111(S21059); Take ACC-115(S12924) or ACC-120(S10290);

Corequisites:

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC-149 Intro to Acc Spreadsheets 1 2 0 2

Prerequisites: Take 1 group; # Take ACC-115(S12924) CIS-110(S21058); # Take ACC-115(S12924) CIS-111(S21059); # Take ACC-120(S10290) CIS-110(S21058); # Take ACC-120(S10290) CIS-111(S21059); Take ACC-115(S12924) or ACC-120(S10290);

Corequisites:

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC-150 Accounting Software Applications 1 2 0 2

Prerequisites: Take 1 group; # Take ACC-115(S12924) CIS-110(S21058); # Take ACC-115(S12924) CIS-111(S21059); # Take ACC-120(S10290) CIS-110(S21058); # Take ACC-120(S10290) CIS-111(S21059); Take ACC-115(S12924) or ACC-120(S10290);

Corequisites:

This course introduces microcomputer applications related to accounting systems. Topics include general ledger,

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components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC-221 Intermediate Accounting II 3 2 0 4

Prerequisites: Take ACC-220(S10646);

Corequisites:

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC-225 Cost Accounting 3 0 0 3

Prerequisites: Take ACC-121(S10328);

Corequisites:

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC-226 Advanced Managerial Accounting 3 0 0 3

Prerequisites: Take ACC-121(S10328);

Corequisites:

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

ACC-227 Practices in Accounting 3 0 0 3

Prerequisites: Take ACC-220(S10646);

Corequisites:

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

ACC-240 Gov & Not-For-Profit Acct 3 0 0 3

Prerequisites: Take ACC-121(S10328);

Corequisites:

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC-250 Advanced Accounting 3 0 0 3

Prerequisites: Take ACC-220(S10646);

Corequisites:

This course is designed to analyze the special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

ACC-268 Information Systems & Internal Controls 3 0 0 3

Prerequisites: Take ACC-121(S20282);

Corequisites:

This course covers the design and operation of accounting information systems, with emphasis placed upon transaction cycles and the necessary controls for reliable data. Topics include accounting procedures; authorizing, documentation,

COURSE DESCRIPTIONS

AHR-115	Refrigeration Systems	1	3	0	2
Prerequisites: Take AHR-110(S14098);					
Corequisites:					
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.					
AHR-130	HVAC Controls	2	2	0	3
Prerequisites: Take AHR-111(S14148) or ELC-111;					
Corequisites:					
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.					
AHR-133	HVAC Servicing	2	6	0	4
Prerequisites:					
Corequisites:					
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.					
AHR-151	HVAC Duct Systems I	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.					
AHR-160	Refrigerant Certification	1	0	0	1
Prerequisites:					
Corequisites:					
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.					
AHR-180	HVACR Customer Relations	1	0	0	1
Prerequisites:					
Corequisites:					
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.					
AHR-210	Residential Building Code	1	2	0	2
Prerequisites:					
Corequisites:					
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.					
AHR-211	Residential System Design	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics					

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include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR-211 Residential System Design 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR-212 Advanced Comfort Systems 2 6 0 4

Prerequisites: Take AHR-114(S14084);

Corequisites:

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR-213 HVACR Building Code 1 2 0 2

Prerequisites:

Corequisites:

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR-215 Commercial HVAC Controls 1 3 0 2

Prerequisites: Take AHR-111(S14148) ELC-111 or ELC-112(S21587);

Corequisites:

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR-225 Commercial System Design 2 3 0 3

Prerequisites: Take AHR-211(S10410);

Corequisites:

This course covers the principles of designing heating and cooling systems for commercial buildings. Emphasis is placed on commercial heat loss/gain calculations, applied psychrometrics, air-flow calculations, air distribution system design, and equipment selection. Upon completion, students should be able to calculate heat loss/gain, design and size air and water distribution systems, and select equipment.

AHR-240 Hydronic Heating 1 3 0 2

Prerequisites: Take AHR-112(S14102);

Corequisites:

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

AHR-245 Chiller Systems 1 3 0 2

Prerequisites: Take AHR-110(S14098);

Corequisites:

This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility.

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Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

AHR-250 HVAC System Diagnostics 0 4 0 2

Prerequisites:

Corequisites: AHR-212

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

AHR-263 Energy Management 1 3 0 2

Prerequisites: Take AHR-125(S13194) or AHR-215(S10409);

Corequisites:

This course covers building automation computer programming as currently used in energy management. Topics include night setback, duty cycling, synchronization, schedule optimization, and anticipatory temperature control. Upon completion, students should be able to write programs utilizing the above topics and connect computer systems to HVAC systems.

ANTHROPOLOGY (ANT Prefix)

ANT-210 General Anthropology 3 0 0 3

Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT-220 Cultural Anthropology 3 0 0 3

Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT-221 Comparative Cultures 3 0 0 3

Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT-230 Physical Anthropology 3 0 0 3

Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

COURSE DESCRIPTIONS

ARC-114A	Architectural CAD Lab	0	3	0	1
Prerequisites:					
Corequisites: ARC-114					
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.					
ARC-131	Building Codes	2	2	0	3
Prerequisites: Take ARC-112(S11752) or CAR-111(S16248);					
Corequisites:					
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.					
ARC-132	Specifications & Contracts	2	0	0	2
Prerequisites: Take ARC-112(S11752);					
Corequisites:					
This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.					
ARC-141	Elementary Structures for Architecture	4	0	0	4
Prerequisites: Take 1 group; #Take ARC-111 MAT-121(S20804); # Take ARC-111 MAT-171(S20807); #Take ARC-111 MAT-175;					
Corequisites: SLP-212 SLP-212 SLP-230 SLP-230					
This course covers concepts of elementary structures in architecture. Topics include structural form, statics, strength of materials, structural behavior, and the relationship between structures and architectural form. Upon completion, students should be able to size simple structural elements.					
ARC-160	Residential Design	1	6	0	3
Prerequisites: Take ARC-111;					
Corequisites: ARC-112					
This course introduces the methodology of basic residential design. Topics include residential site design, space organization and layout, residential styles, and the development of schematic design. Upon completion, students should be able to design a residence.					
ARC-193	Selected Topics in Architecture Tech	1	4	0	3
Prerequisites: Take ARC-221;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
ARC-193A	Selected Topics in Advanced Revit	1	4	0	3
Prerequisites: Take ARC-221;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
ARC-211	Light Construction Technology	1	6	0	3
Prerequisites: Take ARC-113 ARC-114(S10248) ARC-212(S10754); Take ARC-111;					
Corequisites: ARC-112					
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details;					

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ARC-235	Architectural Portfolio	2	3	0	3
Prerequisites: Take LAR-223(S22168) or ARC-213(S10726);					
Corequisites:					
This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.					
ARC-240	Site Planning	2	2	0	3
Prerequisites: Take 1 group; # Take ARC-111 MAT-121(S20804); # Take LAR-111(S10088) MAT-121(S20804); Take ARC-111 or LAR-111(S10088);					
Corequisites:					
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.					
ARC-241	Contract Administration	1	2	0	2
Prerequisites: Take ARC-111 ARC-112(S11752) LAR-111(S10088) or LAR-112(S10042);					
Corequisites:					
This course covers the techniques for reviewing the progress of construction projects. Topics include site observations, field reports, applications for payment, change orders, and other related topics. Upon completion, students should be able to review construction progress and produce appropriate documentation.					
ARC-250	Survey of Architecture	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.					
ARC-261	Solar Technology	1	2	0	2
Prerequisites: Take ARC-111;					
Corequisites:					
This course introduces passive and active solar design theory and application. Topics include passive solar design, active solar theory, heat loss analysis, and other related topics. Upon completion, students should be able to design a passive solar system.					
ARC-264	Digital Architecture	1	3	0	2
Prerequisites:					
Corequisites:					
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.					
ARC-293A	Selected Topics in Architecture	2	2	0	3
Prerequisites: Take ARC-261 LAR-120 or DES-235;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on the subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
ART-111	Art Appreciation	3	0	0	3
Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;					
Corequisites:					
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students					

COURSE DESCRIPTIONS

should be able to identify and analyze a variety of artistic styles, periods, and media. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART (ART Prefix)

ART-113	Art Methods and Materials	2	2	0	3
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Prerequisites:

Corequisites:

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART-114	Art History Survey I	3	0	0	3
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Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART-115	Art History Survey II	3	0	0	3
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Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART-116	Survey of American Art	3	0	0	3
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Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.

ART-117	Non-Western Art History	3	0	0	3
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Prerequisites: Take 1 group; # Take ENG-090 RED-090; #Take ENG-111;

Corequisites:

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine art.

ART-121	Two-Dimensional Design	0	6	0	3
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Prerequisites:

Corequisites:

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART-122	Three-Dimensional Design	0	6	0	3
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Prerequisites:

Corequisites:

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural

COURSE DESCRIPTIONS

ART-275	Introduction to Commercial Art	0	6	0	3
Prerequisites:					
Corequisites:					
This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy.					
ART-281	Sculpture I	0	6	0	3
Prerequisites:					
Corequisites:					
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
ART-282	Sculpture II	0	6	0	3
Prerequisites: Take ART-281(S16229);					
Corequisites:					
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
ART-283	Ceramics I	0	6	0	3
Prerequisites:					
Corequisites:					
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.					
ART-284	Ceramics II	0	6	0	3
Prerequisites: Take ART-283;					
Corequisites:					
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.					
ART-288	Studio	0	6	0	3
Prerequisites: Take 1 group; # Take ENG-090 RED-090; #Take ENG-111;					
Corequisites:					
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.					
ART-289	Museum Study	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research.					

COURSE DESCRIPTIONS

AUTOMATION AND ROBOTICS (ATR Prefix)

ATR-193 Selected Topic in Automation & Robotics 2 3 0 3

Prerequisites:

Corequisites:

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

ATR-211 Robot Programming 2 3 0 3

Prerequisites: Take CIS-110(S21058) or CIS-111(S12478);

Corequisites:

This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR-214 Advanced PLCs 3 3 0 4

Prerequisites: Take ELC-128(S10676);

Corequisites:

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.

ATR-215 Sensors and Transducers 2 3 0 3

Prerequisites:

Corequisites:

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system.

AUTOMOTIVE (AUT Prefix)

AUT-114 Safety and Emissions 1 2 0 2

Prerequisites: Take AUT-141(S21690) AUT-141A AUT-151(S21692) AUT-151A;

Corequisites:

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT-116 Engine Repair 2 3 0 3

Prerequisites:

Corequisites: AUT-116A, AUT-123

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT-116A Engine Repair Lab 0 3 0 1

Prerequisites:

Corequisites: AUT-116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total

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AUT-161A	Basic Auto Electricity Part 1	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.					
AUT-161B	Basic Auto Electricity Part 2	1	3	0	2
Prerequisites: Take AUT-161A;					
Corequisites: AUT-163, AUT-163A, AUT-181					
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.					
AUT-163	Advanced Automotive Electricity	2	3	0	3
Prerequisites: Take AUT-161(S21697);					
Corequisites: AUT-163A AUT-181					
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.					
AUT-163A	Advanced Automotive Electricity Lab	0	3	0	1
Prerequisites:					
Corequisites: AUT-163					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.					
AUT-171	Automotive Climate Control	2	4	0	4
Prerequisites: Take 1 group; # Take AUT-161A AUT-161B; # Take AUT-161(S21697);					
Corequisites:					
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.					
AUT-181	Engine Performance 1	2	3	0	3
Prerequisites: Take AUT-161A;					
Corequisites: AUT-161B, AUT-163, AUT-163A					
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.					
AUT-183	Engine Performance 2	2	6	0	4
Prerequisites: Take AUT-141, AUT-141A, AUT-151A AUT-151A, AUT-281, AUT-181Take AUT-181;					
Corequisites: AUT-221, AUT-221A					
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine					

COURSE DESCRIPTIONS

BAKING AND FINANCE (BAF Prefix)

BAF-143 Financial Planning 3 0 0 3

Prerequisites:

Corequisites:

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.

BUSINESS ANALYTICS (BAS Prefix)

BAS-120 Business Analytics I 3 0 0 3

Prerequisites: Take 1 group; # Take ENG-090 RED-090 MAT-080; # Take ENG-111 MAT-080;

Corequisites:

This course introduces basic concepts of business analytics. Topics include an overview of data and text mining, forecasting and optimization techniques, data visualization, data security, and ethics. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

BAS-121 Analytics Methods I 3 0 0 3

Prerequisites: Take BAS-120;

Corequisites:

This course introduces basic methods in business analytics. Topics include exploratory data analysis, regression, linear programming, and statistical methods for process improvement. Upon completion, students should be able to demonstrate an understanding of problem-solving techniques for business decision-making.

BAS-121 Analytics Methods I 3 0 0 3

Prerequisites:

Corequisites:

This course introduces basic methods in business analytics. Topics include exploratory data analysis, regression, linear programming, and statistical methods for process improvement. Upon completion, students should be able to demonstrate an understanding of problem-solving techniques for business decision-making.

BAS-150 Analytics Tools I 2 2 0 3

Prerequisites: Take BAS-121(S23216);

Corequisites:

This course introduces basic statistical and analytic tools for use in business decision-making. Topics include utilization of business analytics and/or statistical software packages. Upon completion, students should be able to use computer software packages to solve basic business analytical problems.

BAS-220 Business Analytics II 3 0 0 3

Prerequisites: Take BAS-120;

Corequisites:

This course provides an in-depth exploration of business analytics. Topics include application of analytic methods to finance, marketing, web, geospatial data, logistics, information systems, and statistical analysis of databases. Upon completion, students should be able to demonstrate competence in analytics and be proficient at using software to aid in business decisions.

BAS-220 Business Analytics II 3 0 0 3

Prerequisites: Take BUS-110, BAS-120;

Corequisites:

This course provides an in-depth exploration of business analytics. Topics include application of analytic methods to finance, marketing, web, geospatial data, logistics, information systems, and statistical analysis of databases. Upon completion, students should be able to demonstrate competence in analytics and be proficient at using software to aid in business decisions.

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BAS-221	Analytics Methods II	3	0	0	3
Prerequisites: Take BAS-150;					
Corequisites:					
This course introduces advanced statistical methods in business analytics and its applications. Topics include exploratory data analysis, linear regression, linear programming, and statistical methods for process improvement. Upon completion, students should be able to apply statistical problem-solving to business decision-making.					
BAS-230	Business Analytics III	2	2	0	3
Prerequisites: Take BAS-220(S23219);					
Corequisites:					
This course covers advanced concepts in business analytics. Topics include analytics and pertinent applications to project management, theory, advanced modeling, legal issues and responsibility, technical writing, and problem-solving skills. Upon completion, students should be able utilize their knowledge and skills in business analytics to independently guide decision makers.					
BAS-250	Analytics Tools II	2	2	0	3
Prerequisites: Take BAS-150;					
Corequisites:					
This course introduces advanced statistical and analytic tools for use in business decision-making. Topics include utilization of computer software packages for business decision-making. Upon completion, students should be able to use analytic tools to solve business-related problems.					
BAS-270	Analytics Practicum	2	3	0	3
Prerequisites: Take BAS-220(S23219);					
Corequisites:					
This course is designed to use a case study method to simulate a comprehensive application of business analytics. Emphasis is placed on relevant data collection, evaluation, presentation skills, analysis, teamwork, and conflict resolution skills. Upon completion, students should be able to demonstrate their ability to apply business analytic methods and best practices in a simulated business setting.					

BIOLOGY (BIO Prefix)

BIO-094	Concepts of Human Biology	3	2	0	4
Prerequisites:					
Corequisites: ENG-095 RED-090					
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.					
BIO-106	Intro to Anatomy/Physiology/Microbiology	2	2	0	3
Prerequisites:					
Corequisites:					
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. null This course is restricted to diploma and/or certificate programs.					
BIO-110	Principles of Biology	3	3	0	4
Prerequisites: Take 1 group; # Take MAT-070 ENG-090 RED-090; # Take MAT-070 ENG-111; # Take DMA-040 ENG-090 RED-090; # Take DMA-040 ENG-111;					
Corequisites:					
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. null null					

COURSE DESCRIPTIONS

BIO-111	General Biology I	3	3	0	4
Prerequisites:	Take 1 group; # Take ENG-090 MAT-070 RED-090; # Take ENG-111 MAT-070; #Take ENG-090 DMA-050 RED-090; # Take ENG-111 DMA-050;				
Corequisites:					
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
BIO-112	General Biology II	3	3	0	4
Prerequisites:	Minimum grade C; Take BIO-111;				
Corequisites:					
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
BIO-120	Introductory Botany	3	3	0	4
Prerequisites:	Take BIO-110 or BIO-111;				
Corequisites:					
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
BIO-130	Introductory Zoology	3	3	0	4
Prerequisites:	Take BIO-110 or BIO-111;				
Corequisites:					
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
BIO-140	Environmental Biology	3	0	0	3
Prerequisites:	Take BIO-110 or BIO-111; Minimum grade C;				
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. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
BIO-140A	Environmental Biology Lab	0	3	0	1
Prerequisites:	Take BIO-110 or BIO-111; Minimum grade C;				
Corequisites:	BIO-140				
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					

COURSE DESCRIPTIONS

BIO-145	Ecology	3	3	0	4
Prerequisites: Take BIO-110 or BIO-111;					
Corequisites:					
This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
BIO-150	Genetics in Human Affairs	3	0	0	3
Prerequisites: Take BIO-110 or BIO-111;					
Corequisites:					
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
BIO-155	Nutrition	3	0	0	3
Prerequisites: Take CHM-090 CHM-130 CHM-131 CHM-151 CHM-152 CHM-251 or CHM-092;					
Corequisites:					
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
BIO-161	Introduction to Human Biology	3	0	0	3
Prerequisites:					
Corequisites:					
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.					
BIO-163	Basic Anatomy & Physiology	4	2	0	5
Prerequisites: Take CHM-090 CHM-130 CHM-131 CHM-151 CHM-152 or CHM-251;					
Corequisites:					
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
BIO-165	Anatomy and Physiology I	3	3	0	4
Prerequisites: Take CHM-090;					
Corequisites:					
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					

COURSE DESCRIPTIONS

BPA-230A Chocolate Artistry Lab 0 2 0 1
 Prerequisites: Take CUL-110(S22835) CUL-160(S22847); Take CUL-110(S11030) CUL-160(S13015);
 Corequisites: BPA-230

This course provides a laboratory experience for enhancing student skills in the art and craft of chocolate. Emphasis is placed on chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of decorative chocolate centerpieces, garnishes and candies.

BPA-240 Plated Desserts 1 4 0 3
 Prerequisites: Take CUL-110(S22835) CUL-160(S22847) BPA-130(S22828); Take CUL-110(S11030) CUL-160(S13015);

Corequisites:
 This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.

BPA-260 Pastry and Baking Marketing 2 2 0 3
 Prerequisites: Take BPA-150 BPA-210(S22830); Take BPA-150 BPA-210(S22830);
 Corequisites: BPA-250 BPA-220 BPA-230

This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.

BIOPROCESSING MANUFACTURING TECH (BPM Prefix)

BPM-110 Bioprocess Practices 3 4 0 5
 Prerequisites:
 Corequisites:

This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

BLUEPRINT READING (BPR Prefix)

BPR-111 Blueprint Reading 1 2 0 2
 Prerequisites:
 Corequisites:

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR-130 Print Reading-Construction 3 0 0 3
 Prerequisites:
 Corequisites:

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BPR-130 Blueprint Reading-Construction 1 2 0 2
 Prerequisites:
 Corequisites:

This course covers the interpretation of blueprints and specifications that are associated with the construction trades.

COURSE DESCRIPTIONS

members of a team utilizing these functions of management. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS-139 Entrepreneurship I 3 0 0 3

Prerequisites:

Corequisites:

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS-147 Business Insurance 3 0 0 3

Prerequisites:

Corequisites:

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-148 Survey of Real Estate 3 0 0 3

Prerequisites:

Corequisites:

This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property.

BUS-151 People Skills 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS-153 Human Resource Management 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS-217 Employment Law and Regulations 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS-225 Business Finance 2 2 0 3

Prerequisites: Take ACC-120(S10290);

Corequisites:

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

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BUS-228	Business Statistics	2	2	0	3
Prerequisites: Take MAT-115(S13541) MAT-140(S13071) or MAT-161(S16425);					
Corequisites:					
This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
BUS-230	Small Business Management	3	0	0	3
Prerequisites: Take MTH-110(S22033);					
Corequisites: MTH-120					
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.					
BUS-234	Training and Development	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.					
BUS-245	Entrepreneurship II	3	0	0	3
Prerequisites: Take BUS-139(S21145);					
Corequisites:					
This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.					
BUS-253	Leadership and Management Skills	3	0	0	3
Prerequisites:					
Corequisites:					
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.					
BUS-256	Recruiting, Selection & Personnel Planning	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. null This course is a unique requirement of the Human Resources Management concentration in the Business Administration program.					
BUS-258	Compensation and Benefits	3	0	0	3
Prerequisites:					
Corequisites:					
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. null This course is a unique requirement of the Human Resources Management concentration in the Business Administration program.					

COURSE DESCRIPTIONS

CIV-111	Soils and Foundations	2	3	0	3
Prerequisites: Take CIV-110(S11294) or MEC-250(S13619);					
Corequisites:					
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.					
CIV-125	Civil/Surveying CAD	1	6	0	3
Prerequisites: Take ARC-114(S10248) or DFT-110;					
Corequisites:					
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.					
CIV-211	Hydraulics and Hydrology	2	3	0	3
Prerequisites: Take CIV-110(S11294) or MEC-250(S13619);					
Corequisites:					
This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures.					
CIV-215	Highway Technology	1	3	0	2
Prerequisites: Take SRV-111;					
Corequisites: CIV-211					
This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, drainage, superelevation, and North Carolina Department of Transportation Standards. Upon completion, students should be able to use roadway drawings and specifications to develop superelevation, drainage, and general highway construction details.					
CIV-215	Highway Technology	2	3	0	3
Prerequisites: # Take CEG-115 or EGR-115(S20666); #Take MAT-121(S20804) MAT-161(S20916) or MAT-171(S20807);					
Corequisites: CIV-211					
This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, traffic analysis, geometric design and other related topics. Upon completion, students should be able to interpret roadway details and specifications, and produce street and highway construction drawings.					
CIV-221	Steel and Timber Design	2	3	0	3
Prerequisites: Take EGR-250 EGR-251 or MEC-210(S20669);					
Corequisites:					
This course introduces the basic elements of steel and timber structures. Topics include strength of materials applications, the analysis and design of steel and timber beams, columns, and connections and concepts of structural detailing. Upon completion, students should be able to analyze, design, and draw simple plans using Computer Aided Drafting and Design software (CADD).					
CIV-230	Construction Estimating	2	3	0	3
Prerequisites: Take CIS-111(S12478) EGR-115(S12560) CIS-110(S12456) or ARC-111;					
Corequisites:					
This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.					

COURSE DESCRIPTIONS

CJC-144	Crime Scene Processing	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.					
CJC-145	Crime Scene CAD	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, the students should be able to produce and plot a crime scene drawing.					
CJC-146	Trace Evidence	2	3	0	3
Prerequisites:					
Corequisites:					
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.					
CJC-151	Introduction to Loss Prevention	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.					
CJC-160	Terrorism: Underlying Issues	3	0	0	3
Prerequisites:					
Corequisites:					
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.					
CJC-161	Introduction to Homeland Security	3	0	0	3
Prerequisites:					
Corequisites:					
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 & Community Relations	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.					

COURSE DESCRIPTIONS

CJC-213	Substance Abuse	3	0	0	3
Prerequisites:					
Corequisites:					
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	3
Prerequisites:					
Corequisites:					
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-215	Organization & Administration	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.					
CJC-221	Investigative Principles	3	2	0	4
Prerequisites:					
Corequisites:					
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.					
CJC-222	Criminalistics	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.					
CJC-223	Organized Crime	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.					
CJC-225	Crisis Intervention	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.					

COURSE DESCRIPTIONS

CJC-231	Constitutional Law	3	0	0	3
Prerequisites:					
Corequisites:					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.					
CJC-232	Civil Liability	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.					
CJC-233	Correctional Law	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.					
CJC-241	Community-Based Corrections	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.					
CJC-245	Friction Ridge Analysis	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.					
CJC-246	Advanced Friction Ridge Analysis	2	3	0	3
Prerequisites: Take CJC-245;					
Corequisites:					
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.					
CJC-260	Threat Assessment	1	2	0	2
Prerequisites:					
Corequisites:					
This course prepares students to perform extensive security audits for private corporations and for local and state government, identifying weaknesses in their overall security programs. Emphasis will be placed on risk analysis studies that examine the methods, procedures, and systems for security gaps and vulnerabilities. Upon completion, students should be able to evaluate all facets of a protective program from corporate disaster response planning to security teams guarding local/state officials.					

COURSE DESCRIPTIONS

COE-113	Co-Op Work Experience I	0	0	0	3
Prerequisites:					
Corequisites:					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE-114	Co-Op Work Experience I	0	0	0	4
Prerequisites:					
Corequisites:					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE-115	Work Experience Seminar I	1	0	0	1
Prerequisites:					
Corequisites:					
This course description may be written by the individual colleges.					
COE-121	Co-Op Work Experience II	0	0	0	1
Prerequisites:					
Corequisites:					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE-122	Co-Op Work Experience II	0	0	0	2
Prerequisites:					
Corequisites:					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE-123	Co-Op Work Experience II	0	0	0	3
Prerequisites:					
Corequisites:					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE-125	Work Experience Seminar II	1	0	0	1
Prerequisites:					
Corequisites:					
This course description may be written by the individual colleges.					
COE-131	Co-Op Work Experience III	0	0	0	1
Prerequisites:					
Corequisites:					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students					

COURSE DESCRIPTIONS

COM-140 Introduction to Intercultural Communication 3 0 0 3

Prerequisites: Take 1 group; # Take RED-090 ENG-090; #Take ENG-111;;

Corequisites:

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture.

COM-150 Introduction to Mass Communication 3 0 0 3

Prerequisites: Take ENG-111;

Corequisites:

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society.

COM-160 Small Group Communication 3 0 0 3

Prerequisites: Take 1 group; # Take RED-090 ENG-090; #Take ENG-111;

Corequisites:

This course provides an overview of the theory, practice, and critical analysis of communication in the small group setting. Emphasis is placed on group development, conflict, and conformity; leadership skills and styles; group roles and ranks; and decision making, problem solving, and conflict resolution. Upon completion, students should be able to apply topics of gender, culture, and social-emotional functions within group settings. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

COM-231 Public Speaking 3 0 0 3

Prerequisites: Take ENG-111; Minimum grade C;

Corequisites:

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

COM-232 Election Rhetoric 3 0 0 3

Prerequisites: Take 1 group; # Take RED-090 ENG-090; # Take ENG-111;

Corequisites:

This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COM-233 Persuasive Speaking 3 0 0 3

Prerequisites: Take 1 group; #Take ENG-112 COM-231; # Take ENG-113 COM-231; Take ENG-112 or ENG-113;

Corequisites:

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COURSE DESCRIPTIONS

COSMETOLOGY (COS Prefix)

COS-111	Cosmetology Concepts I	4	0	0	4
Prerequisites:					
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-111A	Cosmetology Concepts I, Part 1	2	0	0	2
Prerequisites:					
Corequisites: COS-112A					
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-111B	Cosmetology Concepts I, Part 2	2	0	0	2
Prerequisites:					
Corequisites: COS-112B					
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	8
Prerequisites:					
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-112A	Salon I, Part 1	0	12	0	4
Prerequisites:					
Corequisites: COS-111A					
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-112B	Salon I, Part 2	0	12	0	4
Prerequisites:					
Corequisites: COS-111B					
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	4
Prerequisites:					
Corequisites: COS-114					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					
COS-113A	Cosmetology Concepts II, Part 1	2	0	0	2
Prerequisites:					
Corequisites: COS-114A					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry,					

COURSE DESCRIPTIONS

COS-116	Salon III	0	12	0	4
Prerequisites:					
Corequisites: COS-115					
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS-116A	Salon Iii, Part 1	0	6	0	2
Prerequisites:					
Corequisites: COS-115A					
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-116B	Salon Iii, Part 2	0	6	0	2
Prerequisites:					
Corequisites: COS-115B					
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	2
Prerequisites:					
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-117A	Cosmetology Concepts IV, Part I	1	0	0	1
Prerequisites:					
Corequisites: COS-118A					
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-117B	Cosmetology Concepts IV, Part 2	1	0	0	1
Prerequisites:					
Corequisites: COS-118B					
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	7
Prerequisites:					
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.					

COURSE DESCRIPTIONS

CSC-142	Visual COBOL Programming	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces computer programming using the Visual COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					
CSC-143	Object-Oriented Programming	2	3	0	3
Prerequisites: Take 1 group; # Take RED-090, MAT-070; # Take ENG-111, MAT-070; #Take DMA-050, RED-090; # Take DMA-050 ENG-111;					
Corequisites:					
This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment.					
CSC-144	AS/400 CL Programming	2	3	0	3
Prerequisites: Take CIS-115(S21061) NOS-211;					
Corequisites:					
This course introduces computer programming using the CL programming language. Topics include CL command structure, command parameters, creating CL programs, manipulating variables, writing commands to control jobs and workflow, and other related topics. Upon completion, students should be able to design, code, test, and debug CL programs.					
CSC-150	Visual RPG Programming	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces computer programming using the Visual RPG programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					
CSC-151	JAVA Programming	2	3	0	3
Prerequisites: Take CIS-115(S21061);					
Corequisites:					
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
CSC-152	SAS	2	3	0	3
Prerequisites: Take 1 group; # Take MAT-070, RED-090; # Take MAT-070, ENG-111; # Take DMA-050, RED-090; # Take DMA-050, ENG-111;					
Corequisites:					
This course introduces the fundamentals of SAS programming. Emphasis is placed on learning basic SAS commands and statements for solving a variety of data processing applications. Upon completion, students should be able to use SAS data and procedure steps to create SAS data sets, do statistical analysis, and general customized reports.					
CSC-153	C# Programming	2	3	0	3
Prerequisites: Take 1 group; # Take MAT-070, RED-090; # Take MAT-070, ENG-111; # Take DMA-050, RED-090; # Take DMA-050 ENG-111;					
Corequisites:					
This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.					

COURSE DESCRIPTIONS

CSC-220	Machine Implementation of Algorithms	3	2	0	4
Prerequisites: Take CSC-120(S11470);					
Corequisites: MAT-271					
This course covers the organization and operation of real computer systems at the assembly language level. Topics include mapping of statements and constructs onto machine instruction sequences, internal data types and structures representation, numerical computation, and iterative approximation methods. Upon completion, students should be able to analyze computer system organization, implement procedural language elements, and describe the programming language translation process. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
CSC-225	Advanced Parallel Programming	2	3	0	3
Prerequisites: Take CSC-125;					
Corequisites:					
The course introduces students to advanced topics in parallel programming and reviews available tools and libraries for parallel programming. Topics include partitioning and scheduling techniques, performance metrics and scalability, cluster environment programming, vector processing, compiler directives, code optimization and algorithms for parallel computers. Upon completion, students should be able to design an application in a HPC environment.					
CSC-229	Mpi Programming	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces students to the Message Passing Interface (MPI) library. Topics include writing programs using the MPI routines, adding parallelism to application code, collective operations, timing, manipulation communicators, PTP operations, and tuning parallel programs. Upon completion, students should be able to design and code a program using the MPI library.					
CSC-233	Advanced C Programming	2	3	0	3
Prerequisites: Take CSC-133(S21065);					
Corequisites:					
This course is a continuation of CSC 133 using the C programming language with structured 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-234	Advanced C++ Programming	2	3	0	3
Prerequisites: Take CSC-134(S21066);					
Corequisites:					
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-235	Advanced COBOL Programming	2	3	0	3
Prerequisites: Take CSC-135(S21068);					
Corequisites:					
This course is a continuation of CSC 135 using the COBOL programming language with structured 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	Advanced Visual BASIC Programming	2	3	0	3
Prerequisites: Take CSC-139(S21071);					
Corequisites:					
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					

COURSE DESCRIPTIONS

CSC-255	Open Mp Programming	2	3	0	3
Prerequisites: Take CSC-125;					
Corequisites:					
This course introduces students to the basics of using the OpenMP programming standard. Topics include directive-based shared memory parallel processing, incremental parallelization, and developing portable code for shared memory architectures using the OpenMP model. Upon completion, students should be able to design and code a program using the OpenMP standard.					
CSC-258	JAVA Enterprise Programs	2	3	0	3
Prerequisites: Take CSC-151;					
Corequisites:					
This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.					
CSC-275	HPC Algorithms	2	2	0	3
Prerequisites: Take CSC-125;					
Corequisites:					
This course introduces students to the various algorithms available for HPC environments. Topics include distributed algorithms, programming models for massively parallel machines, various parallel standard template libraries, distributed-memory message-passing algorithms, minimal communication and latency-tolerant algorithms. Upon completion, students should be able to discuss and code a program using HPC algorithms.					
CSC-278	JAVA Message Service	2	3	0	3
Prerequisites: Take CSC-151;					
Corequisites:					
This course introduces the student to the Java Message Service (JMS), an application program interface that supports messaging between computers in a network. Topics include point-to-point models, transactions, reliability issues, durable subscriptions and introduces messaging within Enterprise JavaBeans technology. Upon completion, students should be able to complete a project using the JMS technology.					
CSC-289	Programming Capstone Project	1	4	0	3
Prerequisites: Take CTS-285;					
Corequisites:					
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.					
CSC-291A	Selected Topics in Comp Prog C++ Proje	0	2	0	1
Prerequisites: Take CSC-234(S21079);					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon Completion, students should be able to demonstrate an understanding of the specific area of study.					
CSC-292A	Selected Topics in Computer Programming	1	2	0	2
Prerequisites: Take CSC-239(S21083);					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					

COURSE DESCRIPTIONS

CSC-297 Seminar in Comp Prog Visual C# Project 1 3 0 2

Prerequisites: Take CSC-253;

Corequisites:

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions.

CONSTRUCTION (CST Prefix)

CST-241 Planning/Estimating I 2 2 0 3

Prerequisites: Take BPR-130(S11505) MAT-120(S12252) MAT-121(S13643) MAT-161(S16425) MAT-171(S11257) or MAT-175;

Corequisites:

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

CST-242 Planning/Estimating II 3 2 0 4

Prerequisites: Take CST-241(S16266);

Corequisites:

This course covers planning and estimating practices which are applicable to commercial construction. Emphasis is placed on planning and developing take-offs of materials, labor, and equipment in accordance with industry formats. Upon completion, students should be able to accurately complete take-offs and planning time lines necessary to complete a commercial structure.

CST-244 Sustainable Building Design 2 3 0 3

Prerequisites:

Corequisites:

This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices.

COMPUTER TECH INTEGRATION (CTI Prefix)

CTI-110 Web, Programming, and Database Foundation 2 2 0 3

Prerequisites:

Corequisites:

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 and Security Foundation 2 2 0 3

Prerequisites:

Corequisites:

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

COURSE DESCRIPTIONS

CTI-130 Operating Systems and Device Foundation 4 4 0 6

Prerequisites:

Corequisites:

This course covers the basic hardware and software of a personal computer, including installation, operations and interaction with popular microcomputer operating systems. Topics include components 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.

CTI-140 Virtualization Concepts 1 4 0 3

Prerequisites: Take CTI-130 or NOS-110;

Corequisites:

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

CTI-141 Cloud and Storage Concepts 1 4 0 3

Prerequisites: Take CTI-140;

Corequisites:

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI-193A Selected Topics in Troubleshooting Mthd 3 0 0 3

Prerequisites: Take CTI-130;

Corequisites:

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

CTI-240 Virtualization Administration I 1 4 0 3

Prerequisites: Take CTI-140;

Corequisites:

This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

CTI-241 Virtualization Administration II 1 4 0 3

Prerequisites: Take CTI-240;

Corequisites:

This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring.

COMPUTER INFORMATION TECHNOLOGY (CTS Prefix)

CTS-060 Essential Computer Usage 1 2 0 2

Prerequisites:

Corequisites:

This course covers the basic functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to perform basic computer commands, access files, print documents and complete fundamental application operations.

COURSE DESCRIPTIONS

CTS-080	Computing Fundamentals	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers fundamental functions and operations of the computer. Topics include identification of components and basic computer operations including introduction to operating systems, the Internet, web browsers, and communication using World Wide Web. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.					
CTS-112	Windows (TM)	1	2	0	2
Prerequisites:					
Corequisites:					
This course includes the fundamentals of the Windows(TM) software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows(TM) software in an office environment.					
CTS-115	Information Systems Business Concepts	3	0	0	3
Prerequisites: Take 1 group; # Take CIS-110(S21058); # Take CIS-111(S21059); # Take SGD-111(S21240);					
Corequisites:					
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.					
CTS-118	IS Professional Communications	2	0	0	2
Prerequisites: Take 1 group; # Take CTS-120(S20998) CTS-135, CIS-110(S21058); # Take CTS-120(S20998) CTS-135, CIS-111(S21059); # Take CTS-120(S20998) CTS-135; # Take CTS-120(S20998) CTI-130;					
Corequisites:					
This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.					
CTS-120	Hardware/Software Support	2	3	0	3
Prerequisites: Take CIS-110(S21058) or CIS-111(S21059);					
Corequisites:					
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-125	Presentation Graphics	2	2	0	3
Prerequisites: Take CIS-110(S21058) or CIS-111(S21059);					
Corequisites:					
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.					
CTS-130	Spreadsheet	2	2	0	3
Prerequisites: Take CIS-110(S21058) CIS-111(S21059) or OST-137(S14241);					
Corequisites:					
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.					

COURSE DESCRIPTIONS

CTS-135	Integrated Software Intro	2	4	0	4
Prerequisites: Take CIS-110(S21058) or CIS-111(S21059);					
Corequisites:					
This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.					
CTS-155	Tech Support Functions	2	2	0	3
Prerequisites: Take CIS-110(S21058) or CIS-111(S21059);					
Corequisites:					
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.					
CTS-198	Seminar in Comp Crimes Investigations	2	3	0	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions.					
CTS-210	Computer Ethics	3	0	0	3
Prerequisites: Take NET-110(S21056) CIS-110(S21058) CIS-111(S21059) or TNE-111(S10460);					
Corequisites:					
This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.					
CTS-220	Advanced Hardware/Software Support	2	3	0	3
Prerequisites: Take CTS-120(S20998);					
Corequisites:					
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.					
CTS-230	Advanced Spreadsheet	2	2	0	3
Prerequisites: Take CTS-130;					
Corequisites:					
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.					
CTS-235	Integrated Software Advanced	2	4	0	4
Prerequisites: Take CTS-135;					
Corequisites:					
This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies.					

COURSE DESCRIPTIONS

CTS-240	Project Management	2	2	0	3
Prerequisites: Take CIS-110(S21058) or CIS-111(S21059);					
Corequisites:					
This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.					
CTS-245	Integrated Apps Expert	2	3	0	3
Prerequisites: Take CTS-235;					
Corequisites:					
This course provides an emphasis on mastery features in each of the application program areas. Emphasis is placed on end-user skills to achieve advanced support level proficiency by utilizing software for cross-platform integration, automation of processing, and application problem solving. Upon completion, students should be able to demonstrate expert level skills in the utilization of advanced features of the software in the workplace.					
CTS-250	User Support & Software Evaluation	2	2	0	3
Prerequisites: Take CTS-120(S20998) NOS-130(S20983);					
Corequisites:					
This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.					
CTS-255	Advanced Tech Support Functions	2	2	0	3
Prerequisites: Take CTS-155;					
Corequisites:					
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Topics include technical support management techniques, evaluation, and methods of deployment for technical support technologies. Upon completion, students should be able to determine the best technologies to support and solve more complex technical support problems.					
CTS-271	Desktop Support: Operating System	2	2	0	3
Prerequisites: Take 1 group; #Take CIS-110(S21058) NOS-110; # Take CIS-111(S21059) NOS-110;					
Corequisites:					
This course is designed to prepare students for a foundation in desktop support certifications in an operating system. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support an operating system. Upon completion, students should be able to prepare for industry-level certifications and utilize advanced support tools to resolve operating system end-user problems.					
CTS-272	Desktop Support: Applications	2	2	0	3
Prerequisites: Take 1 group; # Take CIS-110(S21058); # Take CIS-111(S21059);					
Corequisites:					
This course is designed to prepare students for a foundation in Desktop Support certification in office productivity applications. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support office productivity products. Upon completion, students should be able to prepare for industry-level certification and utilize advanced support tools toward resolving office productivity end-user problems.					
CTS-285	Systems Analysis & Design	3	0	0	3
Prerequisites: Take CIS-115(S21061) CTS-115; Take CIS-115(S20794);					
Corequisites:					
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.					

COURSE DESCRIPTIONS

DBA-115	Database Applications	2	2	0	3
Prerequisites: Take DBA-110;					
Corequisites:					
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.					
DBA-120	Database Programming I	2	2	0	3
Prerequisites:					
Corequisites:					
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.					
DBA-191A	Selected Topics in Database Management	1	0	0	1
Prerequisites: Take DBA-120;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
DBA-192	Selected Topics in Db:oracle Internet	0	4	0	2
Prerequisites: Take DBA-120 DBA-240;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in the specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
DBA-193A	Selected Topics in Database Management	2	3	0	3
Prerequisites: Take DBA-260 DBA-230;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
DBA-210	Database Administration	2	3	0	3
Prerequisites: Take DBA-110;					
Corequisites:					
This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.					
DBA-220	Oracle Database Programming II	2	2	0	3
Prerequisites: Take DBA-120;					
Corequisites:					
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation.					
DBA-221	SQL Server Database Programming II	2	2	0	3
Prerequisites: Take DBA-120;					
Corequisites:					
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.					

COURSE DESCRIPTIONS

DBA-262 DB2 Database Management System Admin 2 2 0 3

Prerequisites:

Corequisites:

This course examines advanced DB2 database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.

DBA-263 MySQL Database Management System Admin 2 2 0 3

Prerequisites: Take DBA-120;

Corequisites:

This course examines advanced MySQL database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.

DBA-264 SAS Database Management System Admin 2 2 0 3

Prerequisites:

Corequisites:

This course examines advanced SAS database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.

DBA-270 Oracle Performance Tuning 2 2 0 3

Prerequisites: Take NOS-130(S20983);

Corequisites:

This course covers Oracle performance tuning concepts and techniques. Topics include database tuning and Oracle performance tools. Upon completion, students should be able to configure and diagnose an Oracle database for optimal performance.

DBA-271 SQL Server Performance Tuning 2 2 0 3

Prerequisites: Take NOS-130(S20983);

Corequisites:

This course covers SQL Server performance tuning concepts and techniques. Topics include database tuning and SQL Server performance tools. Upon completion, students should be able to configure and diagnose an SQL Server database for optimal performance.

DBA-272 DB2 Performance Tuning 2 2 0 3

Prerequisites: Take NOS-130(S20983);

Corequisites:

This course covers DB2 performance tuning concepts and techniques. Topics include database tuning and DB2 performance tools. Upon completion, students should be able to configure and diagnose a DB2 database for optimal performance.

DBA-273 MySQL Performance Tuning 2 2 0 3

Prerequisites: Take NOS-130(S20983);

Corequisites:

This course covers MySQL performance tuning concepts and techniques. Topics include database tuning and MySQL performance tools. Upon completion, students should be able to configure and diagnose a MySQL database for optimal performance.

COURSE DESCRIPTIONS

DEN-103	Dental Sciences	2	0	0	2
Prerequisites:					
Corequisites:					
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. null This course is restricted to diploma and/or certificate programs.					
DEN-104	Dental Health Education	2	2	0	3
Prerequisites:					
Corequisites:					
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. null This course is restricted to diploma and/or certificate programs.					
DEN-105	Practice Management	2	0	0	2
Prerequisites:					
Corequisites:					
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. null This course is restricted to diploma and/or certificate programs.					
DEN-106	Clinical Practice I	1	0	12	5
Prerequisites: Take DEN-101(S20496) DEN-111					
Corequisites:					
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. null This course is restricted to diploma and/or certificate programs.					
DEN-107	Clinical Practice II	1	0	12	5
Prerequisites: Take DEN-106(S14145);					
Corequisites:					
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. null This course is restricted to diploma and/or certificate programs.					
DEN-110	Orofacial Anatomy	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.					
DEN-111	Infection/Hazard Control	2	0	0	2
Prerequisites:					
Corequisites:					
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.					

COURSE DESCRIPTIONS

DEN-112	Dental Radiography	2	3	0	3
Prerequisites:					
Corequisites:					
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.					
DEN-120	Dental Hygiene Preclinic Lecture	2	0	0	2
Prerequisites:					
Corequisites: DEN-121					
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.					
DEN-121	Dental Hygiene Preclinical Lab	0	6	0	2
Prerequisites:					
Corequisites: DEN-120					
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.					
DEN-123	Nutrition/Dental Health	2	0	0	2
Prerequisites:					
Corequisites:					
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.					
DEN-124	Periodontology	2	0	0	2
Prerequisites: Take DEN-110;					
Corequisites:					
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.					
DEN-125	Dental Office Emergencies	0	2	0	1
Prerequisites:					
Corequisites:					
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.					
DEN-130	Dental Hygiene Theory I	2	0	0	2
Prerequisites: Take DEN-120;					
Corequisites: DEN-131					
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.					

COURSE DESCRIPTIONS

DFT-115	Architectural Drafting	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations, and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.					
DFT-119	Basic CAD	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.					
DFT-120	Advanced CAD	1	2	0	2
Prerequisites: Take DFT-119;					
Corequisites:					
This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter.					
DFT-121	Introduction to GD&T	1	2	0	2
Prerequisites: Take 1 group; # Take DFT-110; # Take DFT-151; # Take ARC-114(S10248);					
Corequisites:					
This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.					
DFT-151	CAD I	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.					
DFT-152	CAD II	2	3	0	3
Prerequisites: Take 1 group; # Take DFT-110; # Take DFT-151; # Take ARC-114(S10248);					
Corequisites:					
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.					
DFT-153	CAD III	2	3	0	3
Prerequisites: Take DFT-152(S20642);					
Corequisites:					
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.					
DFT-154	Intro to Solid Modeling	2	3	0	3
Prerequisites: Take 1 group; # Take DFT-110; # Take DFT-151; # Take ARC-114(S10248);					
Corequisites:					
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.					

COURSE DESCRIPTIONS

EDU-153	Health, Safety and Nutrition	3	0	0	3
Prerequisites: Take 1 group; # Take ENG-080 RED-080; # Take ENG-085;					
Corequisites:					
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.					
EDU-157	Active Play	2	2	0	3
Prerequisites: Take 1 group; # Take ENG-080 RED-080; # Take ENG-085;					
Corequisites:					
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.					
EDU-163	Classroom Management and Instruction	3	0	0	3
Prerequisites: Take 1 group; # Take ENG-080 RED-080; # Take ENG-085;					
Corequisites:					
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.					
EDU-184	Early Childhood Introductory Practicum	1	3	0	2
Prerequisites: Take 1 group; # Take EDU-119(S22283) ENG-080 RED-080 EDU-131(S22287); # Take EDU-119(S22283) ENG-085 EDU-131(S22287)					
Corequisites:					
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.					
EDU-188	Issues in Early Childhood Education	2	0	0	2
Prerequisites: Take 1 group; # Take ENG-080 RED-080 EDU-119(S22283); # Take ENG-085 EDU-119(S22283)					
Corequisites:					
This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.					
EDU-216	Foundations of Education	4	0	0	4
Prerequisites: Take 1 group; # Take ENG-090 RED-090; #Take ENG-095;					
Corequisites:					
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.					
EDU-221	Children With Exceptionalities	3	0	0	3
Prerequisites: Take 1 group; # Take ENG-090 RED-090 EDU-144(S22288) EDU-145(S22289) EDU-119(S22283); # Take ENG-090 RED-090 PSY-244(S12069) PSY-245(S11997) EDU-119(S22283); # Take ENG-095 EDU-144(S22288) EDU-145(S22289) EDU-119(S22283)					
Corequisites:					

COURSE DESCRIPTIONS

other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU-284 Early Childhood Capstone Practicum 1 9 0 4
 Prerequisites: Take 1 group; # Take EDU-131(S22287) EDU-221(S22318) EDU-261(S22346) EDU-282(S22341) ENG-090 RED-090 EDU-119(S22283) PSY-244(S12069) PSY-245(S11997) EDU-146(S22290) EDU-151(S22294)

Corequisites:

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU-287 Leadership in Early Childhood Education 3 0 0 3
 Prerequisites: Take 1 group; # Take EDU-251(S22331) EDU-261(S22346) EDU-282(S22341) ENG-090 RED-090 EDU-119(S22283) EDU-131(S22287) EDU-144(S22288) EDU-145(S22289)

Corequisites:

This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy.

ENGLISH AS A FOREIGN LANGUAGE (EFL Prefix)

EFL-030 English for Special Purpo 3 0 0 3

Prerequisites:

Corequisites:

This course will provide instruction in academic and professional language for non-native speakers of English. Emphasis is placed on development of integrated language use for carrying out a specific academic task. Upon completion, students should be able to demonstrate improved language skills for participation and success within the particular topic area. This 3 credit elective is appropriate for students who would like to improve accuracy and fluency in spelling and reading of academic English.

EFL-050 English for Academic Purp 5 0 0 5

Prerequisites:

Corequisites:

This course will provide instruction in academic and professional language skills for non-native speakers of English. Emphasis is placed on development of integrated language skills for use in studying a particular content area. Upon completion, students will demonstrate improved academic language, content-specific vocabulary and skills, and cultural knowledge in the topic area.

EFL-061 Listening/Speaking I 5 0 0 5

Prerequisites:

Corequisites:

This course is designed to provide the basic oral/aural language skills needed for essential daily conversation on campus and in the community. Emphasis is placed on vocabulary building, communication in various social and academic situations, and various spoken grammatical skills. Upon completion, students should be able to produce and understand English dealing with routine topics using basic syntax and vocabulary skills.

COURSE DESCRIPTIONS

EFL-062	Listening/Speaking II	5	0	0	5
Prerequisites: Take EFL-061;					
Corequisites:					
This course is designed to enhance intermediate listening and speaking skills of non-native speakers of English. Emphasis is placed on the ability to hold extended conversation and on the ability to understand extended spoken discourse. Upon completion, students should be able to demonstrate improved listening skills and strategies in a variety of settings.					
EFL-063	Listening/Speaking III	5	0	0	5
Prerequisites: Take EFL-062;					
Corequisites:					
This course is designed to increase the ability and confidence of high intermediate-level non-native speakers of English in verbal expression and listening comprehension. Emphasis is placed on listening/speaking skills which would be appropriate for group discussions, oral presentations, and note taking. Upon completion, students should be able to successfully participate in high intermediate-level listening and speaking activities.					
EFL-064	Listening-Speaking IV	5	0	0	5
Prerequisites: Take EFL-063;					
Corequisites:					
This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken discourse in informal and formal settings. Upon completion, students should be able to effectively participate in activities appropriate to academic and professional settings.					
EFL-071	Reading I	5	0	0	5
Prerequisites:					
Corequisites:					
This course is designed to help those literacy skills achieve reading fluency in English at the beginning level. Emphasis is placed on basic academic and cultural vocabulary and reading strategies which include self-monitoring, and recognizing organizational styles and context clues. Upon completion, students should be able to use these strategies to read and comprehend basic academic, narrative, and expository texts.					
EFL-072	Reading II	5	0	0	5
Prerequisites: Take EFL-071;					
Corequisites:					
This course provides preparation in academic and general purpose reading in order to achieve reading fluency at the low-intermediate level. Emphasis is placed on expanding academic and cultural vocabulary and developing effective reading strategies to improve comprehension and speed. Upon completion, students should be able to read and comprehend narrative and expository texts at the low-intermediate instructional level.					
EFL-073	Reading III	5	0	0	5
Prerequisites: Take EFL-072;					
Corequisites:					
This course is designed to develop fundamental reading and study strategies at the intermediate level needed for curriculum programs. Emphasis is placed on building vocabulary and cultural knowledge, improving comprehension, and developing study strategies on basic-level college materials and literary works. Upon completion, students should be able to read and comprehend narrative and expository texts at the intermediate instructional level.					
EFL-074	Reading IV	5	0	0	5
Prerequisites: Take EFL-073;					
Corequisites:					
This course is designed to enhance the academic reading skills for successful reading ability as required in college-level courses. Emphasis is placed on strategies for effective reading and the utilization of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Upon completion, students should be able to comprehend, synthesize, and critique multi-disciplinary college-level reading/textbook materials.					

COURSE DESCRIPTIONS

ELN-229	Industrial Electronics	3	3	0	4
Prerequisites: Take ELC-112(S23481);					
Corequisites:					
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.					
ELN-229A	Industrial Electronics Part 1	3	0	0	3
Prerequisites: Take ELC-112(S21587);					
Corequisites:					
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.					
ELN-229B	Industrial Electronics Part 2	0	3	0	1
Prerequisites: Take ELN-229A;					
Corequisites:					
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.					
ELN-231	Industrial Controls	2	3	0	3
Prerequisites: Take ELC-112(S21587) ELC-131(S21593) or ELC-140;					
Corequisites:					
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.					
ELN-232	Introduction to Microprocessors	3	3	0	4
Prerequisites: Take ELN-133(S16330);					
Corequisites:					
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.					
ELN-233	Microprocessor Systems	3	3	0	4
Prerequisites: Take ELN-232(S21640);					
Corequisites:					
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.					
ELN-234	Communication Systems	3	3	0	4
Prerequisites: Take ELN-132(S21623) or ELN-140;					
Corequisites:					
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.					

COURSE DESCRIPTIONS

EMS-121	EMS Clinical Practicum I	0	0	6	2
Prerequisites: Take EMS-110(S16335);					
Corequisites: EMS-120, EMS-130, EMS-131					
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.					
EMS-125	EMS Instructor Methodology	1	2	0	2
Prerequisites:					
Corequisites:					
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.					
EMS-130	Pharmacology I for EMS	1	3	0	2
Prerequisites: Take EMS-110(S16335);					
Corequisites: EMS-120 EMS-131					
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.					
EMS-131	Advanced Airway Management	1	2	0	2
Prerequisites: Take EMS-110(S16335);					
Corequisites: EMS-120 EMS-130					
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. 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	2
Prerequisites:					
Corequisites:					
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.					
EMS-140A	Rescue Scene Skills Lab	0	3	0	1
Prerequisites:					
Corequisites: EMS-140					
This course is designed to provide enhanced rescue scene skills for EMS providers. Emphasis is placed on advanced rescue scene evolutions including hazardous materials and major incident response. Upon completion, students should be able to demonstrate skills necessary to safely effect patients rescue in a variety of situations.					
EMS-150	Emergency Vehicles & EMS Communication	1	3	0	2
Prerequisites:					
Corequisites:					
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.					

COURSE DESCRIPTIONS

EMS-210	Advanced Patient Assessment	1	3	0	2
Prerequisites:	Take 1 group; # Take EMS-120(S10478) EMS-130(S16339) EMS-131 EMS-121(S10423); # Take EMS-120(S10478) EMS-130(S16339) EMS-131 EMS-122(S10485);				
Corequisites:					
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.					
EMS-220	Cardiology	2	6	0	4
Prerequisites:	Take EMS-120(S10478) EMS-130(S16339) EMS-131;				
Corequisites:					
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.					
EMS-221	EMS Clinical Practicum II	0	0	9	3
Prerequisites:	Take 1 group; # Take EMS-121(S20540); # Take EMS-122(S10485) COE-111;				
Corequisites:					
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					
EMS-230	Pharmacology II for EMS	1	3	0	2
Prerequisites:	Take EMS-130(S16339);				
Corequisites:					
This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.					
EMS-231	Ems Clinical Practicum III	0	0	9	3
Prerequisites:	Take 1 group; # Take EMS-221; # Take EMS-222 COE-121;				
Corequisites:					
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on 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	2
Prerequisites:					
Corequisites:					
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.					
EMS-240	Special Needs Patients	1	2	0	2
Prerequisites:	Take 1 group; # Take EMS-120(S10478) EMS-121(S10423) EMS-130(S16339) EMS-131; # Take EMS-120(S10478) EMS-122(S10485) EMS-130(S16339) EMS-131;				
Corequisites:					
This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.					

COURSE DESCRIPTIONS

EMS-241 EMS Clinical Practicum IV 0 0 9 3

Prerequisites: Take 1 group; # Take EMS-231; #Take EMS-232 COE-131;

Corequisites:

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS-250 Adv. Medical Emergencies 2 3 0 3

Prerequisites: # Take EMS-121(S10423) or EMS-122(S10485); # Take EMS-120(S10478) EMS-130(S16339) EMS-131;

Corequisites:

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include 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 Advanced Trauma Emergencies 1 3 0 2

Prerequisites: # Take EMS-121(S10423) or EMS-122(S10485); # Take EMS-120(S10478) EMS-130(S16339) EMS-131;

Corequisites:

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS-270 Life Span Emergencies 2 2 0 3

Prerequisites: Take EMS-120(S10478) EMS-130(S16339) EMS-131;

Corequisites:

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. 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 and certify at the Pediatric Advanced Life Support Provider level.

EMS-285 EMS Capstone 1 3 0 2

Prerequisites: Take EMS-220(S16342) EMS-250(S11267) EMS-260;

Corequisites:

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH (ENG Prefix)

ENG-070 Basic Language Skills 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas.

ENG-075 Reading & Language Essentials 5 0 0 5

Prerequisites:

Corequisites:

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing

COURSE DESCRIPTIONS

ENG-232	American Literature II	3	0	0	3
Prerequisites: Take ENG-112 ENG-113 or ENG-114;					
Corequisites:					
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ENG-234	Modern American Poets	3	0	0	3
Prerequisites: Take ENG-112 ENG-113 or ENG-114;					
Corequisites:					
This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
ENG-241	British Literature I	3	0	0	3
Prerequisites: Take ENG-112 ENG-113 or ENG-114;					
Corequisites:					
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ENG-242	British Literature II	3	0	0	3
Prerequisites: Take ENG-112 ENG-113 or ENG-114;					
Corequisites:					
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ENG-253	The Bible As Literature	3	0	0	3
Prerequisites: Take ENG-112 ENG-113 or ENG-114;					
Corequisites:					
This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. null This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
ENG-261	World Literature I	3	0	0	3
Prerequisites: Take ENG-112 ENG-113 or ENG-114;					
Corequisites:					
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					

COURSE DESCRIPTIONS

ENV-110A	Environmental Science Laboratory	0	2	0	1
Prerequisites:					
Corequisites: ENV-110					
This course provides a laboratory component to complement ENV 110. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental relationships and of contemporary environmental issues.					
ENV-112	Environmental Education I	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the student to elements of the NC Environmental Education Plan. Topics will include: Basic NC Wild, Project Learning Tree, environmental education learning experience and aquatics. Upon completion, students should have an understanding of environmental education and complete learning objectives specific to obtaining the NCDENR Environmental Education Certification.					
ENV-114	Environmental Education II	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the student to elements of the NC Environmental Education Plan. Emphasis is placed on the student participating in a variety of out-of-door experiences that support action to ensure stewardship of the earth's environment. Upon completion, students should have the necessary knowledge of the support resources and skills to lead an environmental education class.					
ENV-120	Earth Science	3	2	0	4
Prerequisites: Take 1 group; # Take ENV-110(S13454); # Take BIO-140 BIO-140A;					
Corequisites:					
This course covers the fundamental principles of earth science that provide a foundation for continued study in environmental science. Emphasis is placed on the basic principles of geology, oceanography, meteorology, astronomy, and the development of inquiry about the natural world through observation. Upon completion, students should be able to demonstrate an understanding of the component areas of earth science.					
ENV-193A	Selected Topics in Rural Watershed Pro	2	3	0	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
ENV-210	Management of Waste	3	2	0	4
Prerequisites: Take 1 group; # Take CHM-131 ENV-110(S13454); # Take CHM-131 BIO-140 BIO-140A;					
Corequisites:					
This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid waste, low-level radioactive waste, high-level radioactive waste, hazardous waste, and toxic materials. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.					
ENV-212	Instrumentation	3	3	0	4
Prerequisites: Take 1 group; # Take ENV-110(S13454); # Take BIO-140 BIO-140A; # Take PTC-110;					
Corequisites: CHM-132					
This course introduces analytical techniques used in quantitative analysis of chemical samples. Emphasis is placed on both classical wet techniques of chemical analysis and modern instrumental techniques. Upon completion, students should be able to use the methodologies and technologies involved in chemical analysis.					

COURSE DESCRIPTIONS

FIRE PROTECTION (FIP Prefix)

FIP-120	Introduction to Fire Protection	3	0	0	3
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Prerequisites:

Corequisites:

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP-124	Fire Prevention & Public Education	3	0	0	3
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Prerequisites:

Corequisites:

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021.

FIP-128	Detection & Investigation	3	0	0	3
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Prerequisites:

Corequisites:

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021.

FIP-132	Building Construction	3	0	0	3
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Prerequisites:

Corequisites:

This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions, meeting NFPA 1021.

FIP-136	Inspections & Codes	3	0	0	3
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Prerequisites:

Corequisites:

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.

FIP-144	Sprinklers & Automatic Alarms	2	2	0	3
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Prerequisites:

Corequisites:

This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

FIP-152	Fire Protection Law	3	0	0	3
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Prerequisites:

Corequisites:

This course covers fire protection law. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

COURSE DESCRIPTIONS

FIP-156	Computers in Fire Service	1	2	0	2
Prerequisites:					
Corequisites:					
This course covers the use of computers by fire protection organizations. Topics include operating systems, networking concepts, fire incident reporting systems, and other software applications in fire protection. Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection.					
FIP-164	OSHA Standards	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.					
FIP-176	HazMat: Operations	4	0	0	4
Prerequisites:					
Corequisites:					
This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.					
FIP-220	Fire Fighting Strategies	3	0	0	3
Prerequisites:					
Corequisites:					
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations, meeting NFPA 1021.					
FIP-221	Advanced Fire Fighting Strategies	3	0	0	3
Prerequisites: Take FIP-220(S13944);					
Corequisites:					
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.					
FIP-228	Local Government Finance	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.					
FIP-229	Fire Dynamics and Combustion	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.					

COURSE DESCRIPTIONS

FIP-230	Chemistry of Hazardous Materials I	5	0	0	5
Prerequisites:					
Corequisites:					
This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.					
FIP-232	Hydraulics & Water Distribution	2	2	0	3
Prerequisites: Take MAT-115(S20802) MAT-120(S20803) MAT-121(S20804) MAT-140(S20907) MAT-151(S21171) MAT-161(S20916) MAT-171(S20807) or MAT-175;					
Corequisites:					
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.					
FIP-236	Emergency Management	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.					
FIP-240	Fire Service Supervision	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.					
FIP-244	Fire Protection Project	3	0	0	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.					
FIP-248	Fire Service Personnel Administration	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.					
FIP-256	Municipal Public Relations	3	0	0	3
Prerequisites:					
Corequisites:					
This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.					

COURSE DESCRIPTIONS

be able to demonstrate an understanding of the differences and similarities in human cultural groups. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEOGRAPHIC INFORMATION SYSTEMS (GIS Prefix)

GIS-111	Introduction to GIS	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.					
GIS-112	Introduction to GPS	2	2	0	3
Prerequisites:					
Corequisites:					
This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.					
GIS-120	Introduction to Geodesy	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the fundamental concepts behind map projections, datums, and coordinate systems. Topics include the theory of how the earth's shape is defined and how geographic features are positioned using spherical coordinate systems. Upon completion, students should be able to demonstrate an understanding of the fundamentals of geodesy as it relates to the measurement and representation of the earth.					
GIS-121	Georeferencing & Mapping	2	2	0	3
Prerequisites: Take GIS-111;					
Corequisites:					
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.					
GIS-125	CAD for GIS	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the concepts of Computer Aided Drafting (CAD) as well as software that is used for building geographic data for a GIS. Emphasis is placed on the learning of basic commands used in building spatial data. Upon completion, the student will be able to operate within a CAD environment.					
GIS-161	Introduction to Computers-BASIC and C++	1	4	0	3
Prerequisites:					
Corequisites:					
This course introduces the electronic computer and includes a description of computer design and operation, associated vocabulary, and most widely used applications. Emphasis is placed on hands-on experience with software. Upon completion, students should be able to utilize and depict calculations, decision-making branching and looping functions processing, and top-down programming methodology.					
GIS-230	GIS Data Creation	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the fundamental concepts of primary GIS data creation. Topics include the collection of field data,					

COURSE DESCRIPTIONS

GRD-160	Photo Fundamentals I	1	4	0	3
Prerequisites:					
Corequisites:					
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.					
GRD-161	Photo Fundamentals II	1	4	0	3
Prerequisites: Take GRD-160;					
Corequisites:					
This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.					
GRD-167	Photographic Imaging I	1	4	0	3
Prerequisites:					
Corequisites:					
This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.					
GRD-168	Photographic Imaging II	1	4	0	3
Prerequisites: Take GRD-167;					
Corequisites:					
This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.					
GRD-175	3-D Animation Design	1	4	0	3
Prerequisites: Take GRD-151 or GRA-151;					
Corequisites:					
This course explores three-dimensional animation design and production. Emphasis is placed on developing essential skills and techniques using three-dimensional animation software from conceptualization to completion including design, illustration, color, spatial depth, and movement. Upon completion, students should be able to produce animation sequences for computer-related presentations.					
GRD-193	Selected Topics in Adv/Graphic Design	2	4	0	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
GRD-230	Technical Illustration	1	3	0	2
Prerequisites: Take ART-131 DES-125 or GRD-121;					
Corequisites:					
This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques.					
GRD-232	Fashion Illustration	1	3	0	2
Prerequisites: Take GRD-131;					
Corequisites:					
This course is a study of the current fashion figure. Emphasis is placed on form and movement combined with colors,					

COURSE DESCRIPTIONS

HET-116	Air Conditioning - Diesel Equipment	1	2	0	2
Prerequisites:					
Corequisites:					
This course provides a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigerant recovery, and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air-conditioning systems according to industry standards.					
HET-120	Introduction to Mobile Equipment	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces the functions and systems of modern medium and heavy duty vehicles. Topics include use of technical manuals, tools, and equipment, record keeping, material safety data sheets, and work habit safety. Upon completion, students should be able to use technical manuals, tools, equipment, and material safety data sheets.					
HET-125	Preventive Maintenance	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.					
HET-128	Medium/Heavy Duty Tune Up	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.					
HET-134	Mechanical Fuel Injection	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the principles of mechanical fuel injection. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.					
HET-134	Diesel Fuel and Power System	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry.					
HET-192A	Selected Topics in Heavy Equip & Trans	2	0	0	2
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore areas of current interest in the specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					

COURSE DESCRIPTIONS

HRM-275 Leadership-Hospitality 3 0 0 3
 Prerequisites: Take 1 group; # Take MAT-070 RED-090 ENG-090; # Take ENG-111 MAT-070; #Take DMA-040 RED-090 ENG-090; # Take DMA-040 ENG-111;

Corequisites:
 This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student's personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments.

HRM-280 Management Problems-Hospitality 3 0 0 3
 Prerequisites: Take HRM-110(S22898); Take HRM-110(S10998);

Corequisites:
 This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

HUMAN SERVICES (HSC Prefix)

HSE-110 Introduction to Human Services 2 2 0 3
 Prerequisites:
 Corequisites: HSE-135

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE-112 Group Process I 1 2 0 2
 Prerequisites: Take ENG-090 RED-090;

Corequisites:
 This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE-115 Health Care Concepts 3 2 0 4
 Prerequisites:

Corequisites:
 This course covers basic aspects of health and medical care. Emphasis is placed on the mental, social, and physical needs of various groups; first aid in emergency situations; and medical/legal ethics. Upon completion, students should be able to identify various health/medical situations, obtain appropriate certifications, and understand the medical/legal ramifications of health care.

HSE-123 Interviewing Techniques 2 2 0 3
 Prerequisites: Take ENG-090 RED-090 HSE-110;

Corequisites:
 This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE-125 Counseling 2 2 0 3
 Prerequisites: Take ENG-090 RED-090 HSE-110;

Corequisites:
 This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and

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HUM-220 Human Values and Meaning 3 0 0 3

Prerequisites: Take ENG-111;"

Corequisites:

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM-230 Leadership Development 3 0 0 3

Prerequisites: Take ENG-111;

Corequisites:

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYDRAULICS AND PNEUMATICS (HYD Prefix)

HYD-110 Hydraulics/Pneumatics I 2 3 0 3

Prerequisites:

Corequisites:

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD-111 Mobile Hydraulic Systems 1 4 0 3

Prerequisites:

Corequisites:

This course covers hydraulic components on mobile equipment including construction equipment, transportation, and farm equipment. Topics include servicing of pumps, testing and adjusting components, test points, and proper use and care of test equipment. Upon completion, students should be able to use proper test equipment to locate and repair problems on equipment.

HYD-112 Hydraulics-Medium and Heavy Duty 1 2 0 2

Prerequisites:

Corequisites:

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

HYD-134 Hydraulic/Hydrostatic Construction 2 4 0 4

Prerequisites:

Corequisites:

This course covers the hydraulic/hydrostatic components of construction equipment hydraulics and power trains. Topics include testing, adjusting, repair, and replacement of components that are applied to construction equipment hydraulics and transmissions along with other related topics. Upon completion, students should be able to use proper diagnostic procedures and identify, repair, and replace hydraulic and hydrostatic systems on construction equipment.

COURSE DESCRIPTIONS

IMAGING (IMG Prefix)

IMG-110	Fundamentals of Imaging I	2	0	6	4
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Prerequisites:

Corequisites:

This course provides an overview of the principles of imaging for radiography, nuclear medicine, ultrasound, and radiation therapy. Emphasis is placed on image production and anatomical relationships in radiography, nuclear medicine, ultrasound, and radiation therapy. Upon completion, students should be able to identify basic anatomy on, and differentiate between, radiography, nuclear medicine, radiation therapy, and ultrasound images.

IMG-111	Fundamentals of Imaging II	2	0	6	4
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Prerequisites: Take IMG-110;

Corequisites:

This course provides an overview of the principles of imaging for CT, PET, CT/PET and MRI. Emphasis is placed on image production and anatomical relationships in CT, PET, CT/PET, and MRI. Upon completion, students should be able to identify basic anatomy on, and differentiate between, CT, PET, CT/PET, and MRI images.

IMG-120	Patient Care Medical Imaging	1	2	0	2
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Prerequisites:

Corequisites:

This course is designed to provide the basic concepts of patient care in a healthcare facility. Topics include routine and emergent patient care procedures, infection control procedures, and usage of universal precautions. Upon completion, students should be able to demonstrate competence in these areas. null null null

IMG-130	Imaging Ethics & Law	3	0	0	3
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Prerequisites:

Corequisites:

This course covers the legalities of relationships between health care workers and patients. Emphasis is placed on professional malpractice, patient rights, legal and professional standards, and ethical considerations. Upon completion, students should be able to demonstrate the legal and ethical responsibilities of a diagnostic imaging professional.

INTERNATIONAL BUSINESS (INT Prefix)

INT-110	International Business	3	0	0	3
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Prerequisites:

Corequisites:

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

INDUSTRIAL SCIENCE (ISC Prefix)

ISC-112	Industrial Safety	2	0	0	2
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Prerequisites:

Corequisites:

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC-112	Industrial Safety	2	0	0	2
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Prerequisites:

Corequisites:

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

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ISC-121	Environmental Health & Safety	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.					
ISC-128	Industrial Leadership	2	0	0	2
Prerequisites:					
Corequisites:					
This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling, motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations.					
ISC-132	Manufacturing Quality Control	2	3	0	3
Prerequisites: Take EGR-115(S20666);					
Corequisites:					
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.					
ISC-135	Principles of Industrial Management	4	0	0	4
Prerequisites:					
Corequisites:					
This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.					
ISC-136	Productivity Analysis I	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers modern methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.					
ISC-175	QA Fundamentals	1	0	0	1
Prerequisites:					
Corequisites:					
This course is designed to increase fundamental knowledge in the philosophies, principles, and practice of quality in the work environment. Topics include the history and basics of quality, philosophies of quality, daily application of principles, and roles of quality professions, with emphasis on cGMP environment. Upon completion, students should be able to discuss quality fundamentals, components of quality systems, and identify standards and programs of quality.					
ISC-221	Statistical Quality Control	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.					

COURSE DESCRIPTIONS

ISC-226	Facilities Design	3	2	0	4
Prerequisites: Take ISC-136(S20651) ISC-243(S20653);					
Corequisites:					
This course introduces the methods and principles used to design an efficient facilities. Emphasis is placed on efficient processes required to optimize facilities design. Upon completion, students should be able to design efficient facilities.					
ISC-230	Simulation Production Processes	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces fundamental principles and procedures for simulation modeling of production processes. Emphasis is placed on problem-solving and engineering applications of simulation modeling for quality enhancement and productivity improvement. Upon completion, students should be able to analyze and model a production process to obtain optimum productive operations.					
ISC-237	Quality Management	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers the process by which successful manufacturing organizations achieve customer satisfaction in all processes in the organization. Topics include quality models and approaches, such as MBNQA, ISO 9000, benchmarking, and Deming's 14 Points, and the incorporation of SPC improvement techniques. Upon completion, students should be able to integrate SPC techniques with successful management practices for a comprehensive understanding of continuous quality improvement.					
ISC-243	Production and Operations Management I	2	3	0	3
Prerequisites: Take 1 group; # Take DFT-110; # Take DFT-151; # Take ARC-114(S10248);					
Corequisites:					
This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.					
ISC-244	Production and Operations Management II	2	3	0	3
Prerequisites: Take ISC-243(S10640);					
Corequisites:					
This course covers advanced production and operations management concepts, including the use of computer programs to analyze/solve manufacturing problems. Topics include systems analysis, resource allocation, cost control, and productivity improvement using advanced tools such as linear programming, ABC costing, manufacturing modeling, and manufacturing simulation. Upon completion, students should be able to recognize, analyze, and solve a variety of complex production and operations problems.					
ISC-255	Engineering Economy	2	2	0	3
Prerequisites:					
Corequisites:					
This course covers the process of economic evaluation of manufacturing industrial alternatives such as equipment selection, replacement studies, and cost reduction proposals. Topics include discounted cash flows, time value of money, income tax considerations, internal rates of return, and comparison of alternatives using computer programs. Upon completion, students should be able to analyze complex manufacturing alternatives based on engineering economy principles.					
ISC-277	Quality Technology	4	0	0	4
Prerequisites:					
Corequisites:					
This course presents quality assurance topics relating to an effective quality system. Emphasis is placed on quality management concepts, including sampling and reliability. Upon completion, students should be able to demonstrate the basic knowledge required to take the ASQC Certified Quality Technician Exam.					

COURSE DESCRIPTIONS

LAR-112	Landscape Materials & Methods	3	2	0	4
Prerequisites:					
Corequisites:					
This course introduces landscape architecture construction materials and their methodologies. Topics include landscape construction terminology, materials and their properties, manufacturing processes, landscape construction techniques, and other related topics. Upon completion, students should be able to detail landscape construction materials and properties.					
LAR-113	Residential Landscape Design	1	6	0	3
Prerequisites: Take LAR-111(S10088);					
Corequisites:					
The course covers the creation of residential landscape design working drawings. Topics include residential plans, elevation, sections, plant selection/lists, and other related topics. Upon completion, students should be able to prepare a set of residential landscape working drawings which are within accepted architectural standards.					
LAR-120	Sustainable Development	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces students to sustainable practices in site design and land development. Topics include conservation subdivision design, transportation issues, urban planning, water conservation, rain gardens, alternative technologies, permaculture design, low impact design, and grey water systems. Upon completion, students should be able to demonstrate techniques and procedures used for mitigating the impact of development on the environment.					
LAR-193	Selected Topics in Landscape Arch	2	2	0	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
LAR-211	Commercial Site Design	1	6	0	3
Prerequisites: Take LAR-113(S10075);					
Corequisites:					
This course covers commercial landscape design techniques. Topics include creation of site analysis drawings, commercial landscape architectural plans, and other related topics. Upon completion, students should be able to perform a site analysis, design a commercial landscape, and generate scaled drawings within landscape architectural standards.					
LAR-223	Land Design Project	2	6	0	4
Prerequisites: Take ARC-114(S10248) LAR-211(S22167);					
Corequisites: CIV-125					
This course provides the opportunity to design and prepare landscape contract documents. Topics include schematic design, design development, grading, roadway and parking lot design, and other related topics. Upon completion, students should be able to prepare drawings within landscape architectural standards.					
LAR-230	Principles of Exterior Planting	3	3	0	4
Prerequisites:					
Corequisites:					
This course introduces the identification and installation of landscape plants. Topics include ornamental plant selection, anatomy, physiology, ecology, installation, fertilization, pruning, pest and disease control, and other related topics. Upon completion, students should be able to select plants for different landscape situations.					
LAR-231	Principles of Interior Planting	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers the identification, selection, and installation of interior landscape plants. Topics include interior plant					

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selection, fertilization, pruning, pest and disease identification and control, and other related topics. Upon completion, students should be able to select plants for interior settings.

LAR-235 Landscape Architectural Presentation Techniques 2 3 0 3

Prerequisites:

Corequisites:

This course covers landscape architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered landscape architecture plans, and other related topics. Upon completion, students should be able to present ideas graphically and render landscape presentation drawings.

LAR-241 Advanced Site Planning 2 3 0 3

Prerequisites: Take ARC-240(S21519);

Corequisites:

This course covers advanced site planning. Topics include grading complex sites, erosion control, soil volume calculations, storm water volume calculations, channel sizing and other related topics. Upon completion, students should be able to perform advanced grading and site planning calculations.

LAR-242 Planning & Environment 2 2 0 3

Prerequisites:

Corequisites:

This course covers the historical development of urban and rural environmental problems and issues. Emphasis is placed on governmental response to environmental issues, built and natural environments, historical conflicts, and attempts to produce planning compatibility. Upon completion, students should be able to demonstrate an understanding of the importance of considering natural resources when making political and planning decisions.

LAR-250 Survey of LAR 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the historical trends in landscape architectural forms. Emphasis is placed on landscape architectural history and current trends. Upon completion, students should be able to demonstrate an understanding of significant historical and current landscape architectural styles.

LASERS AND OPTICS (LEO Prefix)

LEO-223 Fiber Optics 3 3 0 4

Prerequisites: Take ELN-132(S14036) ELN-133(S14003);

Extra:

Corequisites:

This course covers the principles of fiber optics, particularly as a communications transmission medium. Topics include digital communications systems, optical fibers, cables, splices, connectors, optical transmitters and receivers, installation techniques, component testing, and system testing. Upon completion, students should be able to splice and connectorize a fiber, make measurements of fiber optic systems, and test and troubleshoot fiber optic components and systems.

LOGISTICS MANAGEMENT (LOG Prefix)

LOG-110 Introduction to Logistics 3 0 0 3

Prerequisites:

Corequisites:

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-125 Transportation Logistics 3 0 0 3

Prerequisites:

Corequisites:

This course covers the role and importance of the transportation industry. This is an overview of transportation

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MAT-140A	Survey of Mathematics Lab	0	2	0	1
Prerequisites:	Take 1 group; #Take MAT-070 MAT-060; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-120(S20803); #Take MAT-121(S20804); #Take MAT-161(S20916); #Take MAT-171(S20807);				
Corequisites:	MAT-140				
This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT-141	Mathematical Concepts I	3	0	0	3
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-120(S20803); #Take MAT-121(S20804); #Take MAT-161(S20916); #Take MAT-171(S20807); #Take MAT-175; #Take DMA				
Corequisites:	MAT-141A				
This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts.					
MAT-141A	Mathematical Concepts I Lab	0	2	0	1
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-120(S20803); #Take MAT-121(S20804); #Take MAT-161(S20916); #Take MAT-171(S20807); #Take MAT-175;				
Corequisites:	MAT-141				
This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT-142	Mathematical Concepts II	3	0	0	3
Prerequisites:	Take MAT-141(S13022);				
Corequisites:	MAT-142A				
This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.					
MAT-142A	Mathematical Concepts II Lab	0	2	0	1
Prerequisites:	Take MAT-141(S13022);				
Corequisites:	MAT-142				
This course is a laboratory for MAT 142. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
MAT-145	Analytical Math	3	0	0	3
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-120(S20803); #Take MAT-121(S20804); #Take MAT-161(S20916); #Take MAT-171(S20807); #Take MAT-175;				
Corequisites:	MAT-145A				
This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts.					

COURSE DESCRIPTIONS

MAT-145A	Analytical Math Lab	0	2	0	1
Prerequisites:	Take 1 group; # Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-120(S20803); #Take MAT-121(S20804); # Take MAT-161(S20916); #Take MAT-171(S20807); # Take MAT-175;				
Corequisites:	MAT-145				
This course is a laboratory for MAT 145. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
MAT-151	Statistics I	3	0	0	3
Prerequisites:	Take 1 group; # Take MAT-080 MAT-060; Minimum grade C; # Take MAT-090 MAT-060; Minimum grade C; # Take MAT-095; Minimum grade C; # ake MAT-120(S20803); Minimum grade C; #Take MAT-121(S20804);				
Corequisites:	MAT-151A				
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.					
MAT-151A	Statistics I Lab	0	2	0	1
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; Minimum grade C; # Take MAT-090 MAT-060; Minimum grade C; # Take MAT-095; Minimum grade C; # Take MAT-120(S20803); Minimum grade C; #Take MAT-121(S20804)				
Corequisites:	MAT-151				
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT-155	Statistical Analysis	3	0	0	3
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-120(S20803); #Take MAT-121(S20804); # Take MAT-161(S20916); # Take MAT-171(S20807); # ake MAT-175;				
Corequisites:	MAT-155A				
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data.					
MAT-155A	Statistical Analysis Lab	0	2	0	1
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; # Take MAT-120(S20803); # Take MAT-121(S20804); # Take MAT-161(S20916); #Take MAT-171(S20807); #Take MAT-175;				
Corequisites:	MAT-155				
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT-161	College Algebra	3	0	0	3
Prerequisites:	Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; # Take MAT-095; #Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-060 DMA-070 DMA-080;				
Corequisites:	MAT-161A				
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions;					

COURSE DESCRIPTIONS

MAT-171A	Precalculus Algebra Lab	0	2	0	1
Prerequisites: Take 1 group; #Take MAT-080 MAT-060; #Take MAT-090 MAT-060; #Take MAT-095; #Take MAT-161(S20916); # Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-060 DMA-070 DMA-080;					
Corequisites: MAT-171					
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT-172	Precalculus Trigonometry	3	0	0	3
Prerequisites: Minimum grade C; Take MAT-171(S11257);					
Corequisites: MAT-172A					
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
MAT-172A	Precalculus Trigonometry Lab	0	2	0	1
Prerequisites: Minimum grade C; Take MAT-171(S11257);					
Corequisites: MAT-172					
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
MAT-175	Precalculus	4	0	0	4
Prerequisites:					
Corequisites: MAT-175A					
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.					
MAT-175A	Precalculus Lab	0	2	0	1
Prerequisites:					
Corequisites: MAT-175					
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT-223	Applied Calculus	2	2	0	3
Prerequisites: Take MAT-122(S16423);					
Corequisites:					
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.					
MAT-263	Brief Calculus	3	0	0	3
Prerequisites: Take MAT-161(S20916) MAT-171(S20807) or MAT-175; Minimum grade C;					
Corequisites: MAT-263A					
This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic					

COURSE DESCRIPTIONS

course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MECHANICAL (MEC Prefix)

MEC-111	Machine Processes I	1	4	0	3
Prerequisites:					
Corequisites:					
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.					
MEC-130	Mechanisms	2	2	0	3
Prerequisites: Take 1 group; #Take MAT-121(S20804) DFT-110; #Take MAT-121(S20804) DFT-151; # Take MAT-121(S20804) ARC-114(S10248); #Take MAT-161(S20916) DFT-110; #Take MAT-161(S20916) DFT-151; #Take MAT-161(S20916) ARC-114(S10248)					
Corequisites:					
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.					
MEC-141	Introduction to Manufacturing Processes	2	2	0	3
Prerequisites:					
Corequisites:					
This course covers the properties and characteristics of manufacturing materials and the processes used to form them. Emphasis is placed on manufacturing materials, heat-treating processes, and manufacturing processes. Upon completion, students should be able to identify physical characteristics of materials and describe processes used to manufacture a part.					
MEC-145	Manufacturing Materials I	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.					
MEC-161	Manufacturing Processes I	3	0	0	3
Prerequisites:					
Corequisites: MEC-161A					
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.					
MEC-161A	Manufacturing Processes I Lab	0	3	0	1
Prerequisites:					
Corequisites: MEC-161					
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.					
MEC-180	Engineering Materials	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-					

COURSE DESCRIPTIONS

MARKETING AND RETAILING (MKT Prefix)

MKT-120	Principles of Marketing	3	0	0	3
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Prerequisites:

Corequisites:

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT-123	Fundamentals of Selling	3	0	0	3
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Prerequisites:

Corequisites:

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT-220	Advertising and Sales Promotion	3	0	0	3
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Prerequisites:

Corequisites:

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT-221	Consumer Behavior	3	0	0	3
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Prerequisites:

Corequisites:

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MKT-223	Customer Service	3	0	0	3
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Prerequisites:

Corequisites:

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT-224	International Marketing	3	0	0	3
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Prerequisites:

Corequisites:

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MEDICAL LABORATORY TECHNOLOGY (MLT Prefix)

MLT-110	Introduction to MLT	2	3	0	3
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Prerequisites:

Corequisites:

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

COURSE DESCRIPTIONS

MLT-111	Urinalysis & Body Fluids	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.					
MLT-115	Laboratory Calculations	2	0	0	2
Prerequisites:					
Corequisites:					
This course is designed to present mathematical operations used in the medical laboratory. Topics include use of basic math processes, systems of measurement, conversion factors, solutions, and dilutions. Upon completion, students should be able to solve practical problems in the context of the medical laboratory.					
MLT-118	Medical Lab Chemistry	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function.					
MLT-120	Hematology/Hemostasis I	3	3	0	4
Prerequisites: Take BIO-163, MLT-110, MLT-111, MLT-115, MLT-118, MLT-140;					
Corequisites:					
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.					
MLT-125	Immunohematology I	4	3	0	5
Prerequisites: Take BIO-163, MLT-110, MLT-111, MLT-115, MLT-118, MLT-140;					
Corequisites:					
This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.					
MLT-130	Clinical Chemistry I	3	3	0	4
Prerequisites: Take BIO-163, MLT-110, MLT-111, MLT-115, MLT-118, MLT-140;					
Corequisites:					
This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.					
MLT-140	Introduction to Microbiology	2	3	0	3
Prerequisites:					
Corequisites:					
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.					

COURSE DESCRIPTIONS

MLT-217	Professional Issues	0	3	0	1
Prerequisites: Take MLT-230 MLT-266 MLT-280;;					
Corequisites:					
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.					
MLT-220	Hematology/Hemostasis II	2	3	0	3
Prerequisites: Take MLT-120 MLT-125 MLT-130 MLT-240;					
Corequisites:					
This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.					
MLT-230	Clinical Chemistry II	2	3	0	3
Prerequisites: Take MLT-220 MLT-254 MLT-130					
Corequisites:					
This course is designed to supplement the biochemical and physiologic theory presented in MLT 130. Emphasis is placed on special chemistry techniques and methodologies. Upon completion, students should be able to recognize and differentiate technical and physiological causes of unexpected test results.					
MLT-240	Special Clinical Microbiology	2	3	0	3
Prerequisites: Take BIO-163 MLT-110 MLT-111 MLT-115 MLT-118 MLT-140					
Corequisites:					
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.					
MLT-254	MLT Practicum I	0	0	12	4
Prerequisites: Take MLT-120 MLT-125 MLT-130 MLT-240;					
Corequisites:					
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.					
MLT-266	MLT Practicum II	0	0	18	6
Prerequisites: Take MLT-220 MLT-254;					
Corequisites:					
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.					
MLT-276	MLT Practicum III	0	0	18	6
Prerequisites: Take MLT-230 MLT-266 MLT-280;					
Corequisites:					
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.					
MLT-280	Special Practice Lab	0	3	0	1
Prerequisites: Take MLT-220 MLT-254;					
Corequisites:					
This course provides additional medical laboratory experience. Emphasis is placed on laboratory skills and techniques. Upon completion, students should be able to demonstrate proficiency in laboratory skills and techniques.					

COURSE DESCRIPTIONS

MAGNETIC RESONANCE IMAGING (MRI Prefix)

MRI-213	MR Patient Care & Safety	2	0	0	2
Prerequisites:					
Corequisites: MRI-216 MRI-250					
This course covers magnetic field safety issues concerning patients and other healthcare personnel. Emphasis is placed on screening skills, biological magnetic field effects, and the management of an MR facility. Upon completion, the student should be able to demonstrate a safe MR environment for patients and all personnel.					
MRI-214	MRI Procedures I	2	0	0	2
Prerequisites:					
Corequisites: MRI-217 MRI-241 MRI-260					
This course introduces scan procedures for the central nervous and musculoskeletal systems with MRI imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the central nervous and musculoskeletal systems.					
MRI-215	MRI Procedures II	2	0	0	2
Prerequisites: Take MRI-214;					
Corequisites: MRI-218 MRI-242 MRI-270					
This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.					
MRI-216	MRI Instrumentation	2	0	0	2
Prerequisites:					
Corequisites: MRI-213 MRI-250					
This course covers instrumentation utilized to produce the magnetic fields allowing MRI imaging to take place. Emphasis will be placed on equipment operations and use, inclusive of the static field, gradient fields, and the radiofrequency fields. Upon completion, the student should be able to demonstrate an understanding of the utilization of all MRI equipment in an MRI facility.					
MRI-217	MRI Physics I	2	0	0	2
Prerequisites: Take MRI-216;					
Corequisites: MRI-214 MRI-241 MRI-260					
This course is designed to cover the basic physics fundamentals of magnetic resonance imaging. Emphasis is placed on the historical development, basic imaging principles, and use of basic scan parameters and pulse sequences. Upon completion, the student should be able to demonstrate an understanding of the basic fundamentals of magnetic resonance.					
MRI-218	MRI Physics II	2	0	0	2
Prerequisites: Take MRI-217;					
Corequisites: MRI-215 MRI-242 MRI-270					
This course is designed to cover the advanced physics concepts of magnetic resonance imaging. Emphasis is placed on advanced imaging parameters and techniques, angiography methods, image artifacts, and quality control. Upon completion, the student should be able to demonstrate an understanding of the advanced physics concepts of magnetic resonance imaging.					
MRI-241	MRI Anatomy & Pathology I	2	0	0	2
Prerequisites:					
Corequisites: MRI-214 MRI-217 MRI-260					
This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.					

COURSE DESCRIPTIONS

NET-198A	Seminar in Networking	2	2	0	3
Prerequisites:					
Corequisites: NOS-230					
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions.					
NET-225	Routing & Switching I	1	4	0	3
Prerequisites: Take NET-126(S21096);					
Corequisites:					
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.					
NET-226	Routing and Switching II	1	4	0	3
Prerequisites: Take NET-225(S21098);					
Corequisites:					
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.					
NET-235	Networking Troubleshooting	2	2	0	3
Prerequisites: Take NET-110(S10672);					
Corequisites:					
This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems.					
NET-240	Network Design	3	0	0	3
Prerequisites: Take 1 group; #Take NET-110(S21056) NET-226(S21099) NET-272(S21103); #Take NET-110(S21056) NOS-230 NOS-231; #Take NET-110(S21056) NOS-230 NOS-232; #Take NET-110(S21056) NOS-220; #Take NET-125(S21095) NET-226(S21099)					
Corequisites:					
This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.					
NET-270	Building Scalable Networks	1	4	0	3
Prerequisites: Take NET-226(S21099);					
Corequisites:					
This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.					
NET-271	Remote Access Networks	1	4	0	3
Prerequisites: Take NET-226(S21099);					
Corequisites:					
This course covers how to build a remote access network to interconnect central sites to branch offices, home offices, and telecommuters. Topics include enabling on-demand/ permanent connections to the central site, scaling and troubleshooting remote access networks, and maximizing bandwidth utilization over remote links. Upon completion, students should be able to assemble and configure equipment, establish WAN connections, enable protocols/technologies, allow traffic between sites, and implement accessible access control.					

COURSE DESCRIPTIONS

NUTRITION (NUT Prefix)

NUT-110 Nutrition 3 0 0 3

Prerequisites: Take CUL-140(S12163);

Corequisites:

This course covers basic principals of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being.

OPERATIONS MANAGEMENT (OMT Prefix)

OMT-154 Customer Satisfaction 2 0 0 2

Prerequisites: Take CTS-118;

Corequisites:

This course is a study of quality issues relating to customer satisfaction and long-term customer support. Topics include quality through the eyes of the customer, clarifying customer expectations, resolving customer dissatisfaction, and building individual and long-term commitment to quality. Upon completion, students should be able to understand quality issues related to enhancing customer satisfaction (both internal and external) to ensure long-term customer loyalty.

OPERATING SYSTEMS MANAGEMENT (OSS Prefix)

OSS-120 Introduction to Aix 2 2 0 3

Prerequisites:

Corequisites:

This course introduces students to customizing and handling common AIX system administrator tasks in a multi-user environment. Topics include installation, system management tools, print queues, device drivers, file systems security, user administration, and scheduling techniques. Upon completion, students should be able to install AIX systems, manage file systems and group accounts, configure devices and implement customized access and security tasks.

OSS-160 Aix Sys Administrat I 2 2 0 3

Prerequisites:

Corequisites:

This course introduces students to customizing and handling common AIX system administrator tasks in a multi-user environment. Topics include installation, system management tools, print queues, device drivers, file systems security, user administration, and scheduling techniques. Upon completion, students should be able to install AIX systems, manage file systems and group accounts, configure devices and implement customized access and security tasks.

OSS-220 Aix Sys Administrat II 2 2 0 3

Prerequisites:

Corequisites:

This course introduces students to the administrator skills to develop and build advanced AIX. Topics include AIX boot sequence, disk management theory and procedures, diagnostics tools, error log, volume group techniques, damp facilities, online file system backups and security. Upon completion, students should be able to perform system problem determination procedures, recovery techniques, understand disk management theory and configure auditing in an AIX environment.

OFFICE SYSTEMS TECHNOLOGY (OST Prefix)

OST-080 Keyboarding Literacy 1 2 0 2

Prerequisites:

Corequisites:

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

COURSE DESCRIPTIONS

OST-122	Office Computations	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.					
OST-131	Keyboarding	1	2	0	2
Prerequisites:					
Corequisites:					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.					
OST-132	Keyboard Skill Building	1	2	0	2
Prerequisites: Take OST-080(S12295) OST-131 or OST-134(S22142);					
Corequisites:					
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.					
OST-133	Advanced Keyboard Skill Building	1	2	0	2
Prerequisites: Take OST-132(S16487);					
Corequisites:					
This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.					
OST-134	Text Entry & Formatting	2	2	0	3
Prerequisites: Take OST-080(S12295) or OST-131;					
Corequisites:					
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.					
OST-135	Advanced Text Entry & Formatting	3	2	0	4
Prerequisites: Take OST-134(S22142);					
Corequisites:					
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.					
OST-136	Word Processing	2	2	0	3
Prerequisites:					
Corequisites:					
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.					
OST-137	Office Software Applications	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.					

COURSE DESCRIPTIONS

OST-155	Legal Terminology	3	0	0	3
Prerequisites:					
Corequisites:					
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.					
OST-156	Legal Office Procedures	2	2	0	3
Prerequisites: Take 1 group; # Take OST-136(S22144) OST-155(S22150) OST-134(S11818); # Take OST-136(S22144) OST-155(S22150) OST-134(S22142); Take OST-134(S11818) or OST-134(S16488);					
Corequisites:					
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.					
OST-162	Executive Terminology	3	0	0	3
Prerequisites:					
Corequisites:					
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.					
OST-164	Text Editing Applications	3	0	0	3
Prerequisites: Take 1 group; # Take ENG-090 RED-090; #Take ENG-111;					
Corequisites:					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.					
OST-181	Introduction to Office Systems	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.					
OST-184	Records Management	2	2	0	3
Prerequisites:					
Corequisites:					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.					
OST-188	Issues in Office Technology	2	0	0	2
Prerequisites:					
Corequisites:					
This course is designed to develop critical thinking skills concerning roles in business and how these contribute to society. Topics include an examination of social, racial, and gender issues and how they affect self-identity. Upon completion, students should be able to demonstrate an understanding of social issues in written and oral assignments.					

COURSE DESCRIPTIONS

OST-233	Office Publications Design	2	2	0	3
Prerequisites: Take OST-136(S13837);					
Corequisites:					
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.					
OST-236	Advanced Word Or Information Processing	2	2	0	3
Prerequisites: Take OST-136(S22144);					
Corequisites:					
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.					
OST-241	Med Ofc Transcription I	1	2	0	2
Prerequisites: Take 1 group; # Take MED-121 OST-164 OST-134(S22142); # Take OST-141 OST-164 OST-134(S22142); Take MED-121 or OST-141;					
Corequisites:					
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					
OST-242	Medical Office Transcription II	1	2	0	2
Prerequisites: Take OST-241;					
Corequisites:					
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.					
OST-243	Med Office Simulation	2	2	0	3
Prerequisites: Take OST-148(S11620);					
Corequisites:					
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.					
OST-244	Medical Document Production	1	2	0	2
Prerequisites: Take OST-134(S11818) or OST-134(S16488);					
Corequisites:					
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mallable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.					
OST-247	Procedure Coding	1	2	0	2
Prerequisites: Take 1 group; # Take MED-121 MED-122 OST-148(S22148); #Take MED-121 OST-142 OST-148(S22148); #Take OST-141 MED-122 OST-148(S22148); #Take OST-141 OST-142 OST-148(S22148); Take MED-121 or OST-141;					
Corequisites:					
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.					

COURSE DESCRIPTIONS

OST-248 Diagnostic Coding 1 2 0 2
 Prerequisites: Take 1 group; #Take MED-121 MED-122 OST-148(S22148); #Take MED-121 OST-142 OST-148(S22148); #Take OST-141 MED-122 OST-148(S22148); #Take OST-141 OST-142 OST-148(S22148); Take MED-121 or OST-141;

Corequisites:
 This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST-252 Legal Transcription I 2 2 0 3
 Prerequisites: #Take OST-155(S22150); #Take OST-134(S22142) or OST-136(S22144);

Corequisites:
 This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

OST-281 Emer Issues in Med Ofc 3 0 0 3
 Prerequisites: Take OST-148(S22148) OST-181(S12232);

Corequisites:
 This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST-284 Emerging Technologies 1 2 0 2
 Prerequisites: Take OST-140 or OST-137(S22113);

Corequisites:
 This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST-286 Professional Development 3 0 0 3
 Prerequisites: Take OST-134(S22142) or OST-136(S22144);

Corequisites:
 This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST-289 Administrative Office Management 2 2 0 3
 Prerequisites: Take 1 group; #Take OST-164 OST-134(S22142) OST-138(S22145) OST-236(S22156); # Take OST-164 OST-136(S22144) OST-138(S22145) OST-236(S22156); # Take OST-164; # Take OST-134(S22142) or OST-136(S22144);

Corequisites:
 This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PHLEBOTOMY (PBT Prefix)

PBT-100 Phlebotomy Technology 5 2 0 6
 Prerequisites:

Corequisites: PBT-101
 This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. null This course is restricted to diploma and/or certificate programs.

COURSE DESCRIPTIONS

PED-145	Basketball-Beginning	0	2	0	1
Prerequisites:					
Corequisites:					
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.					
PED-154	Swimming for Fitness	0	3	0	1
Prerequisites:					
Corequisites:					
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.					
PED-177	Ice Skating	0	2	0	1
Prerequisites:					
Corequisites:					
This course introduces the fundamentals of ice skating. Emphasis is placed on basic positioning, balance, and form on ice. Upon completion, students should be able to demonstrate skills necessary for recreational ice skating. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED-186	Dancing for Fitness	0	2	0	1
Prerequisites:					
Corequisites:					
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction.					
PED-233	Ju-Jitsu	0	3	0	1
Prerequisites:					
Corequisites:					
This course introduces martial arts using the ju-jitsu form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts.					
PED-239	Kickboxing	0	3	0	1
Prerequisites:					
Corequisites:					
This course introduces martial arts using the kickboxing form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts.					

PHILOSOPHY (PHI Prefix)

PHI-210	History of Philosophy	3	0	0	3
Prerequisites: Minimum grade C; Take ENG-111;					
Corequisites:					
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied.					
PHI-215	Philosophical Issues	3	0	0	3
Prerequisites: Minimum grade C; Take ENG-111;					
Corequisites:					
This course introduces fundamental issues in philosophy considering the views of classical and contemporary					

COURSE DESCRIPTIONS

PHM-115	Pharmacy Calculations	3	0	0	3
Prerequisites:					
Corequisites:					
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.					
PHM-115A	Pharmacy Calculations Lab	0	2	0	1
Prerequisites:					
Corequisites:					
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.					
PHM-118	Sterile Products	3	3	0	4
Prerequisites: Take PHM-110(S12770) PHM-111;					
Corequisites:					
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.					
PHM-120	Pharmacology I	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.					
PHM-125	Pharmacology II	3	0	0	3
Prerequisites: Take PHM-120;					
Corequisites:					
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.					
PHM-132	Pharmacy Clinical	0	0	6	2
Prerequisites:					
Corequisites:					
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.					
PHM-133	Pharmacy Clinical	0	0	9	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon					

COURSE DESCRIPTIONS

topics covered. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PLASTICS (PLA Prefix)

PLA-110	Introduction to Plastics	2	0	0	2
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Prerequisites:

Corequisites:

This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.

PLA-120	Injection Molding	2	3	0	3
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Prerequisites:

Corequisites:

This course provides theory and processing experience with the injection molding process. Topics include machine type, molds, controls, machine-polymer part relationship, molding factors, troubleshooting, and molding problems/solutions. Upon completion, students should be able to demonstrate an understanding of machine setup and operation and be able to optimize common injection molding machines.

PLUMBING (PLU Prefix)

PLU-110	Modern Plumbing	4	15	0	9
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Prerequisites:

Corequisites:

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU-115	Basic Plumbing	2	6	0	4
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Prerequisites:

Corequisites:

This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.

PLU-120	Plumbing Applications	4	15	0	9
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Prerequisites:

Corequisites:

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU-120A	Plumbing Applications	3	6	0	5
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Prerequisites:

Corequisites:

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU-120B	Plumbing Applications	1	9	0	4
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Prerequisites: Take PLU-120A;

Corequisites:

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes,

COURSE DESCRIPTIONS

PME-112	Consumer Products	3	2	0	4
Prerequisites:					
Corequisites:					
This course introduces garden tractors, equipment, and attachments. Topics include electrical, hydraulic, and power trains and the operation, diagnosis, adjustment, and repair of lawn and turf equipment. Upon completion, students should be able to set up, adjust, diagnose, and repair lawn and garden equipment.					
PME-112	Consumer Products	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces compact utility, lawn and garden tractors, and other related equipment and attachments. Topics include set-up, adjustments and general servicing of equipment. Upon completion, students should be able to set-up, adjust, service and repair equipment.					
PME-113	Const Equipment Repair	1	2	0	2
Prerequisites:					
Corequisites:					
This course introduces construction equipment repair. Topics include product identification, care of tools, product nomenclature, fasteners, and proper lifting and blocking of construction equipment. Upon completion, students should be able to identify products and properly block and secure construction equipment.					
PME-117	Equipment Braking Systems	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers fundamental theory, adjustments, and repair of hydraulic and pneumatic braking systems used primarily in mobile construction equipment. Emphasis is placed on braking systems used in construction equipment including pneumatic, hydraulic, dynamic, and inboard brakes. Upon completion, students should be able to use proper diagnostic procedures to identify, repair, or replace components.					
PME-118	Undercarriage Components	1	2	0	2
Prerequisites:					
Corequisites:					
This course covers the fundamentals, function, repair, adjustments, and safety requirements of undercarriage components on track-equipped machines. Topics include identification, measurement, wear points, adjustments, and operation of components on track-equipped machines. Upon completion, students should be able to properly measure, adjust, rebuild or replace undercarriage components.					
PME-121	Component Controls	2	2	0	3
Prerequisites:					
Corequisites:					
This course covers specific operating controls used on modern equipment. Emphasis is placed on the hydraulic and mechanical controls used on power trains. Upon completion, students should be able to identify, diagnose, adjust, and repair control systems used on modern equipment.					
PME-121	Component Controls	1	3	0	2
Prerequisites:					
Corequisites:					
This course covers specific operating controls used on modern equipment. Emphasis is placed on the mechanical, hydraulic, and electronic controls in powertrains, guidance controls, and implements used on agricultural equipment. Upon completion, students should be able to identify, diagnose, adjust, and repair control systems used on modern equipment.					
PME-122	Agricultural Telematics	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers the set-up, activation, and programming for computerized and guidance controls for agricultural					

COURSE DESCRIPTIONS

PHYSICAL FITNESS TECHNOLOGY (PSF Prefix)

PSF-110	Exercise Science	4	0	0	4
Prerequisites:					
Corequisites:					
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.					
PSF-111	Fitness & Exer Testing I	3	2	0	4
Prerequisites:					
Corequisites:					
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.					
PSF-114	Phys Fit Theory & Instr	4	0	0	4
Prerequisites: Take PSF-110;					
Corequisites:					
This course provides information about related components of fitness and general information about the industry. Topics include the study of the components of fitness, theories of exercise and fitness, and information about the industry. Upon completion, students should be able to identify fitness components and demonstrate these in an exercise setting.					
PSF-116	Pvnt & Care Exer Injuries	2	2	0	3
Prerequisites:					
Corequisites:					
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.					
PSF-118	Fitness Facility Management	4	0	0	4
Prerequisites:					
Corequisites:					
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.					
PSF-120	Group Exercise Instruction	2	2	0	3
Prerequisites: Take PSF-110;					
Corequisites:					
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.					
PSF-210	Personal Training	2	2	0	3
Prerequisites: Take PSF-110 PSF-111;					
Corequisites:					
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.					
PSF-212	Exercise Programming	2	2	0	3
Prerequisites: Take PSF-110;					
Corequisites:					
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics					

COURSE DESCRIPTIONS

PSY-237	Social Psychology	3	0	0	3
Prerequisites: Minimum grade C; Take PSY-150 or SOC-210;					
Corequisites:					
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
PSY-239	Psychology of Personality	3	0	0	3
Prerequisites: Minimum grade C; Take PSY-150;					
Corequisites:					
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
PSY-241	Developmental Psychology	3	0	0	3
Prerequisites: Minimum grade C; Take PSY-150;					
Corequisites:					
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
PSY-259	Human Sexuality	3	0	0	3
Prerequisites: Minimum grade C; Take PSY-150;					
Corequisites:					
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PSY-263	Educational Psychology	3	0	0	3
Prerequisites: Minimum grade C; Take PSY-150;					
Corequisites:					
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PSY-281	Abnormal Psychology	3	0	0	3
Prerequisites: Minimum grade C; Take PSY-150;					
Corequisites:					
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					

COURSE DESCRIPTIONS

RAD-122	Radiographic Imaging II	1	3	0	2
Prerequisites: Take RAD-112(S13039) RAD-121(S22447) RAD-161;					
Corequisites: RAD-131 RAD-171					
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.					
RAD-131	Radiographic Physics I	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.					
RAD-151	RAD Clinical Ed I	0	0	6	2
Prerequisites:					
Corequisites: RAD-110 RAD-111					
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD-161	Rad Clinical Ed II	0	0	15	5
Prerequisites: Take RAD-110 RAD-111 RAD-151;					
Corequisites: RAD-112 RAD-121					
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD-171	Rad Clinical Ed III	0	0	12	4
Prerequisites: Take RAD-112(S13039) RAD-121(S13711) RAD-161;					
Corequisites: RAD-122 RAD-131					
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD-211	Rad Procedures III	2	3	0	3
Prerequisites: Take RAD-131(S22449) RAD-171 RAD-122(S22448)					
Corequisites: RAD-231 RAD-241 RAD-251					
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.					
RAD-231	Radiographic Physics II	1	3	0	2
Prerequisites: Take 1 group; # Take RAD-122(S22448) RAD-171; # Take RAD-122(S22448) RAD-131(S22449); Take RAD-171 or RAD-131(S22449);					
Corequisites: RAD-211 RAD-241 RAD-251					
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.					
RAD-241	Radiobiology/Protection	2	0	0	2
Prerequisites: Take RAD-122(S13744) RAD-131(S11316) RAD-171;					
Corequisites: RAD-211 RAD-231 RAD-251					
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation					

COURSE DESCRIPTIONS

READING (RED Prefix)

RED-070	Essential Reading Skills	3	2	0	4
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Prerequisites:

Corequisites:

This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080.

RED-080	Introduction to College Reading	3	2	0	4
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Prerequisites: Take RED-070(S10648) or ENG-075;

Corequisites:

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

RED-090	Improved College Reading	3	2	0	4
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Prerequisites: Take RED-080 or ENG-085;

Corequisites:

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

RELIGION (REL Prefix)

REL-110	World Religions	3	0	0	3
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Prerequisites: Take 1 group; # Take RED-090 ENG-090; #Take ENG-111;

Corequisites:

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL-111	Eastern Religions	3	0	0	3
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Prerequisites: Take 1 group; #Take RED-090 ENG-090; #Take ENG-111;

Corequisites:

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL-112	Western Religions	3	0	0	3
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Prerequisites: Take 1 group; # Take RED-090 ENG-090; # Take ENG-111;

Corequisites:

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL-211	Introduction to Old Testament	3	0	0	3
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Prerequisites: Take 1 group; #Take RED-090 ENG-090; # Take ENG-111;

Corequisites:

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COURSE DESCRIPTIONS

REL-212 Introduction to New Testament 3 0 0 3

Prerequisites: Take 1 group; # Take RED-090 ENG-090; # Take ENG-111;

Corequisites:

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL-221 Religion in America 3 0 0 3

Prerequisites: Take 1 group; # Take ENG-090 RED-090; # Take ENG-111;

Corequisites:

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REAL ESTATE (RLS Prefix)

RLS-112 Broker Prelicensing 5 0 0 5

Prerequisites:

Corequisites:

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS-117 Real Estate Broker 4 0 0 4

Prerequisites: Take RLS-112(S16530) or RLS-112(S11167);

Corequisites:

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.

SUBSTANCE ABUSE (SAB Prefix)

SAB-110 Substance Abuse Overview 3 0 0 3

Prerequisites:

Corequisites:

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB-120 Intake and Assessment 3 0 0 3

Prerequisites: Take ENG-090 RED-090;

Corequisites:

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process.

COURSE DESCRIPTIONS

SAB-125	SA Case Management	2	2	0	3
Prerequisites: Take ENG-090 RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050;					
Corequisites:					
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.					
SAB-135	Addictive Process	3	0	0	3
Prerequisites: Take ENG-090 RED-090;					
Corequisites:					
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.					
SAB-210	Sub Abuse Counseling	2	2	0	3
Prerequisites: Take ENG-090 RED-090;					
Corequisites:					
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.					
SAB-220	Group Techniques/Therapy	2	2	0	3
Prerequisites: Take HSE-112 ENG-090 RED-090; Take HSE-112;					
Corequisites:					
This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.					
SAB-240	Sab Issues in Client Serv	3	0	0	3
Prerequisites: Take ENG-090 RED-090;					
Corequisites:					
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.					

INFORMATION SYSTEMS SECURITY (SEC Prefix)

SEC-110	Security Concepts	3	0	0	3
Prerequisites:					
Corequisites:					
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.					
SEC-110	Security Concepts	2	2	0	3
Prerequisites:					
Corequisites:					
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues,					

COURSE DESCRIPTIONS

SGD-113 Simulation and Game Development Programming 2 3 0 3

Prerequisites:

Corequisites:

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-114 3D Modeling 2 3 0 3

Prerequisites: Take SGD-116;

Corequisites:

This course introduces the tools required to create three-dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

SGD-115 Physically-Based Modeling 2 2 0 3

Prerequisites: Take 1 group; # Take MAT-121(S20804) SGD-113; # Take MAT-121(S20804) CSC-134(S21066); #Take MAT-121(S20804) CSC-151; #Take MAT-161(S20916) SGD-113; #Take MAT-161(S20916) CSC-134(S21066); #Take MAT-161(S20916) CSC-15

Corequisites:

This course introduces fundamental physical concepts as applied to the simulation and game design fields. Topics include hands-on programming of vectors, matrices, graphical analyses, forces, laws of motion, work, energy, momentum, properties of matter, and problem-solving methods. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to the simulation and game design fields.

SGD-116 Graphic Design Tools 2 2 0 3

Prerequisites:

Corequisites:

This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

SGD-117 Art for Games 2 3 0 3

Prerequisites:

Corequisites:

This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects.

SGD-122 Simulation and Game Database Programming 2 3 0 3

Prerequisites:

Corequisites:

This course covers the creation and application of databases for simulation and game development. Emphasis is placed on various database and software development kits. Upon completion, students should be able to apply their knowledge of databases to the creation of simulations and games.

SGD-123 Windows and Console Programming 2 3 0 3

Prerequisites: Take SGD-113;

Corequisites:

This course introduces the concepts of Windows and Console Programming. Emphasis is placed on learning MS Windows, the operating systems of various consoles and programming techniques. Upon completion, students should be able to demonstrate an understanding of Windows and of various consoles' operating systems.

COURSE DESCRIPTIONS

SGD-124	Massive Multiplayer Online Programming	2	3	0	3
Prerequisites: Take SGD-113 CSC-134(S21066) or CSC-151;					
Corequisites:					
This course introduces the concepts of Massive On-line Programming for simulations and games. Emphasis is on learning Massive Multiplayer On-line simulation and game programming techniques. Upon completion, students should be able to create Massive Multiplayer On-line simulation or game.					
SGD-125	Simulation and Game Artificial Intelligence	2	3	0	3
Prerequisites: Take SGD-113 CSC-134(S21066) or CSC-151;					
Corequisites:					
This course introduces the artificial intelligence concepts related to simulation and game development. Emphasis is placed on expert systems. Upon completion, students should be able to describe the basic concepts and procedures related to the development of artificial intelligence systems used in simulation and games.					
SGD-126	Simulation and Game Engine Design	2	3	0	3
Prerequisites: Take SGD-113 CSC-134(S21066) or CSC-151;					
Corequisites:					
This course introduces the techniques needed to design and create a simulation/game engine. Emphasis is placed on learning core techniques used to design and create simulation and/or game engines. Upon completion, students should be able to design and create a simulation or game engine.					
SGD-134	SG Quality Assurance	2	2	0	3
Prerequisites: Take SGD-112;					
Corequisites:					
This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry.					
SGD-135	Serious Games	3	0	0	3
Prerequisites: Take SGD-111(S21240) SGD-112 SGD-116;					
Corequisites:					
This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games.					
SGD-158	SGD Business Management	3	0	0	3
Prerequisites: Take ENG-111;					
Corequisites:					
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.					
SGD-159	SGD Production Management	3	0	0	3
Prerequisites: Take SGD-111(S21240);					
Corequisites:					
This course introduces the techniques and methods used in interactive game production and how to manage a project. Emphasis is placed on scheduling, production plans, marketing and budgeting. Upon completion, students should be able to manage a team, track production, and understand the process of project management.					
SGD-161	Simulation and Game Animation	2	3	0	3
Prerequisites: Take SGD-114;					
Corequisites:					
This course introduces the fundamental principles of animation used in simulation and game development. Emphasis is placed on historical survey of animation, aspects of the animation process and animation techniques. Upon completion,					

COURSE DESCRIPTIONS

SGD-169	Linux Simulation and Game Programming	2	3	0	3
Prerequisites: Take SGD-113 CSC-134(S21066) or CSC-151;					
Corequisites:					
This course introduces the concepts of Linux programming for use in simulation and game development. Emphasis is placed on Linux programming and tools. Upon completion, students should be able to create a simple game or simulation using Linux.					
SGD-170	Handheld Simulation and Game Programming	2	3	0	3
Prerequisites: Take SGD-113 CSC-134(S21066) or CSC-151;					
Corequisites:					
This course introduces the concepts of hand-held simulation and game development. Emphasis is placed on hand-held game API, including stylus input, system buttons, infrared communications audio/visual creation and the physics of hand-held game API. Upon completion, students should be able to create a simple simulation or game for a hand-held device.					
SGD-171	Flash Simulation and Game Programming	2	3	0	3
Prerequisites: Take SGD-111(S21240) or SGD-116;					
Corequisites:					
This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash.					
SGD-172	Virtual Simulation and Game Environments	2	3	0	3
Prerequisites:					
Corequisites:					
This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.					
SGD-173	Lighting and Shading Algorithms	2	3	0	3
Prerequisites: Take SGD-214;					
Corequisites:					
This course introduces the concepts of various lighting and shading algorithms for use in simulation and game development. Topics include various tools used to create light and shadows. Upon completion, students should be able to apply knowledge of various lighting and shading algorithms to the creation of simulation and games.					
SGD-174	Simulation and Game Level Design	2	3	0	3
Prerequisites: Take SGD-114;					
Corequisites:					
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.					
SGD-192	Selected Topics in Simulation/Game Dev	1	2	0	2
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
SGD-193	Selected Topics in Simulation/Game Dev	2	2	0	3
Prerequisites:					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					

COURSE DESCRIPTIONS

SGD-212	Simulation and Game Development Desing II	2	3	0	3
Prerequisites: Take SGD-112;					
Corequisites:					
This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.					
SGD-214	3D Modeling II	2	3	0	3
Prerequisites: Take SGD-114;					
Corequisites:					
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.					
SGD-244	3D Modeling III	2	3	0	3
Prerequisites: Take SGD-214;					
Corequisites:					
This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models.					
SGD-268	Mobile Simulation and Game Programming II	2	3	0	3
Prerequisites: Take SGD-168(S23058);					
Corequisites:					
This course introduces advanced mobile simulation and game programming processes. Topics include advanced mobile simulation/game platforms, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply advanced simulation/game programming concepts to the creation of mobile simulations and games.					
SGD-271	Advanced Flash Programming	2	3	0	3
Prerequisites: Take SGD-171;					
Corequisites:					
This course is designed to expand students' previous knowledge of the Flash programming environment. Emphasis is placed on learning advanced Flash techniques for use in the simulation and game industry. Upon completion, students should be able to create industry-quality simulations or games using Flash.					
SGD-274	Simulation and Game Level Design II	2	3	0	3
Prerequisites: Take SGD-174;					
Corequisites:					
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to critical path" and "flow					
SGD-285	Simulation and Game Software Engineering	2	3	0	3
Prerequisites: Take 1 group; #Take SGD-212 CSC-134(S21066); #Take SGD-213(S23019) CSC-134(S21066); #Take SGD-214 CSC-134(S21066); #Take SGD-212 CSC-151; #Take SGD-213(S23019) CSC-151; #Take SGD-214 CSC-151; Take SGD-212 SGD-213(
Corequisites:					
This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games.					

COURSE DESCRIPTIONS

SGD-289 Simulation and Game Development Project 2 3 0 3
 Prerequisites: Take 1 group; #Take SGD-212 SGD-163 SGD-164; #Take SGD-213(S21266) SGD-163 SGD-164; #Take SGD-214 SGD-163 SGD-164; #Take SGD-285(S22374) SGD-163 SGD-164; Take SGD-212 SGD-213(S21266) SGD-214 or SGD-285(S22374);

Corequisites:
 This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SGD-292A Selected Topics in SGD Interview Skills 1 2 0 2

Prerequisites:
 Corequisites: SGD-289

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

SGD-293A Selected Topics in Maya for 3Ds Max Use 2 2 0 3

Prerequisites: Take SGD-114;
 Corequisites:

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on the subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

SCIENTIFIC GRAPHICS (SGR Prefix)

SGR-110 Scientific Graphics 2 3 0 3

Prerequisites:
 Corequisites:

This course introduces software packages used for graphing, drawing, image manipulation, data visualization, and 3D modeling. Emphasis is placed on solving design problems through appropriate visual communications techniques and on using the packages in combination to produce final documents. Upon completion, students should be able to prepare informal graphics and images and create rendered three-dimensional models.

SGR-121 Information Display Principles 3 0 0 3

Prerequisites:
 Corequisites:

This course covers psychological concepts relevant to the acquisition and processing of sensory information, focusing on the visual and auditory systems. Topics include pattern recognition, information encoding, learning, and problem solving and the application of these principles to the legibility and aesthetic quality of information displays. Upon completion, students should be able to evaluate the usability of information displays and incorporate the principles learned when designing such displays.

SGR-123 Intro to Design Software 2 3 0 3

Prerequisites:
 Corequisites:

This course introduces software packages used for drawing, image manipulation, and three-dimensional modeling. Emphasis is placed on solving design problems through appropriate visual communication techniques and on using the packages in combination to produce final documents. Upon completion, students should be able to prepare informational graphics and images and create rendered three-dimensional models.

SGR-131 Computer Graphics Concepts 3 3 0 4

Prerequisites:
 Corequisites: CIS-115

This course provides an overview of two- and three-dimensional graphics using polygonal models and introduces the use of graphics tool kits in computer programming. Topics include terminology, viewing systems, object properties,

COURSE DESCRIPTIONS

SPA-161	Cultural Immersion	2	3	0	3
Prerequisites: Take SPA-111;					
Corequisites:					
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.					
SPA-181	Spanish Lab 1	0	2	0	1
Prerequisites: Take 1 group; # Take ENG-090 RED-090; #Take ENG-111;					
Corequisites: SPA-111					
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
SPA-182	Spanish Lab 2	0	2	0	1
Prerequisites: Minimum grade C; Take SPA-181;					
Corequisites: SPA-112					
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
SPA-211	Intermediate Spanish I	3	0	0	3
Prerequisites: Minimum grade C; Take SPA-112;					
Corequisites: SPA-281					
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. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
SPA-212	Intermediate Spanish II	3	0	0	3
Prerequisites: Take SPA-211;					
Corequisites: SPA-282					
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. null This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
SPA-221	Spanish Conversation	3	0	0	3
Prerequisites: Take SPA-212;					
Corequisites:					
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. null This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

COURSE DESCRIPTIONS

SURGICAL TECHNOLOGY (SUR Prefix)

SUR-110	Intro to Surgical Technology	3	0	0	3
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Prerequisites:

Corequisites: SUR-111

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR-111	Periop Patient Care	5	6	0	7
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Prerequisites:

Corequisites: SUR-110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR-122	Surgical Procedures I	5	3	0	6
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Prerequisites: Take SUR-110(S21499) SUR-111(S14251);

Corequisites: SUR-123 STP-101

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR-123	Sur Clinical Practice I	0	0	21	7
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Prerequisites: Take SUR-110(S23183) SUR-111(S23184);

Corequisites: SUR-122 SUR-122 SUR-122

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR-134	Surgical Procedures II	5	0	0	5
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Prerequisites: Take SUR-123 or STP-101(S11785);

Corequisites:

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR-135	SUR Clinical Practice II	0	0	12	4
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Prerequisites: Take SUR-123;

Corequisites: SUR-134

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

COURSE DESCRIPTIONS

TRANSPORTATION TECHNOLOGY (TRN Prefix)

TRN-110 Introduction to Transport Technology 1 2 0 2

Prerequisites:

Corequisites:

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN-120 Basic Transportation Electricity 4 3 0 5

Prerequisites:

Corequisites:

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN-120A Basic Transportation Electrical Lab 0 3 0 1

Prerequisites:

Corequisites: TRN-120

This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

TRN-140 Transportation Climate Control 1 2 0 2

Prerequisites:

Corequisites:

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN-170 Pc Skills for Transportation 1 2 0 2

Prerequisites:

Corequisites:

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

WEB TECHNOLOGIES (WEB Prefix)

WEB-110 Internet/Web Fundamentals 2 2 0 3

Prerequisites: Take RED-090 or ENG-111;

Corequisites:

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

COURSE DESCRIPTIONS

WEB-180	Active Server Pages	2	2	0	3
Prerequisites: Take CIS-115(S21061);					
Corequisites:					
This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.					
WEB-182	PHP Programming	2	2	0	3
Prerequisites: Take CIS-115(S21061);					
Corequisites:					
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-183	Perl Programming	2	2	0	3
Prerequisites: Take 1 group; # Take WEB-115(S22059) CIS-115(S21061); #Take CSC-160(S21549) CIS-115(S21061)					
Corequisites:					
This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs.					
WEB-185	ColdFusion Programming	2	2	0	3
Prerequisites: Take 1 group; #Take WEB-115(S22059) CIS-115(S21061); #Take CSC-160(S21549) CIS-115(S21061)					
Corequisites:					
This course introduces ColdFusion Programming. Topics include installing a ColdFusion development environment, using CFQUERY tags to send and receive database information, creating and displaying a form, and other related topics. Upon completion, students should be able to design, code, test, and debug using a ColdFusion environment.					
WEB-186	XML Technology	2	2	0	3
Prerequisites: Take 1 group; #Take CIS-115(S21061) WEB-110(S22058); #Take CIS-115(S21061) CIS-172; Take CIS-115(S21061);					
Corequisites:					
This course is designed to introduce students to XML and related internet technologies. Topics include extendible style language (XSL) document object model (DOM), extendible stylesheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.					
WEB-187	Programming for Mobile Devices	2	2	0	3
Prerequisites: Take CIS-115(S21061);					
Corequisites:					
This course introduces content development for mobile electronic devices with a focus on business-related, social media, and entertainment applications. Emphasis is placed on developing web content and creating applications for mobile devices, including internet/business practices and techniques for delivery on mobile platforms. Upon completion, students should be able to develop web content and business or entertainment applications for use on mobile electronic devices.					
WEB-193	Selected Topics in Web Technology	2	2	0	3
Prerequisites: Take ITN-140 or WEB-140;					
Corequisites:					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					

COURSE DESCRIPTIONS

WEB-210	Web Design	2	2	0	3
Prerequisites: Take WEB-140;					
Corequisites:					
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.					
WEB-211	Advanced Web Graphics	2	2	0	3
Prerequisites: Take 1 group; # Take WEB-111(S22416) WEB-110(S22058); #Take ITN-110, WEB-110(S21129);					
Corequisites:					
This course covers the advanced concepts related to the creation and manipulation of graphic images for web delivery. Topics include graphics acquisition, use of masks and channels, advanced special effects, advanced photo manipulation, and other related topics. Upon completion, students should be able to create, manipulate, and optimize web graphics with advanced techniques and maintain an online coursework portfolio.					
WEB-215	Advanced Markup and Scripting	2	2	0	3
Prerequisites: Take WEB-115(S21130);					
Corequisites:					
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.					
WEB-220	Advanced Multimedia	2	2	0	3
Prerequisites: Take WEB-120 or ITN-120					
Corequisites:					
This is the second of two courses covering internet multimedia. Topics include use of advanced internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.					
WEB-225	Content Management Systems	2	2	0	3
Prerequisites: Take WEB-110(S22058);					
Corequisites:					
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-230	Implementing Web Servers	2	2	0	3
Prerequisites: Take NET-110(S21056) or NET-125(S21095);					
Corequisites:					
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.					
WEB-250	Database Driven Websites	2	2	0	3
Prerequisites: Take DBA-110;					
Corequisites:					
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 applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.					

COURSE DESCRIPTIONS

WLD-110	Cutting Processes	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.					
WLD-112	Basic Welding Processes	1	3	0	2
Prerequisites:					
Corequisites:					
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.					
WLD-115	SMAW (stick) Plate	2	9	0	5
Prerequisites:					
Corequisites:					
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.					
WLD-116	SMAW (stick) Plate/Pipe	1	9	0	4
Prerequisites: Take WLD-115(S10891) WLD-121(S13138)					
Corequisites:					
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-121	GMAW (MIG) FCAW/Plate	2	6	0	4
Prerequisites:					
Corequisites:					
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	4
Prerequisites: Take WLD-115(S10891);					
Corequisites:					
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	3
Prerequisites: Take WLD-131(S10437) WLD-121(S13138)					
Corequisites:					
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	3
Prerequisites:					
Corequisites:					
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of					

CREDENTIALS DIRECTORY

BOARD OF TRUSTEES

Each community college in North Carolina is governed by a volunteer board of trustees, with specific duties defined by state law. Among their responsibilities, trustees establish policies for the college to follow, approve the college's budget each year and serve as advocates for the college. When there is a vacancy in the college's presidency, the trustees are responsible for choosing a new president.

Wake Tech is served by 12 appointed trustees. Four are appointed by the Governor of North Carolina, four are appointed by the Wake County Commissioners and four are appointed by the Wake County Board of Education. These trustees are appointed to four-year terms of office, and the appointments are staggered so that the board always has a blend of experienced and new trustees.

In addition to the 12 appointed trustees, the college's Student Government Association president serves as an ex-officio member of the Wake Tech Board of Trustees. The SGA president is encouraged to share ideas and concerns with the board but does not vote on board issues.

The college president serves as secretary to the Wake Tech Board of Trustees but is not considered a member of the board.

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Albahrawy, Diane, J.D.	<i>Instructor, Business Administration</i>
Albing, Virginia A., M.A.	<i>Instructor/Coordinator Individualized Learning Center</i>
Albright, Tammy, A.A.S., CMA (AAMA)	<i>Instructor, Medical Assisting</i>
Alford, Latisha, M.S.	<i>Instructor, Human Resources Development</i>
Algood, Willeena J., M.Ed, R.N.	<i>Instructor, Nursing</i>
Allen, DeeDee A., Ph.D.	<i>Instructor, Chemistry</i>
Allen, Kathryn, Ph.D.	<i>Instructor/Recruiter/Retention Specialist, Basic Skills</i>
Allen, Phyllis A., B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Anderson, Erin O'Brien, B.A.	<i>Instructor, Spanish</i>
Anderson, Jamie L., M.A.	<i>Instructor, English</i>
Andreas, Kimberly H., M.S.W., LCSW	<i>Instructor, Human Services Technology</i>
Angell, Laura, B.A.	<i>Instructor, Simulation and Game Development</i>
Annis, John G., M.P.A.	<i>Instructor, Criminal Justice</i>
Appel, Kimberly P., M.A.	<i>Instructor, Psychology</i>
Archambault, Michel B., M.S.	<i>Instructor/Recruiter/Retention Specialist</i>
Arias, Hugo, B.S.	<i>Instructor/Coordinator HEP</i>
Arias, Sophia, M.A.	<i>Instructor, Philosophy</i>
Arvizu, Dianne, M.Ed.	<i>Instructor, GED Testing/English as a Second Language</i>
Asfari, Amin, M.S.	<i>Instructor, Criminal Justice Technology</i>
Atkinson, Kevin D., B.A.	<i>Instructor, Pre-Curriculum Mathematics</i>
Austin, Gail R., M.S.	<i>Instructor, Early Childhood Education</i>
Austin, Sue, B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Averre, Patricia, M.S., R.N.	<i>Instructor, Nursing</i>
Aydlett, Thomas, M.S.	<i>Instructor, Mathematics</i>
Baggett, Vickie W., M.Ed., M.S., R.N.,	<i>Instructor, Nursing</i>
Baggott, Kathleen L., B.A.	<i>Instructor/Recruiter/ Retention Specialist</i>
Bagliani, William M., M.A.	<i>Instructor, History</i>
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Benton, Kathleen M., M.B.A.	<i>Instructor, Pre-Curriculum Mathematics</i>
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Bernhardt, Jack E., M.A.	<i>Instructor, Anthropology</i>
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Bourget, Josee, M.S.M.	<i>Instructor, Computer Information Technology</i>
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Castellow, Elizabeth S., M.A.	<i>Instructor, Spanish</i>
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Cruz, Omayra , M.A.	<i>Instructor, English</i>
Cui, Hong , M.S.	<i>Instructor, Information Systems</i>
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Cylar, Michael A. , B.S.	<i>Instructor, Information Systems,</i>

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Degen, Daniel , B.S.	<i>Instructor/Recruiter/Retention Specialist, ABE/GED/ESL</i>
DeMarco, Leslie , A.A.S.	<i>Instructor, Baking & Pastry</i>
Dennis, Phillip S. , M.A., M.B.A., Master of Health Administration	<i>Instructor, English</i>
DeSimone, Carolyn G. , A.A.S.	<i>Instructor, Networking Technology</i>
Deyneka, Alexandra , M.A.	<i>Instructor, Art</i>
Dix, Alissa B. , B.S.	<i>Instructor, Biology</i>
Dixit, Ajit S. , Ph.D.	<i>Instructor, Chemistry</i>
Dockery, Tyler , M.A.	<i>Instructor, Advertising & Graphic Design</i>
Donaldson, William C. , M.S.	<i>Instructor, Electrical Engineering Technology</i>
Doody, Thomas , M.A.	<i>Instructor, History</i>
Doody, Susan M. , M.A.	<i>Instructor, English</i>
Duke, Rodney A. , A.A.S.	<i>Instructor, Mechanical Drafting Technology</i>
Dunn, Timothy E. , M.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Eaton, Kimberly L. , Ph.D.	<i>Instructor, Psychology</i>
Eddington, Lora M. , M.S., M.B.A.	<i>Instructor, Pre-Engineering</i>
Edwards, Gloria W. , B.S.	<i>Instructor/Coordinator, ILC</i>
Edwards, Verna , M.I.S.	<i>Instructor, Computer Information Technology</i>
Egan, Gerard W. , A.A.S., ASE Certified Master Automobile Technician	<i>Instructor, Automotive Systems Technology</i>
Eldridge, Julie I. , B.A.	<i>Instructor, Architectural Technology and Landscape Architecture Technology</i>
Elliot, Karlata N. , M.A.	<i>Instructor, Pre-Curriculum Mathematics</i>

CREDENTIALS DIRECTORY

Emadi, Shahrzad D. , M.S.	<i>Instructor/Coordinator, Mathematics/ILC</i>
Engel, Susan K. , M.S.	<i>Instructor, Medical Office Administration</i>
Espinosa, Steven , B.S.	<i>Instructor, Simulation & Game Development</i>
Etheridge, John , M.A.	<i>Instructor, English</i>
Evans, Bruce R. , M.A., M.F.A.	<i>Instructor, Communication</i>
Evarts, Jennifer L. , M.A.	<i>Instructor, English</i>
Faircloth, Kimberly , B.S.	<i>Instructor, Information Systems</i>
Fargo, Patrick , M.S.	<i>Instructor, Computer Information Technology</i>
Farmer, Deborah L. , M.S., R.N.	<i>Instructor, Nursing</i>
Fenton-Glass, Julie , M.A.	<i>Instructor, English</i>
Fields, Jacqueline G. , B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Finch, Joanne , M.A.	<i>Instructor, Individualized Learning Center</i>
Fister, Maria LaFuente , B.A.	<i>HEP Coordinator/Instructor</i>
Fleming, Rhoderick E. , B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Floyd, Delores E. , A.A.S., R.T. (R)(M)(CT)(QM)(BD) (ARRT)	<i>Instructor, Radiography</i>
Ford, Leighton , M.A.	<i>Instructor, Mathematics</i>
Foster, Brandon L. , M.S.	<i>Instructor, Biology</i>
Foster, Cynthia R. , B.S.	<i>Instructor, Computer Programming</i>
Foster, Patricia , M.	<i>Instructor, Psychology</i>
Fowler, Cindy M. , M.Ed.	<i>Instructor, Pre-Curriculum Mathematics</i>
Fowler, Steven V. , B.S.	<i>Instructor, Fire Protection</i>
Fox, Damian , M.F.A.	<i>Instructor, Simulation & Game Development</i>
Fox, Sarah , M.A.	<i>Instructor, Spanish</i>
Fraccola, Stephanie A. , A.A.S., NCEMT-P, Credentialed Level I EMT-Basic Instructor; Certified Instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Basic Life Support	<i>Instructor, Emergency Medical Science</i>
Fraller, Larry , M.A.	<i>Instructor, Basic Skills</i>
Frear, Lori A. , Ph.D.	<i>Instructor, Biology</i>
Furbish, Deborah W. , M.S.	<i>Instructor, Biology</i>
Furbish, Dean R. , Ph.D.	<i>Instructor, Biology</i>

CREDENTIALS DIRECTORY

Fussell, Karen H., M.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Gandy, Christopher N., M.A.	<i>Instructor, Philosophy</i>
Garner, Jessica A., M.Ed.	<i>Instructor, Pre-Curriculum</i>
Gault, Kathryn, B.S., R.T. (R) (ARRT)	<i>Instructor, Radiography Skills Laboratory</i>
George, Patricia, M.S.	<i>Instructor, English</i>
Gilleland, Katherine B., Ph.D.	<i>Instructor, Music</i>
Gitthens, Christopher G., A.G.E., AWS D1.1 Certified (SMAW) Unlimited, AWS D1.1 Certified (FCAW) Limited	<i>Instructor, Welding Technology</i>
Goodson, Mary, M.Ed.	<i>Instructor Service Occupations</i>
Grandy, Stephanie, B.A.	<i>Coordinator/Instructor, Law Enforcement</i>
Graybeal, Lesley M., M.A.	<i>Instructor, English</i>
Green, Juanita D., B.S.	<i>Instructor, Computer Information Technology</i>
Greenberg, Julie A., M.F.A.	<i>Instructor, Art</i>
Greene, Tonya J., M.Ed.	<i>Instructor, Pre-Curriculum</i>
Gurley, Dustin, B.A.	<i>Lead Instructor, Internet Technologies</i>
Hall, Harvey M., M.A.	<i>Instructor, Accounting</i>
Hallett, James L., A.A.S.	<i>Instructor, Culinary Technology</i>
Hammaker, Gwen W., M.S.	<i>Instructor, Networking Technologies</i>
Hamrick, Terri, M.S.W., LCSW, LCAS	<i>Instructor, Human Services Technology</i>
Hankins, Gail, Ph.D.	<i>Instructor, Communication</i>
Harless, Steven R., M.A.	<i>Instructor, English</i>
Harris, Geoffrey S., M.A.	<i>Instructor, History</i>
Harris, Olga K, M.A.	<i>Instructor, English as a Foreign Language</i>
Harris, Rebecca J., M.S., R.N.	<i>Instructor, Nursing</i>
Hassan, Mohamed Y., M.S.	<i>Instructor, Non-Credit Computer Education</i>
Hatley, Edward L., A.A.S.	<i>Instructor, Correction Education</i>
Hawkins, Joyce M., M.A.	<i>Instructor, Computer Information Technology</i>
Hayes, Woodrow W., B.S.	<i>Instructor, Advertising and Graphic Design</i>
Head, Julia D., M.S.	<i>Instructor, Mathematics</i>

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Helms, Carl Phillip , M.A.	<i>Instructor, History</i>
Hedges, James P. , B.S.	<i>Instructor, Pre-Curriculum</i>
Hemenway, Eileen M. , M.A.	<i>Instructor, Communications</i>
Hill, Linda E. , M.A.	<i>Instructor, Humanities</i>
Hill, Steven J. , M.A.	<i>Instructor, History</i>
Hitchner, Anita G. , M.A.	<i>Instructor, Sociology</i>
Hitchner, Steven L. , M.A.	<i>Instructor, Automotive Systems Technology</i>
Hochstaetter, Brittany W. , M.A.	<i>Instructor, Communication</i>
Hodge, Lisa M. , M.A.	<i>Instructor, Mathematics</i>
Hoff-Abdelilah, Robin , M.S.	<i>Instructor/Recruiter/Retention Specialist, ESL</i>
Holmquist, Selma , Ph.D.	<i>Instructor, Computer Information Technology</i>
Horne, Ellen O. , A., CMA (AAMA).....	<i>Instructor, Medical Assisting</i>
House, Caralyn M. , B.S.	<i>Instructor, Hotel & Restaurant Management</i>
Howard, Kenneth L. , Ph.D.	<i>Instructor, Geology</i>
Hudson, Cynthia Dianne , M.S., R.N.	<i>Instructor, Nursing</i>
Hughes, Frederick , B.S.	<i>Instructor, Real Estate</i>
Hughes, Lucy , M.Ed.	<i>Instructor, English</i>
Humphrey, Jeffrey D. , M.Div.	<i>Instructor, Pre-Curriculum</i>
Hunter, Larry J. , A.A.S.	<i>Instructor, Automotive Systems Technology</i>
Hurst, Amber S. , M.S.	<i>Instructor, Networking Technologies</i>
Ingram, Laura , M.A.	<i>Instructor, English</i>
Inks, Tamitha S. , B.S., R.T. (R) (ARRT),	<i>Instructor, Radiography</i>
James, Christopher T. , M.S.	<i>Instructor, Internet Technologies</i>
Jefferson, Phillip , M.Arch.	<i>Instructor, Architectural Technology</i>
Johnson, G. Jerome , M.F.A.	<i>Instructor, Communication</i>
Johnson, Larry E. , M.A.	<i>Instructor, English</i>
Johnson, Scott T. , M.B.A., M.S.	<i>Instructor, Biology</i>
Johnson, Sharon G. , M.A.	<i>Instructor, English</i>
Jones, Michael T. , M.A.	<i>Instructor, English as a Foreign Language</i>

CREDENTIALS DIRECTORY

Jones-Sutton, Anne, M.S., R.N.	Instructor, Nursing
Jordan, Catherine A., M.S.	Instructor, Mathematics
Joyner, Michael A., M.A.	Instructor, English
Kallam, Flynn, M.S., R.N.	Instructor, Nursing
Kallimanis, Audra, M.A.	Instructor, Sociology
Kamuabo, Jean-Pierre, D. Min.	Instructor, Religion
Kane, John R., M.A.	Instructor, English as a Foreign Language
Kane, Shelley S., M.B.A.	Instructor, Accounting
Kearns, Jon P., A.A.S.	Instructor, Heavy Equipment and Transport Technology
Keeley, Sarah, M.A.	Instructor, English
Kelly, Mandy, M.A.	Instructor, English
Keltz, Kelli, M.A.	Instructor, English
Kennedy, Ann M., M.F.A., M.A.	Instructor, Art
Kennedy, Barbara S., B.S.	Instructor, Pre-Curriculum Mathematics
Kiec, Kathryn S., M.A.	Instructor, Spanish
King, Lauree N., M.S., R.N.	Instructor, Nursing
King, Michael, J.D.	Instructor, Business Administration
Kinnion, Christy L., M.A.	Instructor, English
Kizior, Jennifer, M.A.	Instructor, Pre-Curriculum
Knapp, Martin J., M.	Instructor, Pre-Curriculum Mathematics
Lane, Deborah, B.S., R.N.	Instructor, Nursing
Langston, Kimberly A., RDH, M.D.H.	Instructor, Dental Hygiene
Langston, Tempie A., diploma	Instructor, Cosmetology
Larson, Linda M., B.A.	Instructor, Advertising and Graphic Design
Larson, Mary C., A.A.S.	Instructor, Computer Information Technology
Latil, Byron J., A.A.S.	Instructor, Civil Engineering Technology
Ledezma, Andrea, B.S.	Instructor, Interior Design
Lee, Lisa, B.S.	Instructor, Office Systems Technology
Lee, Robin H, A.A.S., R.T. (R)(CT) (ARRT)	Instructor, Radiography

CREDENTIALS DIRECTORY

Leeds, Madeleine , M.Ed.	<i>Instructor, Early Childhood Education</i>
Leinbach, Adrienne A. , M.S.	<i>Instructor, Geology</i>
Lester, Catherine , A.A.S.	<i>Instructor, Cosmetology</i>
Leung, Man C. , Ph.D.	<i>Instructor, Computer Programming</i>
Lewis, Elizabeth A. , M.A.	<i>Instructor, English</i>
Littlefield, Brandie , Ph.D.	<i>Instructor, Biology</i>
Lodder, Carol R. , M.A.	<i>Instructor, Spanish</i>
Little, Donald B. , M.A., LCAS.....	<i>Instructor, Human Services Technology</i>
Lockamy, Leah , A.A.S.	<i>Instructor, Cosmetology</i>
Lofton, Delia , B.S., R.T. (R) (ARRT), C.N.M.T.	<i>Instructor, Radiography</i>
Loges, Daniel , B.A.	<i>Instructor/Recruiter/Retention Specialist</i>
Lora, Michael , M.A.	<i>Instructor, Psychology</i>
Lorenz, Denise M. , Ph.D.	<i>Instructor, Business Administration</i>
Lovett, Gerald T. , M.A.	<i>Instructor, English</i>
Lovett, Penny R. , M.A.	<i>Instructor, Spanish</i>
Mackenzie-Hudimac, Valorie , Cosmetology License and Cosmetology Teacher License	<i>Instructor, Cosmetology</i>
Maginnes, Albert B. , M.F.A.	<i>Instructor, English</i>
Magnuson, Anne S. , M.S.	<i>Instructor, Mathematics</i>
Mahatha, Roberta L. , M.A.	<i>Recruiter/Retention Specialist/Instructor</i>
Maldonado, Janine , M.A.	<i>Recruiter/Retention Specialist/Instructor</i>
Malone, Barry F. , M.A.	<i>Instructor, History</i>
Maness, Deborah S. , M.Ed.	<i>Instructor, Pre-Curriculum</i>
Marand, Mark , M.S.	<i>Instructor, Computer Information Technology</i>
Marino, Peter T. , M.S.	<i>Instructor, Networking Technology</i>
Markovich, Holly , M.Ed.	<i>Instructor, Mathematics</i>
Markson, Kelly H. , Ph.D.	<i>Instructor, Economics</i>
Marohl, Joseph W. , Ph.D.	<i>Instructor, English</i>
Martin, Angela R. , M.S.	<i>Instructor, Nursing Simulation Lab</i>
Martin, James E. , M.Ed.	<i>Instructor, Mathematics</i>

CREDENTIALS DIRECTORY

Maynard, Teddy R. , M.S.	<i>Instructor, Mathematics</i>
Maynard, Thomas C. , B.A.S., Nationally Registered Paramedic, Credentialed Level II EMT-Paramedic Instructor, Certified Instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Basic Life Support	<i>Instructor, Emergency Medical Science</i>
McAllister, Bernadette , B.A.	<i>CRC Testing Coordinator/HRD Instructor</i>
McCarter, Walter C. , M.S.	<i>Instructor, Mathematics</i>
McElvaney, Seth H. , M.S., M.Ed.	<i>Instructor, Mathematics</i>
McIntyre, Meghan A. , M.S.	<i>Instructor, Mathematics</i>
McKee-Schwenke, Analemma , M.S.	<i>Instructor, Mathematics</i>
McVeigh, Wayne , M.B.A.	<i>Instructor, Accounting</i>
Mennear, Catherine D. , B.A.	<i>Instructor, French</i>
Merris, Karen F. , M.A.	<i>Instructor, English</i>
Metera, Kimberly A. , Ph.D.	<i>Instructor, Biology</i>
Mikulecky, Jill C. , M.S.	<i>Instructor, BioPharmaceutical Technology</i>
Miles, Eleanor , M.A.	<i>Instructor/Coordinator, Individualized Learning Center</i>
Miller, Brent , M.Div., M.A.	<i>Instructor, Philosophy</i>
Miller, Gretchen L. , M.A.	<i>Instructor, Geology</i>
Miller, Robert J. , M.B.A.	<i>Instructor, Computer Information Technology</i>
Miller, Ronda S. , B.S., R.N.	<i>Instructor, Nursing</i>
Mills, Deborah , M.S.	<i>Instructor, Mathematics</i>
Mills, Donna , M.A.	<i>Instructor, Pre-Curriculum</i>
Mills, Marsha S. , M.A.	<i>Instructor, Advertising and Graphic Design</i>
Milner, Ann Marie T. , M.S., R.N.	<i>Instructor, Nursing</i>
Minster, Joy B. , M.A.	<i>Instructor, Mathematics</i>
Milton, Matthew , B.S.	<i>Instructor, Air Conditioning, Heating & Refrigeration</i>
Mitrovich, Ksenija , M.A.	<i>Instructor, English as a Foreign Language</i>
Molin, Adolphe , M.S.	<i>Instructor, Computer Programming</i>
Money, Patricia A. , B.A.	<i>Instructor, Basic Skills</i>
Monsky, Mark , M.A.	<i>Instructor, Business Administration</i>
Montgomery, Felicia G. , B.A.	<i>Instructor, Cosmetology</i>

CREDENTIALS DIRECTORY

Moore, Emily C. , B.A.	<i>Instructor, Pre-Curriculum</i>
Moore, Katherine K. , M.S., MT(ASCP)	<i>Instructor, Medical Laboratory Technology</i>
Moore, Nancey F. , M.A.	<i>Instructor, History</i>
Moore, Richard D. , A.A.S., A.G.E.	<i>Instructor, Electrical/Electronics Technology</i>
Morf, Fredi , A.S.	<i>Instructor, Culinary Technology</i>
Morgan, Michael K. , Ph.D.	<i>Instructor, Industrial Microbiology</i>
Morris, Sidney L. , B.S., R.T. (R) (ARRT)	<i>Instructor, Radiography</i>
Mouzon, Susan Kelly , M.S., R.N.	<i>Instructor, Nursing</i>
Mullen, Brenda , M.Ed.	<i>Instructor, Early Childhood Education-Grant</i>
Murray, Kelly S. , M.F.A.	<i>Instructor, Art</i>
Myers, Jeff , M.B.A.	<i>Instructor, Business Administration</i>
Nantz, Derrick P. , M.A., M.B.A.	<i>Instructor Philosophy/Humanities</i>
Neagle, Edwin , M.A.	<i>Instructor, English</i>
Neighbors, Cynthia B. , M.A.	<i>Instructor, English</i>
Neilson, James J. , Ph.D.	<i>Instructor, English</i>
Nichols, Cam , B.A.	<i>Instructor, Pre-Curriculum Mathematics</i>
Norton, Gillian Anne , M.S.	<i>Instructor, Psychology</i>
Nunez, Brian , M.S.	<i>Instructor, Biology</i>
O'Neal, Dale A. , M.S., R.N.	<i>Instructor, Nursing</i>
O'Neill, Susan M. , B.S.	<i>Instructor/Recruiter, Retention & Training Specialist</i>
Olds, Kim L. , M., M.Ed.	<i>Instructor, Office Administration</i>
Orazem, Mary J. , Master of Bioinformatics	<i>Instructor, Computer Programming/Database Administration</i>
Oronzio, Deborah J. , M.S.	<i>Instructor, Business Administration</i>
Ortiz, Deborah P. , M.S.	<i>Instructor, Civil Engineering Technology</i>
Osborne, David , Ph.D.	<i>Instructor, Basic Skills Immured Populations</i>
Owen, Carolyn T. , M.A.	<i>Instructor, Psychology</i>
Owen, Stephen , M.A.	<i>Instructor, Computer Information Technology</i>
Palmer, Ilana , M.Ed.	<i>Instructor, Basic Skills/Transitions</i>
Pancholi, Bakula	<i>Instructor, English as a Second Language (Resource Center)</i>

CREDENTIALS DIRECTORY

Parks, Joseph , M.S.	<i>Instructor, Computer Programming</i>
Parr, Karl P. , B.S., P.E.	<i>Instructor, Electrical Engineering Technology</i>
Parrott, Ashley Shields , B.S.	<i>Instructor, Pre-Curriculum</i>
Pasley, Ginger M. , M.S.	<i>Instructor, Environmental Science Technology</i>
Patel, Ashita , B.S., MT(ASCP)	<i>Instructor, Medical Laboratory Technology</i>
Paterno, Daniel , M.A.	<i>Instructor/Coordinator, Individualized Learning Center</i>
Patterson, Grady , B.A., Credentialed Level I EMT-Paramedic Instructor, Certified Instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Basic Life Support	<i>Instructor, Emergency Medical Science</i>
Paul, Andras , M.Ed.	<i>Instructor, Mathematics</i>
Paul, Christopher , B.S.	<i>Instructor, Pre-Curriculum</i>
Paul, Hilary , M.S.	<i>Instructor, Computer Programming/Java</i>
Paul, Kathrynne H. , M.A.	<i>Instructor, Pre-Curriculum</i>
Paul, Pamela L. , A.A.S.	<i>Instructor, Networking Technology</i>
Pawa, Sameer S. , B.S.	<i>Instructor/Coordinator, Hospitality Programs</i>
Payment, Mary T. , B.S.	<i>Instructor/Coordinator, Noncredit Computer Education</i>
Pearce, Mary D. , Ph.D.	<i>Instructor, Mathematics</i>
Pebbles, Karen B. , M.A.	<i>Instructor, English</i>
Peele, Tonya , M.S.	<i>Instructor, Biology</i>
Pellow, Robert C. Ph.D.	<i>Instructor, Chemistry</i>
Pennington, Aris T. , B.S.	<i>Instructor, Cosmetology</i>
Perry, Courtney B. , M.S.	<i>Instructor, Psychology</i>
Perry, Paula H. , B.S., MT(ASCP)	<i>Instructor, Medical Laboratory Technology</i>
Petty, Anthony C. , M.A.	<i>Instructor, Political Science</i>
Phelps, Jeanne R. , M.Ed., MLS(ASCP), SM(ASCP)	<i>Instructor, Medical Laboratory Technology</i>
Polglase, Steven , A.A.S.	<i>Instructor, Air Conditioning, Heating & Refrigeration</i>
Popp, Jacqueline R. , M.A.	<i>Instructor, Sociology</i>
Porch, Dennis M. , M.S.	<i>Instructor, Communication</i>
Powell, Louise , M.S.	<i>Instructor, Nursing</i>
Powers, Lorraine , Ph.D.	<i>Instructor, Business Administration</i>

CREDENTIALS DIRECTORY

Prescott, Stephen R., J.D.	<i>Instructor, Business Administration</i>
Purnell, Linda, Ph.D.	<i>Instructor, Chemistry</i>
Raney, William, A.A.	<i>Instructor, Culinary Technology</i>
Rankin, Thomas, M.B.A.	<i>Instructor, Business Administration</i>
Regalado, Jovy, M.S.	<i>Instructor, Physics</i>
Rhoades II, William T., M.S.	<i>Instructor, Biology</i>
Richman, Lisa, M.S.	<i>Instructor, Mobile Lab</i>
Riddel, Donna, M.A.	<i>Instructor, English as a Foreign Language</i>
Riley, Thomas M., M.Div.	<i>Instructor, History</i>
Ritchie, Kathy Sperow, M.S.	<i>Instructor, ABE (Immured Population)</i>
Rivers, Nancy J., M.S.	<i>Instructor, Mathematics</i>
Roberts, Daniel F., M.A.	<i>Instructor, English as a Foreign Language</i>
Robinson, Christina B., RDH, M.S.	<i>Instructor, Dental Hygiene</i>
Roddenberry, Christopher A., Ph.D.	<i>Instructor, Psychology</i>
Rollins, Stephanie L., M.S.	<i>Instructor, Geology</i>
Romano, Joan I., M.A.	<i>Instructor, Mathematics</i>
Rotenberry, Walter D., M.S.	<i>Instructor, Simulation and Game Development</i>
Roth, Lucille C., Ed.D.	<i>Instructor, Mathematics</i>
Rowe, Traci, M.S.	<i>Instructor, Communication</i>
Rowland, Mary K., M.F.A.	<i>Instructor, Communication</i>
Ruffin, Tony, Ph.D.	<i>Instructor, Computer Information Technology</i>
Ruth, Bobby G., M.A.	<i>Instructor, English</i>
Ruth, Kay B., M.A.	<i>Instructor, Pre-Curriculum English</i>
Rutsky, Sara M., Ph.D.	<i>Instructor, Geology</i>
Sanfilippo, Pamela A., M.A.	<i>Instructor, Spanish</i>
Schlesinger, Scott L., D.M.A.	<i>Instructor, Music</i>
Schlieper, Mary, M.B.A., M.A.	<i>Instructor, Mathematics</i>
Schoenfeld, Victoria, M.S.	<i>Instructor, Psychology</i>
Schore, Michael R., M.S.	<i>Instructor, Internet Technologies</i>

CREDENTIALS DIRECTORY

Schroeder, Elizabeth R., M.A.	<i>Instructor, Communications</i>
Schubert, Alison J., M.A.	<i>Instructor, Mathematics</i>
Scoggins, Karl, M.A.	<i>Instructor, History</i>
Scogin, Katie B., Ph.D.	<i>Instructor, History</i>
Scott, Tanya E., M.S.	<i>Instructor, Office Administration</i>
Sexton, Maurice C., M.S.	<i>Instructor, Mathematics</i>
Shah, Geeta D., M.A.	<i>Instructor, Business Administration</i>
Shaw, Billy F., B.S.	<i>Instructor/Recruiter/Retention Specialist — Immured Populations</i>
Shay, Thomas R., M.A.	<i>Instructor/Coordinator, Individualized Learning Center</i>
Shearin, Maurice L., B.A.	<i>Instructor, Basic Skills</i>
Shepherd, Richard, M.S.	<i>Instructor, Accounting</i>
Sheppa, Lara J., M.S., R.N.	<i>Instructor, Nursing</i>
Shieff, Linda I., M.A.	<i>Instructor, Pre-Curriculum English</i>
Shimm, Linda W., M.S., R.N.	<i>Instructor, Nursing</i>
Sieradzan, Witold J., M.S.	<i>Instructor, Computer Programming</i>
Sigal, Belle M., M.S.	<i>Instructor, Mathematics</i>
Sinodis, Amanda, M.A.	<i>Instructor/Coordinator, Individualized Learning Center</i>
Smeal, Jennifer L., B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Smith, Crystal, B.A.	<i>Instructor, College & Career Readiness/Transitions</i>
Smith, Susan R., RDH, M.D.H.	<i>Instructor/Retention Specialist, Dental Hygiene</i>
Smith, Tonisha M., Ph.D.	<i>Instructor, English</i>
Smith, Tonya J., A.A.S., R.T. (R) (ARRT)	<i>Instructor, Radiography</i>
Sonnenberg, Yasmine, M.A.	<i>Instructor, French</i>
Soto, Jessica, M.A.	<i>Instructor, Communication</i>
Spade, F. Kathy, M.S., R.N.	<i>Instructor Nursing Skills Lab, Nursing</i>
Spain, Helen W., M.Ed.	<i>Instructor, Office Administration</i>
Sprague, Kimberly, B.S.	<i>Instructor, Interior Design</i>
Squire, Leon H., M.S.	<i>Instructor, Computer Information Technology</i>
Stall, Faye, M.A.	<i>Instructor, Pre-Curriculum</i>

CREDENTIALS DIRECTORY

Stamper, Billie J. , A.A.S.	<i>Instructor, Computer Information Technology</i>
Staton, Mary C. , Ph.D.	<i>Instructor, Biology</i>
Stein, Connie , M.A.	<i>Instructor, English</i>
Storey, Michael J. , A.	<i>Instructor, Automotive Systems Technology</i>
Stowell, Deborah T. , M.A.	<i>Instructor, Office Administration</i>
Stroud, Sue , B.A.	<i>Instructor, English as a Foreign Language</i>
Sujatha, Narasimhan , Ph.D.	<i>Instructor, Physics</i>
Sutton, Sybil B. , B.S.	<i>Instructor, Compensatory Education</i>
Swanik, Jackie T. , Ph.D.	<i>Instructor, Biology</i>
Swearingen, Bradley J. , M.B.A.	<i>Instructor, Simulation and Game Development</i>
Sweeney-Zamboni, Eileen T. , M.A.	<i>Instructor, English</i>
Talley, Lori Forbes , B.A.	<i>Instructor/Recruiter/Retention Specialist, Compensatory Education</i>
Talley, Patricia W. , M.Div.	<i>Instructor, Religion</i>
Tamer, Dana W. , M.A.	<i>Instructor/Coordinator, Computer Center</i>
Taylor, Anthony T. , B.S.	<i>Instructor, Correction Education</i>
Taylor, Julie M. , B.A.	<i>Instructor, Pre-Curriculum Mathematics</i>
Teander, Paula A. , Ph.D.	<i>Instructor, Sociology</i>
Tennant, Julia A. , B.S.	<i>Instructor, Basic Skills/Compensatory Education</i>
Thomas, Melanie A. , M.B.A.	<i>Instructor, Accounting</i>
Thomas, Michelle L. , M.Ed.	<i>Instructor, Pre-Curriculum</i>
Thomas, Wanda B. , A.A.S., R.T. (R)(M)(CT) (ARRT)	<i>Instructor, Radiography</i>
Thompson, Donald D. , M.A.	<i>Instructor, Psychology</i>
Thompson, Florianna J. , M.Ed.	<i>Instructor/Coordinator, Early Childhood Education</i>
Timberlake, William , M.E.	<i>Instructor, Air Conditioning, Heating & Refrigeration</i>
Tompkins, Gail A. , M.	<i>Instructor, Biology</i>
Trent, Natasha , M.A.	<i>Instructor, Office Administration</i>
Tsai, George C. , B.A.	<i>Instructor, Advertising and Graphic Design</i>
Tsai, Mary B. , M.S.	<i>Instructor, Mathematics</i>
Turecky, Jane , M.A.	<i>Instructor/Coordinator, Individualized Learning Center</i>

CREDENTIALS DIRECTORY

Turnage, Michael A. , Ph.D.	<i>Instructor, Biology</i>
Turner, Kenneth , M.B.A.	<i>Instructor, Simulation & Game Development</i>
Tyler, Hylana L. , M.B.A.	<i>Instructor, Distance Education/Online Assessment Coordinator</i>
Tyler, Linda W. , M.Ed., M.S, R.N..	<i>Instructor/Nursing Clinical Coordinator, Nursing</i>
Valentine, Gina M. , M.S., R.N.	<i>Instructor, Nursing</i>
Vasquez-Kool, Jorge , Ph.D.	<i>Instructor, Biology</i>
Vetter, Kelly D. , B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Vickery, John W. , M.Div., M.A.	<i>Instructor, English</i>
Vinal, Andrew C. , Ph.D.	<i>Instructor, Biology</i>
Vinson, Carolyn B. , A.S.	<i>Instructor, Correction Education</i>
Vinson, Shannon , M.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Vitacco, Mark D. , A.A.S.	<i>Instructor, Mechanical Drafting Technology</i>
Walaski, Kimberly G. , B.S.	<i>Instructor, Pre Curriculum Mathematics</i>
Walker, David E. , M.B.A.	<i>Instructor, Business Administration</i>
Wallace, Gregg R. , B.A.	<i>Instructor, Web Technologies</i>
Wallingford, Kristen M. , Ph.D.	<i>Instructor, Sociology</i>
Ward, Laviece C. , Ph.D.	<i>Instructor, English</i>
Warren, Anthony W. , Ph.D.	<i>Instructor, Chemistry</i>
Washington, Angela E. , Ph.D., R.T. (R)(CT)(MRI) (ARRT)	<i>Instructor/Clinical Coordinator – Computed Tomography/Magnetic Resonance Imaging</i>
Waters, Tarashanda L. , M.A.	<i>Instructor/Coordinator, Human Resources Development</i>
Waybright, Elisabeth C. , M.A.	<i>Instructor, Pre-Curriculum Mathematics</i>
Webster, Bradley L. , B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Weir, Scott A. , Ph.D.	<i>Instructor, Business Administration</i>
Welch, Elizabeth , M.A.	<i>Instructor, English</i>
Wetli, Denise M. , M.A.	<i>Instructor, Physics</i>
Whaley, Jean , M.A.	<i>Instructor, Music</i>
Whitehead, Jason R. , M.S.	<i>Instructor, Chemistry</i>
Wilhelm, David J. , M.S., M.B.A.	<i>Instructor, Business Administration</i>

CREDENTIALS DIRECTORY

Wilkerson, Monica S. , A.A.S.	<i>Instructor, Individualized Learning Center</i>
Williams, Alfred E. , M.S.	<i>Instructor, Computer Information Technology</i>
Williams, Derek , M.A.	<i>Instructor, Mathematics</i>
Williams, Holly L. , B.A.	<i>Instructor, College & Career Readiness/Transitions</i>
Williams, Kristin N. , M.S.	<i>Instructor, Sociology</i>
Williams, Patrick B. , M.A.	<i>Instructor, English</i>
Williford, Lorrie G. , B.S.	<i>Instructor, Pre-Curriculum Mathematics</i>
Winters, Malorie , M.S.	<i>Instructor Mathematics</i>
Wittmann, Lee M. , B.S., Credentialed Level II EMT-Paramedic Instructor, Certified Instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Basic Life Support	<i>Instructor, Emergency Medical Science</i>
Wolkowski, Jenifer L. , Ph.D.	<i>Instructor, English</i>
Wooten, Roger B. , M.A.	<i>Instructor, English</i>
Worsdale, Kathleen , M.A.	<i>Instructor, Early Childhood Education</i>
Yeane, Gerald , M.S.	<i>Instructor, Mechanical Engineering Technology</i>
Zakia-O'Donnell , M.A.	<i>Instructor/Coordinator, Individualized Learning Center</i>
Zagula, Karen R. , Ph.D.	<i>Instructor, Biology</i>
Zettervall, Jeremy , M.A.	<i>Instructor, English as a Foreign Language</i>

CREDENTIALS DIRECTORY

Academic Deans, Directors, and Department Heads

Aguirre-Rabon, Melania, M.A.	<i>Administrative Department Head, Foreign Languages</i>
Allmond, Jacinta H., M.A.	<i>Director of Student Services</i>
Askew, Paula, A.S.	<i>Instructor/Department Head, Cosmetology</i>
Aswell, Mildred J., Ph.D.	<i>Director, BioWork Program</i>
Bakken, John R., M.A., M.S.	<i>Associate Department Head, Mathematics & Physics</i>
Bartlett, Eugene R., Ph.D.	<i>Department Head, Natural Sciences</i>
Bequette, Angela L., M.S.	<i>Dean, Computer & Engineering Technologies Division</i>
Betancourt, Kenneth M., A.A.S.	<i>Instructor/Department Head, Automotive Systems Technology</i>
Blackwell, Charlotte E., M.S., R.N.	<i>Department Head, Pre-Health Sciences</i>
Bloomfield, Susan R., B.S.	<i>Dean, Admissions and Outreach Services</i>
Booher, Katherine M., B.S.	<i>Director, Corporate Training</i>
Boone, John B., Ed.D.	<i>Dean, Institutional Effectiveness, Accreditation & Research</i>
Brady, Mary O., M.A.	<i>Director of Professional Development</i>
Breivogel, Kimberly B., M.S., M.A.	<i>Administrative Department Head, Social Sciences</i>
Brown, Kevin A., M.S.	<i>Senior Dean, Student Services</i>
Bunn, Charles I., M., CPA, CFE	<i>Instructor/Department Head, Accounting</i>
Caison, Santrell, M.S.	<i>Associate Dean of Admissions</i>
Cardamone, Diane S., M.S.N., R.N.,	<i>Department Head, Nurse Aid</i>
Carter, Tina, B.S.	<i>Director of Campus Information & Admissions Services</i>
Case, Jackie L., M.S.	<i>Dean of Library Services</i>
Clark, Trudy S., B.S., Certified Dental Assistant (D.A.N.B.)	<i>Instructor/Department Head, Dental Assisting</i>
Coles, Barbara A., Ph.D.	<i>Associate Department Head, Biology</i>
Consol, Alison J., M.S.	<i>Instructor/Department Head, Internet Technologies</i>
Cooper, David D., M.A.	<i>Administrative Department Head, Pre-Curriculum</i>
Corbett, Benjamin L., M.A.	<i>Associate Department Head, Arts, Humanities & Social Sciences, Northern Wake Campus</i>
Crumrine, Winifred S., M.S.	<i>Instructor/Department Head, Therapeutic Massage</i>
Duncan, Steven N., Ed.D.	<i>Director, Corporate Workforce Development & HEP</i>
Dunn, Lloyd E., M.S.	<i>Instructor/Department Head, Construction Management</i>

CREDENTIALS DIRECTORY

Edgerton, Calvin R. , B.S.	<i>Instructor/Department Head, Construction Management</i>
Edwards, Scarlet T. , M.A.	<i>Director of Student Services, Health Sciences Campus</i>
Feild, Cynthia L. , B.S.	<i>Director, Correction and Detention Training</i>
Fox, Michelle , M.A.	<i>Director, English as a Second Language</i>
Freeman, James E. , A.A.S.	<i>Instructor/Department Head, Air Conditioning, Heating and Refrigeration</i>
Garcia, Maribel Madera , B.S.	<i>Director, International Learning & Vocational Education</i>
Gebarowski, Frederick W. , M.B.A.	<i>Director, Small Business Center</i>
Gemperlein, Monica P. , M.Ed.	<i>Dean, College & Career Readiness Division</i>
Gibson, Mark T. , M.A.	<i>Dean of Student Development</i>
Godin, Patricia , M.Ed.	<i>Dean of Applied Technologies</i>
Graham, Angela , M.Ed.	<i>Director, College and School Relations (Wake Early College of Health & Sciences)</i>
Hadley, Deborah L. , M.S.	<i>Dean, Career Readiness & Employment Resources Division</i>
Hadley, James J. , A.	<i>Interim Department Head/Instructor, Culinary Technology and Hospitality Management</i>
Hall, Michele , B.A.	<i>Director, Compensatory Education</i>
Haigler, Joseph H. , M.Div.	<i>Associate Department Head, Humanities</i>
Hedrick, Dave W. , B.S.	<i>Instructor/Department Head, Mechanical Engineering Technology and Industrial Engineering Technology</i>
Hinson, Dianne B. , M.A.	<i>Dean, Health Sciences Campus</i>
Hinton, Clifton E. , B.S.	<i>Instructor/Department Head, Environmental Science Technology and BioPharmaceutical Technology</i>
Horton, Pamela B. , M.Ed., MT(ASCP)	<i>Instructor/Department Head, Medical Laboratory Technology and Phlebotomy</i>
Huggins, Regina M. , B.S.	<i>Dean, Financial Aid & Veterans Affairs</i>
Isley, Samuel W. , M.B.A.	<i>Interim Department Head/Instructor, Accounting</i>
Jenkins, Paul F. , M.S.	<i>Director of Distance Education for Continuing Education</i>
Kalbaugh, Laura Marie , M.Ed.	<i>Dean, Academic Success & Transition Resources Division</i>
Kavcsak, Lynn E. , M.S.	<i>Associate Dean of Career & Employment Resources</i>
Keeton, Cheryl L. , Ed.D.	<i>Dean, Mathematics & Sciences Division</i>
Law, Dina M. , M.A.	<i>Administrative Department Head, Fine Arts</i>
Ledbetter, Ernestine D. , M.Ed.	<i>Department Head, Noncredit and Weekend Computer Education</i>
Lineback, William B. , B.S., Credentialed Level II EMT-Paramedic Instructor, Certified Instructor for Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Basic Life Support	<i>Instructor/Department Head, Emergency Medical Science</i>

CREDENTIALS DIRECTORY

Little, Pamela M., M.S. *Dean, Evening Division*
Lodder, Diane E., Ph.D. *Dean, Arts, Humanities & Social Sciences*
Lowe, Ronald A., A.A.S., A.G.E. *Instructor/Department Head, Heavy Equipment and Transport Technology*
Lucas, Timothy, M.B.A. *Dean, Business & Industry Services*
Mace, Andrea V., B.S. *Director, Special Projects & Educational Programs*
Maddox, Brenda P., RDH, M.S. *Instructor/Department Head, Dental Hygiene*
Martin, Walter E., M.B.A. *Dean, Business & Public Service Technologies*
McClanahan, Ana M., M.S. *Dean, Bionetwork Capstone Center*
McCullough, Patricia, M.A. *Director of Advising*
McMillian, Sharon W., M.S. *Instructor/Department Head, Individualized Learning Center*
Meardon, Susan L., M.S. *Instructor/Department Head, Pre-Engineering*
Mims, Lonette E., B.A. *Dean, Occupational Services Division*
Mizelle, Angela J., B.S. *Campus Dean, Public Safety Education Campus*
Moose, Lee R., M.Div. *Director, ABE/GED*
Morabito, Nancy F., B.A. *Director, Compensatory Education*
Neagle, Rebecca, M.A. *Associate Department Head, English*
Osborne, Diana G., B.A.S. *Department Head, Distance Education*
Overington, Ellen H., M.A. *Director of Curriculum Instruction and Transitional Services*
Palmer, Faith, M.A. *Assistant Director ABE/GED*
Parker, Charmaine, M.S., L.P.N. *Instructor/Department Head, Medical Assisting*
Pearson, Anita M., M.A. *Director of Adult High School & Student Services*
Phinazee, Karen Beatty, M.A. *Dean of Students & Student Conduct Officer, Northern Wake Campus*
Randall, Gary R., A.A.S., N.C. Electrical Contractors License *Instructor/Department Head,
Electrical/Electronics Technology*
Ray, Karen I., M.Ed. *Instructional Department Head, Early Childhood Education*
Rea, Carolyn S., M.A., NCC *Instructor/Department Head, Human Services Technology*
Richman, Lisa M., M.S. *Director, Mobile Lab Operations*
Roberts, Amanda, M.A. *Dean, Curriculum Registrar, Registration & Records*
Roberson, James A., M.L.S. *Senior Dean, Instructional Support*
Roberton, Margaret R., M.B.A. *Dean, Continuing Education Registration & Records*

CREDENTIALS DIRECTORY

Rosen, Paula S., M.S.	Instructor/Department Head, Office Administration
Schilz, Baerbel, M.A.	Director, Assessment/Retention and Training
Shurtleff, Martha A., M.S., R.N.	Instructor/Department Head, Surgical Technology
Slaughter, Janie J., M.A.	Instructor/Department Head, Criminal Justice
Smith, Elizabeth, M.A.	Administrative Department Head, Social Sciences
St. Aubin, Shelley, M.A.	Director of Student Services
Street, Barry, M.S.	Athletic Director
Swann, Steven D., M.A.	Instructor/Department Head, English as a Foreign Language
Terrill, Marilyn E., M.A.	Administrative Department Head, Business Technologies
Terrill, William L., M.Ed.	Director, Apprenticeship/FIT
Tims, Ray L., M.A.	Dean, Education Services & Technology Division
Umphlett, Rebel Bradford, M.S.	Director, Aseptic & Lab Operations
Underwood, David E., A.G.E., N.C. State Plumbing Contractor License	Instructor/Department Head, Plumbing
Valdillez, Jeralyn V., M.A.	Associate Department Head
Wang, Kai, Ph.D.	Senior Dean, Strategic Innovations
Wahrman, Russell, A.A.S.	Instructor/Department Head, Welding Technology
Washington, Thu, M.Ed.	Director of Student Success
Weeks, Kathy T., M.S., R.N.	Instructor/Department Head, Nursing
Welker, Sharon F., M.A., M.Ed.	Administrative Department Head, Mathematics and Physics
Wells, Samuel, A.A.S.	Interim Dean, Applied Technologies
White, Cathy L., M.P.Aff.	Director of GED Testing
Willis, Regina, M.S.	Director, Disability Support Services
Wirt, Jonathan, M.Div.	Associate Dean, Student Development
Wood, Deborah J., M.Ed., R.T. (R)(M) (ARRT)	Instructor/Department Head, Radiography
Yarley, David H., M.S.	Director of BTEC Training
Zullo, Matthew D., J.D.	Instructor/Department Head, Computer Information Technology



A directory of Wake Technical Community College's staff, faculty, and contact information, can be found in the **Searchable Online Directory** at <http://www.waketech.edu/directory-search>

Wake Technical Community College Contact Information

SERVICE/LOCATION	WEB ADDRESS	PHONE
Main Campus: 9101 Fayetteville Road (401 S), Raleigh, NC 27603	http://www.waketech.edu/about-wake-tech/locations/main-campus	919-866-5000
Health Sciences Campus: 2901 Holston Lane, Raleigh, NC 27610	http://www.waketech.edu/about-wake-tech/locations/health-sciences-campus	919-747-0400
Western Wake Campus: 3434 Kildaire Farm Road, Cary, NC 27518	http://www.waketech.edu/about-wake-tech/locations/western-wake-campus	919-335-1000
Future RTP Campus: Paramount Parkway, Morrisville, NC 27560	http://www.waketech.edu/about-wake-tech/locations/rtp-campus	919-866-5000
Northern Wake Campus: 6600 Louisburg Road Raleigh, NC 27616	http://www.waketech.edu/about-wake-tech/locations/northern	919-532-5502 or 5501
Public Safety Education Campus (PSEC): 321 Chapanoke Rd, Raleigh, NC 27603	http://www.waketech.edu/about-wake-tech/locations/public-safety-education-campus	919-866-6100
Adult Education Center: 1920 Capital Boulevard, Raleigh, NC 27604	http://www.waketech.edu/about-wake-tech/locations/adult-education-center	919-334-1500
State Personnel Development Center (SPDC): 101 West Peace Street, Raleigh, NC 27603	http://www.osp.state.nc.us/train.htm	919-733-2474
Eastern Wake Education Center (EWEC): 519 Industrial Drive, Zebulon, NC 27597	http://www.waketech.edu/about-wake-tech/locations/eastern-wake-educational-center	919-866-5727
General Information	http://www.waketech.edu/	919-866-5500
Calendars/Deadlines	http://www.waketech.edu/calendar/	919-866-5500
Admissions	http://admissions.waketech.edu/	919-866-5000
Advising	http://www.waketech.edu/student-services/advising	919-866-5000
Basic Skills (GED, Adult High School, etc.)	http://basicskills.waketech.edu/	919-866-5280 919-334-1500
Continuing Education	http://conted.waketech.edu/	919-866-5800
Curriculum Education	http://curred.waketech.edu/	919-866-5000
eLearning	http://www.waketech.edu/student-services/online-learning	919-866-5618
Career and College Promise Program	http://admissions.waketech.edu/index.php?page=procedures_hig_hschool	919-866-5425
Wake Technical Community College Foundation, Inc.	http://foundation.waketech.edu/	919-866-5924
ITS Services and Support (Helpdesk/WebAdvisor/student portal, etc.)	http://its.waketech.edu/service.php	919-866-7000
Open Computer Labs	http://www.waketech.edu/student-services/computer-labs	919-866-5119

Wake Tech- Main Campus Information

SERVICE	MAIN CAMPUS (401 South)	PHONE
Advising	Student Services, Room 121 http://advising.waketech.edu/	919-866-5474
Campus Police	Student Services, 233 http://www.waketech.edu/about-wake-tech/administrative-offices/campus-police	919-866-5911
Career and Employment Resources	Holding Hall, Room 108C http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5695
Cashier's Office	Holding Hall, Room 111	919-866-5900
College Bookstore	Beside Student Services Bldg. http://www.waketech.edu/student-services/wake-tech-bookstore	919-772-4204
Open Computer Labs Student ID required	ILC 124 http://www.waketech.edu/student-services/computer-labs	919-866-5119 *Additional computer resources are available at each library and ILC location)
Cooperative Education	Holding Hall, Room 108C http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5694
Counseling: <i>Student Success</i>	Student Services, Room 143 http://www.waketech.edu/student-services/counseling-services	919-866-5460
Disability Support Services	Holding Hall, Room 124 http://www.waketech.edu/student-services/disability-support-services	919-866-5670
Financial Aid	Student Services, Room 015 http://www.waketech.edu/student-services/financial-aid	919-866-5410
Individualized Learning Center (ILC) (Reading, Writing, Math, Computer, Foreign Language Help, & tutoring)	ILC Building (Student ID required) http://www.waketech.edu/student-services/individualized-learning-center	919-866-5276
Library *(open computer areas) Student ID required	Library Education, First Floor http://www.waketech.edu/student-services/libraries	919-866-5644
Photo I.D.	Student Services Building, Room 128 http://www.waketech.edu/student-life/student-activities/college-id-badges	919-866-5405
Registration & Student Records Services	Student Services Building, Room 243 http://www.waketech.edu/student-services/registration-student-records	919-866-5700
SGA (Student Activities)	Student Services Building, Room 143 http://www.waketech.edu/student-life/student-government-association	919-866-5407
Veteran's Information	Student Services Building, Room 128 http://www.waketech.edu/student-services/veterans-affairs	919-866-5417

Wake Tech – Northern Wake Campus Information

SERVICE	NORTHERN WAKE CAMPUS (401 North)	PHONE
Advising/Admissions	Bldg. A – 2 nd Floor Front Desk	919-532-5502
Campus Police	Bldg. B- Room 234	919-866-5911
Cashier's Office	Bldg. A - Room 236C	919-532-5507
College Bookstore	Bldg. B - Room 225 or online at http://www.waketech.edu/student-services/wake-tech-bookstore	919-790-9306
Counseling: Student Success Counseling	Bldg. A – 2 nd Floor Front Desk	919-532-5502
Disability Support Services:	Bldg. A – Room 315	919-532-5505
eLearning	Bldg. E, - Room 250	919-532-5830
Financial Aid	Bldg. A - Room 322	919-532-5504
Individualized Learning Center (Reading, Writing, Math, and Foreign Language tutoring) Student I.D. Required	Bldg. B - Room 213 http://www.waketech.edu/student-services/individualized-learning-center	919-532-5548
Library Student I.D. Required	Bldg. B - Room 239 http://www.waketech.edu/student-services/libraries	919-532-5550
Photo I.D. and Parking Decals	Bldg. A - Room 133	919-532-5573
Registration & Student Records Services	Bldg. A - 2 nd Floor Front Desk	919-532-5574
SGA (Student Activities)	Bldg. D - Room 206B	919-532-5654
Veteran's Information	Bldg. A – Room 322 Wednesday, 9:00 am – 1:00 pm	919-866-5417
OPEN COMPUTER AREAS		
Northern Wake Library Student I.D. Required Computers for research only Microsoft Office available	Bldg. B - Room 239 http://www.waketech.edu/student-services/libraries	919-532-5550
Open Computer Lab Student I.D. Required Microsoft Office and other applications available	Bldg. B - Room 216 http://www.waketech.edu/student-services/computer-labs	919-532-5584 *Additional computer resources are available at each library and ILC location)
CONTINUING EDUCATION		
Registration	Bldg. D - Room 230 (Front Desk)	919-532-5501
Online Classes www.ed2go.com/waketech	Bldg. D - Room 323	919-532-5581

Wake Tech – Health Science Campus Information

SERVICE	HEALTH SCIENCE CAMPUS	PHONE
Advising/Admissions	Student Services Center, Rooms 7-11	919-747-0402
Campus Police	HS 502	919-866-5911
Cashier's Office	Health Education Bldg. – Room 128F	919-747-0010
Counseling: Student Success	Student Service Center Front Desk	919-747-0103
Disability Support Services:	HS2 Building	919-747-0406
Financial Aid	HS 2 Student Service Center Room 15	919-747-0106
Individualized Learning Center (Reading, Writing, Math, Computer and Health Science Skills lab, & tutoring) Student I.D. Required	Individualized Learning Center Building http://www.waketech.edu/student-services/individualized-learning-center	919-747-0233
Library	Health Education Bldg. Room 123 http://www.waketech.edu/student-services/libraries	919-747-0002
Photo ID	Student Service Center Front Desk	919-747-0402
Registration & Student Records Services	Student Services Center (Limited Services)	919-747-0402
SGA (Student Activities)	Student Services Center Room 04	919-747-0106
OPEN COMPUTER AREAS		
Health Sciences Library Student I.D. Required Microsoft Office Available	Health Education Bldg. Room 123 http://www.waketech.edu/student-services/libraries	919-747-0002
Open Computer Lab Student ID Required Microsoft Office and other applications available	Health Science Bldg. Room 514 http://www.waketech.edu/student-services/computer-labs	919-335-1042 *Additional computer resources are available at each library and ILC location)
CONTINUING EDUCATION		
Registration	Health Education Building	919-747-0400

Wake Tech – Western Wake Campus Information

SERVICE	WESTERN WAKE CAMPUS	PHONE
Advising/Admissions	Abby Littlefield, Room 255	919-335-1050
Campus Police	(contact 1 st floor receptionist) 919-335-1000	919-866-5911
Cashier's Office	Room 100A	919-335-1049
Financial Aid	Room 255C, Tuesday 10am – 12pm	919-335-1040
Individualized Learning Center (Reading, Writing, Math, Computer, and Foreign Language tutoring) Student I.D. Required	Learning Resource Center , Suite 200E http://www.waketech.edu/student-services/individualized-learning-center	919-335-1028
Library Student ID required	Learning Resource Center, Suite 200B http://www.waketech.edu/student-services/libraries	919-335-1029
Open Computer Lab Student I.D. Required Microsoft Office and other applications available	Room 254 http://www.waketech.edu/student-services/computer-labs	919-335-1045 *Additional computer resources are available at each library and ILC location)
Photo I.D.	Room 254	919-335-1045
Student Lounge	Room 261	
CONTINUING EDUCATION		
Registration (Continuing Education)	1 st and 2 nd Floor Reception Areas Suite 100 and 200	919-335-1000 919-335-1001
Business and Industry Center	Suite 200	919-335-1001

Wake Tech – Public Safety Education Campus Information

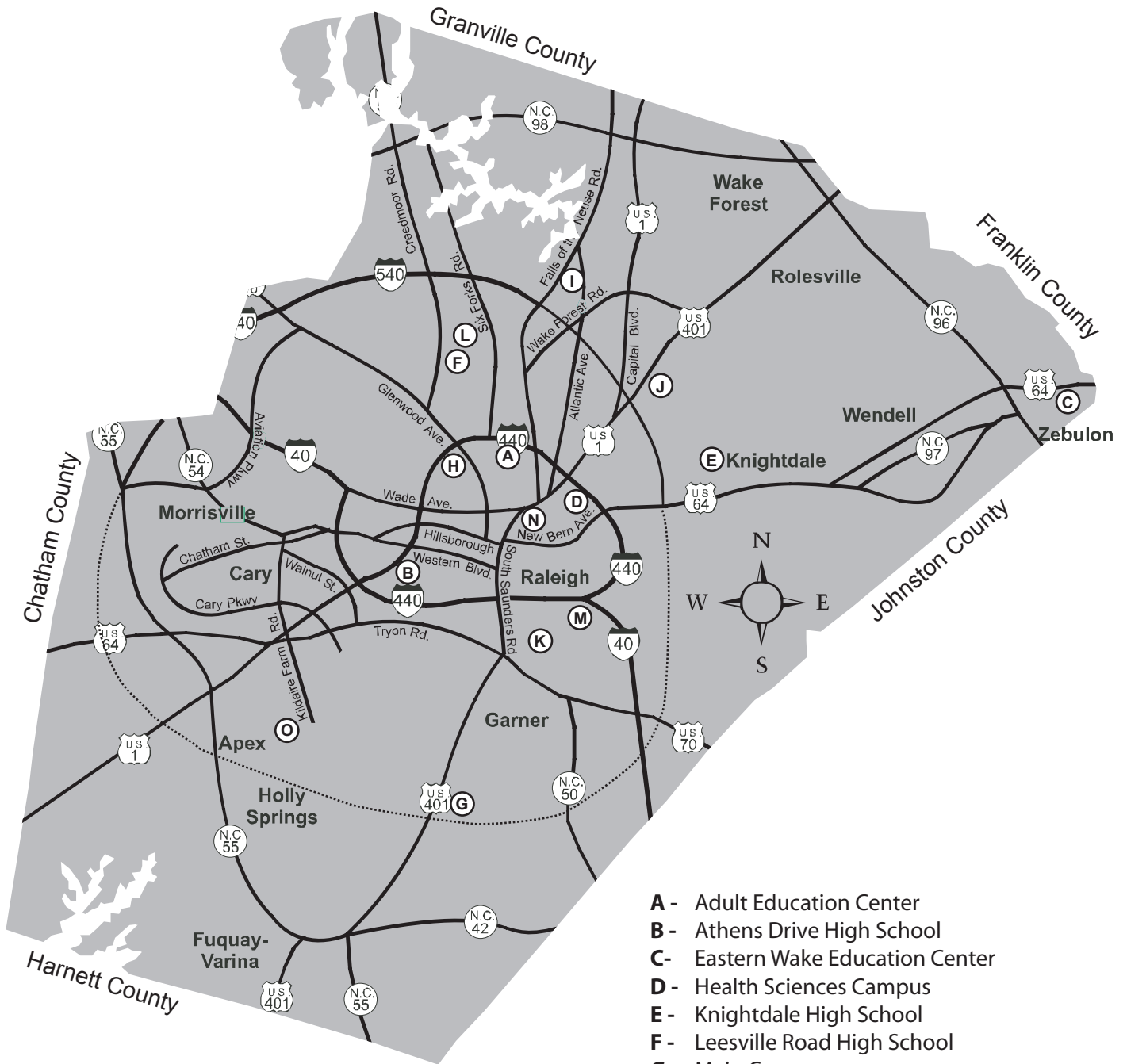
SERVICE	PUBLIC SAFETY EDUCATION CAMPUS	PHONE
Advising/Admissions:	Room 1716 M, W 8 a.m. – 5 p.m. Friday (by appt. only) 8 a.m. – 4 p.m.	919-866-5468
Campus Police	Room 1428 M-F, 8 a.m. – 5 p.m.	919-866-5911
Cashier's Office	Room 1718 M-F, 8 a.m. – 5 p.m.	919-866-6108
Counseling <i>Academic, Career, and Personal</i>	Room 1714 Wednesday, 9 a.m. – 1:30 p.m.	919-866-6137
Disability Support Services:	Room 1714 By appointment	919-866-6137
Financial Aid	Room 1714 Monday, 1 – 3 p.m.	919-866-6137
Individualized Learning Center (Reading, Writing, Math, Computer, and Foreign Language tutoring) Student I.D. Required	Room 1611 http://www.waketech.edu/student-services/individualized-learning-center	919-866-6123
Library Student ID Required	Room 1615 M-F, 9 a.m. 3 p.m. http://www.waketech.edu/student-services/libraries	919-866-6107
Photo ID	Room 1911 M-F, 8 a.m. – 4:30 p.m.	919-866-6101
SGA (Student Activities)	Room 1714 Thursday, 11 a.m. – 1 p.m.	919-866-6137

Wake Tech Locations

Wake County, NC

919-866-5000

<http://locations.waketech.edu>



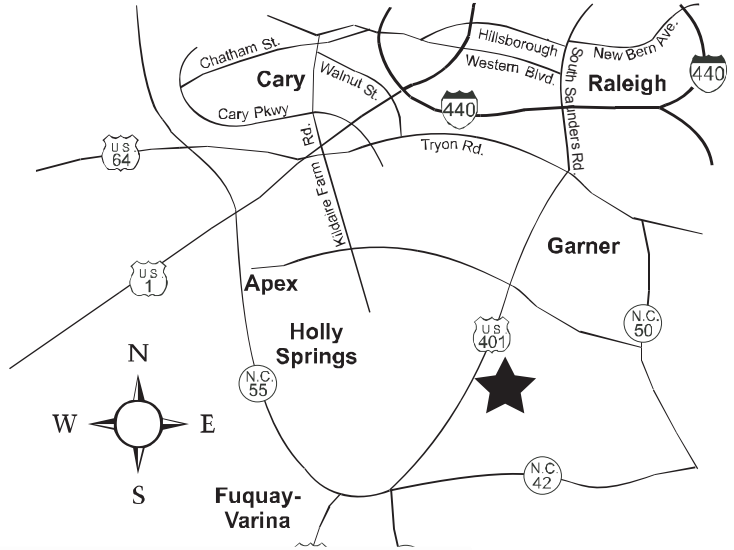
- A** - Adult Education Center
- B** - Athens Drive High School
- C** - Eastern Wake Education Center
- D** - Health Sciences Campus
- E** - Knightdale High School
- F** - Leesville Road High School
- G** - Main Campus
- H** - Martin Middle School
- I** - Millbrook High School
- J** - Northern Wake Campus
- K** - Public Safety Education Campus
- L** - Sanderson High School
- M** - Southeast High School
- N** - State Personnel Development Center
- O** - Western Wake Campus

Wake Tech Main Campus

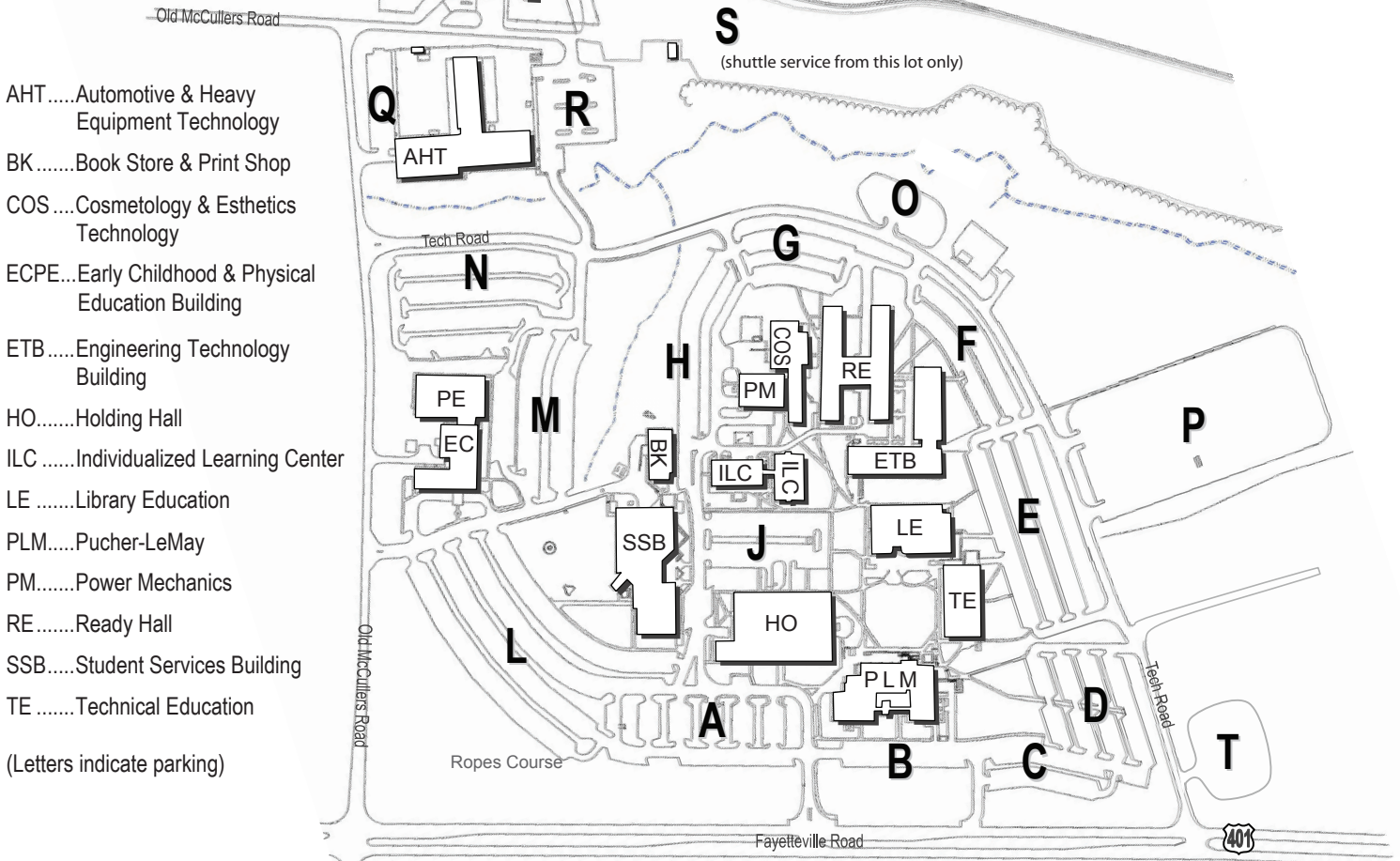
9101 Fayetteville Road, Raleigh, NC

919-866-5000

<http://maincampus.waketech.edu>



1. Parking and traffic rules and regulations are enforced 24 hours per day.
2. Always follow one-way traffic arrows.
3. Head-in and parallel parking only.
4. Parking permitted only in designated spaces.
5. Campus speed limit is 20 mph maximum.
6. See back for Traffic Rules and Regulations



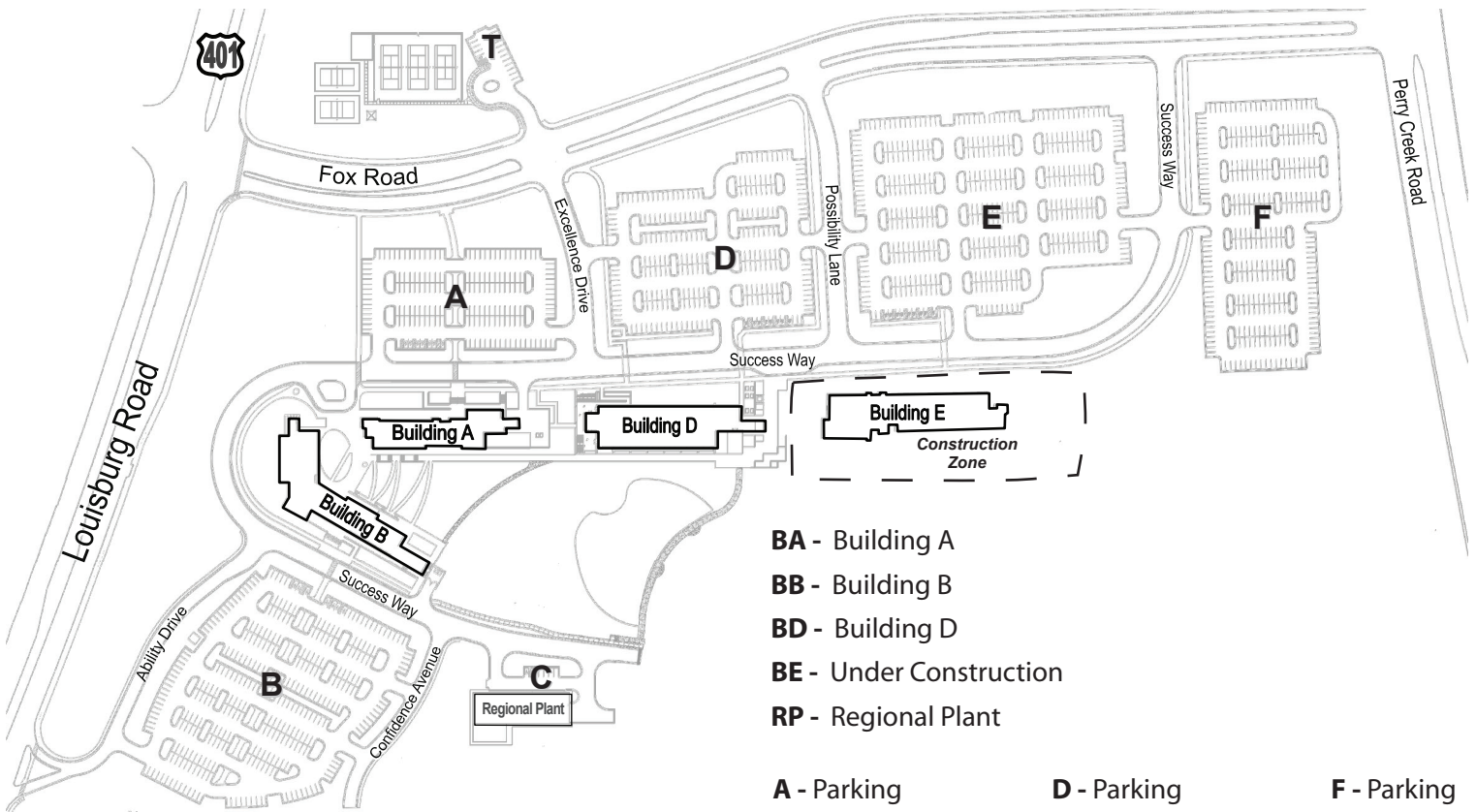
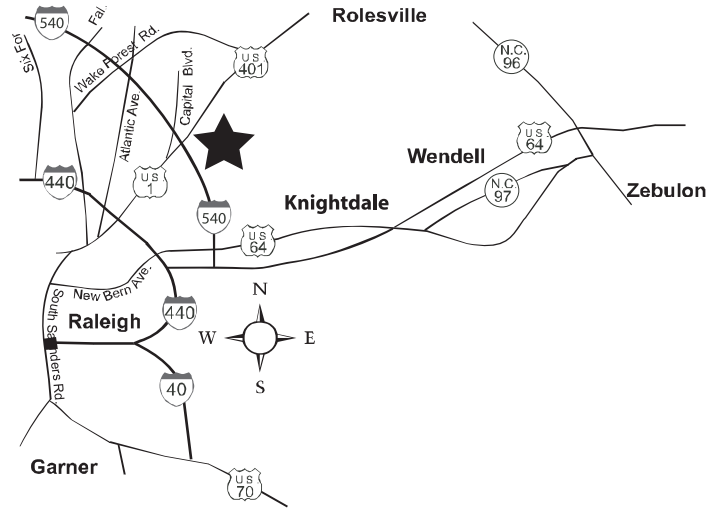
- AHT.....Automotive & Heavy Equipment Technology
 - BK.....Book Store & Print Shop
 - COS.....Cosmetology & Esthetics Technology
 - ECPE...Early Childhood & Physical Education Building
 - ETB.....Engineering Technology Building
 - HO.....Holding Hall
 - ILC.....Individualized Learning Center
 - LE.....Library Education
 - PLM.....Pucher-LeMay
 - PM.....Power Mechanics
 - RE.....Ready Hall
 - SSB.....Student Services Building
 - TE.....Technical Education
- (Letters indicate parking)

Northern Wake Campus

6600 Louisburg Road, Raleigh, NC

919-866-5000

<http://northerncampus.waketech.edu>



- BA** - Building A
- BB** - Building B
- BD** - Building D
- BE** - Under Construction
- RP** - Regional Plant

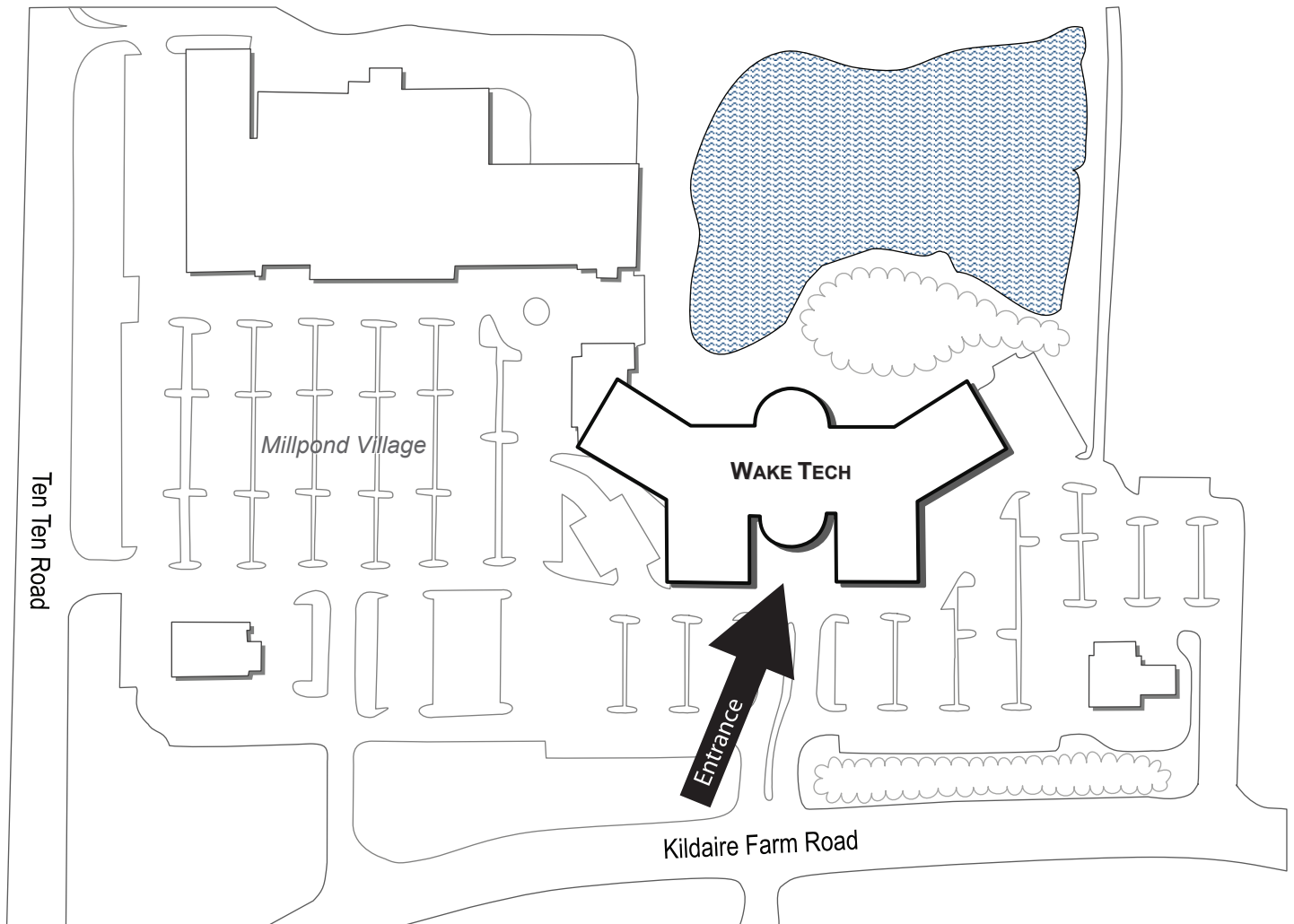
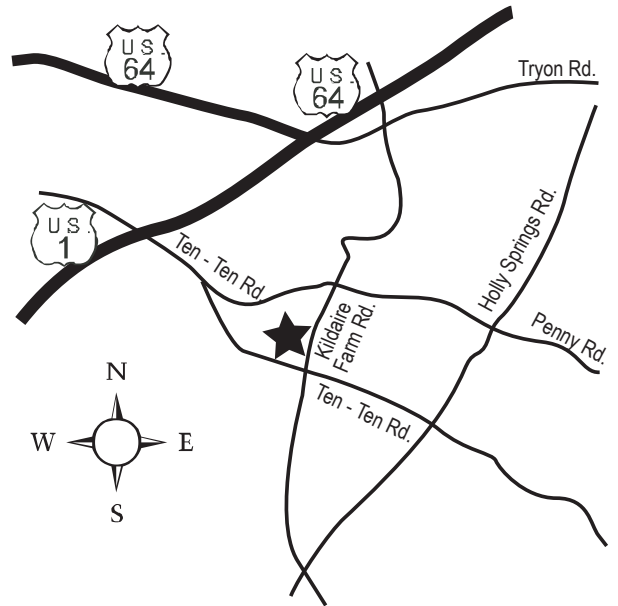
- A** - Parking
- B** - Parking
- C** - Facilities Parking
- D** - Parking
- E** - Parking
- F** - Parking
- T** - Parking

Western Wake Campus

3434 Kildaire Farm Road (Millpond Village), Cary, NC

919-335-1000

<http://westerncampus.waketech.edu>

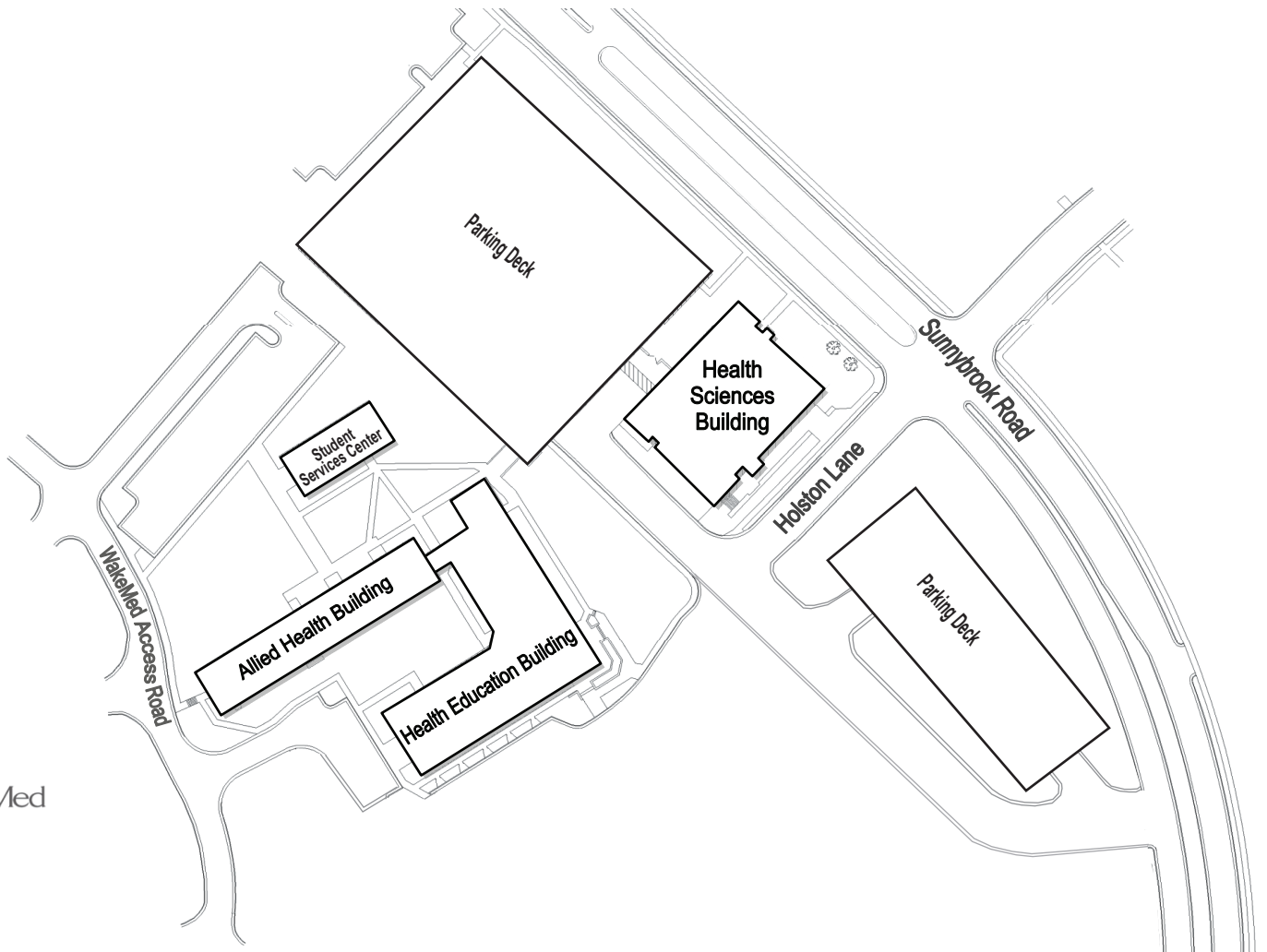
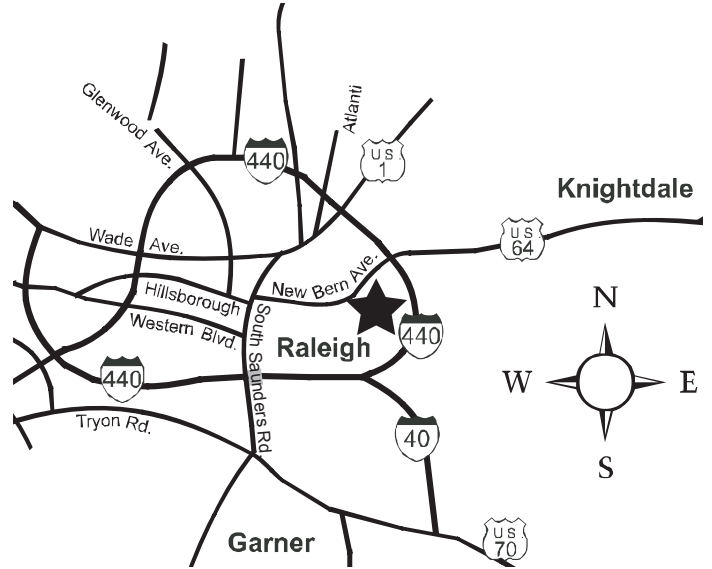


Health Sciences Campus

2901 Holston Lane, Raleigh, NC

919-747-0400

<http://healthsciencescampus.waketech.edu>



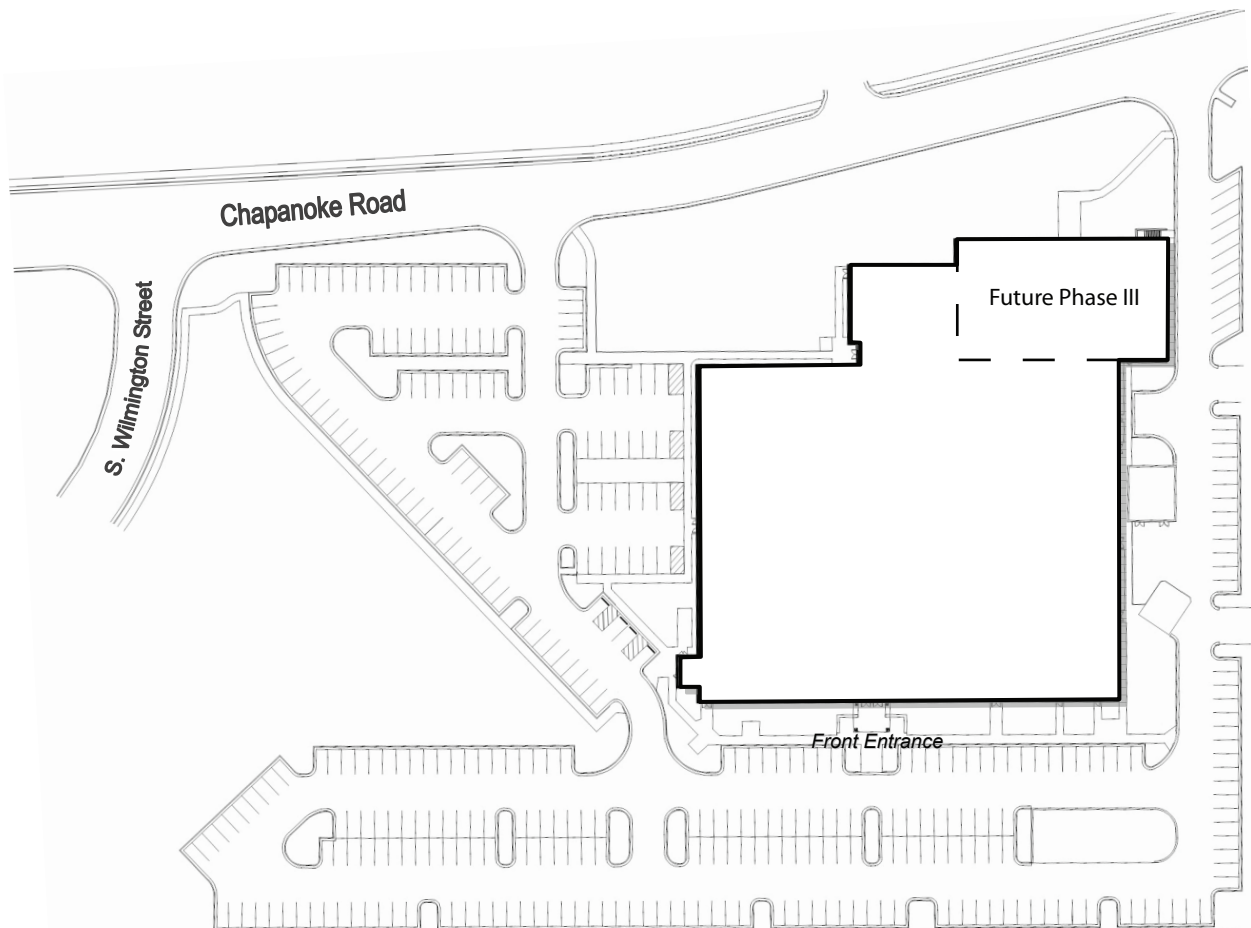
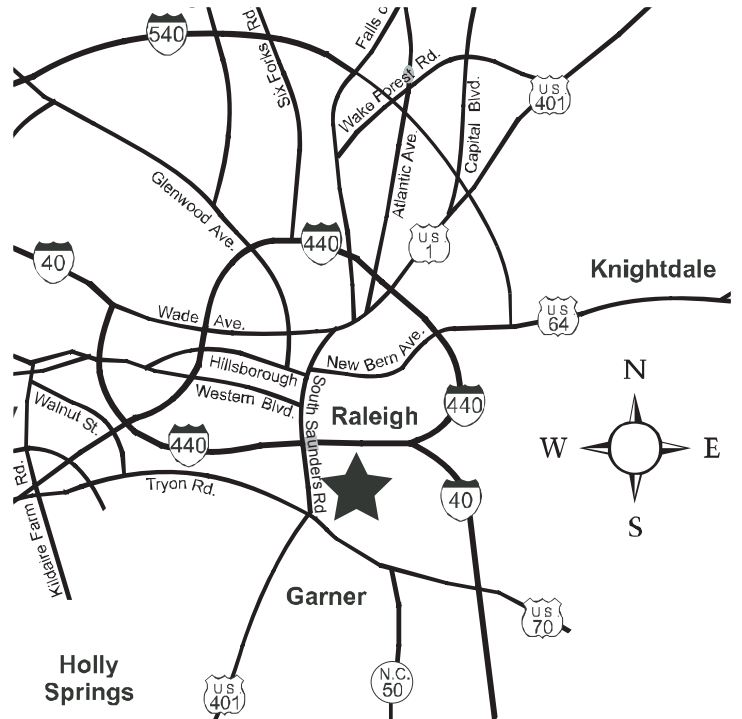
WakeMed

Public Safety Education Campus

321 Chapanoke Road, Raleigh, NC

919-866-6100

<http://facilities.waketech.edu/campuses/pstc.php>



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X,Y,Z

None at this time



Remember to check the online College Catalog for the most up-to-date information at <http://catalog.waketech.edu>